REGULAR BOARD OF COMMISSIONERS MEETING
NC TELECENTER, 415 EAST BLVD #130, WILLIAMSTON, NC 27892
MONDAY, MAY 4, 2020 5:30 P.M.
AGENDA

	Agenda Item	Time	Action	Page(s)
I	**Mayoral Procedures**			
	(1) Call to Order	5:30		
	(2) Pledge of Allegiance	5:31		
	(3) Opening Prayer	5:32		
II	**Discussion/Adjustment to the Agenda** (Please include removal and transfer of any Consent Agenda items from Consent Agenda to Regular Agenda that need full discussion)	5:33	X	
III	**Consent Agenda** (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.)	5:34	X	
	(1) Approval of the Minutes of March 2, 28 and 31, 2020 Meetings			1-14
	(2) Budget Amendment – Ladder Truck			15
	(3) Budget Amendment - OPEB Expenditures (General Fund)			16
	(4) Budget Amendment - OPEB Expenditures (Water/Sewer)			17
	(5) Budget Amendment - Fire Department Project (General Fund)			18
	(6) Budget Amendment - Police Department Project (General Fund)			19
	(7) Budget Amendment - Gaylord Perry Park PARTF Grant Project			20
IV	**Public Comment**	5:36		
V	**Old Business**			
	(1) Ratification of Resolution 2020-102 Suspending Disconnection of Water Services Due to Nonpayment During State of Emergency	5:39	X	21
VI	**New Business**			
	(1) Consideration of Blessings Box			22-24
VII	**Administrative Update**	5:42		
	(1) Mitchum Trucking Property Update		X	
	(2) Covid-19 Update			
VII	**Budget Workshop**	5:47		
	(1) Budget Presentation			
VIII	**Adjourn**	6:25		

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

May 4, 2020

The Board of Commissioners of the Town of Williamston met in regular session on Monday, May 4, 2020 at 5:30 p.m. in the NC Telecenter located at 415 East Boulevard, Williamston, NC at Town Hall.

PRESENT Mayor Joyce Whichard-Brown
Commissioners: Mayor Pro Tem Ronell Rodgers, Al Chesson, Alton Moore, Jerry Knox and William Coffield
Town Administrator: John O'Daniel
Town Clerk: Christina Craft
Finance Officer: Linda Harrison
Town Attorney: Daniel Manning

ABSENT None

CALL TO ORDER AND INVOCATION
The Mayor called the meeting to order and welcomed everyone. Commissioner Chesson led the pledge of allegiance. Commissioner Moore offered the invocation.

WELCOME
The Mayor welcomed everyone present.

AGENDA APPROVED
The Mayor asked if there were any adjustments to the Regular Agenda or if the Board wished any items to be removed or added the Regular Agenda. *It was moved by Commissioner Chesson, seconded by Commissioner Knox, and unanimously passed to approve the regular agenda as presented.*

The Mayor asked if there were any adjustments to the Consent Agenda or if the Board wished any items to be removed or added to the Census Agenda. Commissioner Moore reported errors in the minutes. The Town Administrator requested all minutes to be removed from the consent agenda. The Town Administrator requested the addition of a Tax Relief Order for 118 Pearl Street as the property has been through foreclosure. *It was moved by Commissioner Moore, seconded by Commissioner Chesson, and unanimously passed to approve the consent agenda as amended.*

Items approved in the Consent Agenda are as follows:

(1) Tax Relief Order

Year	Name	Remarks	Total
2009	Charlie Wilder Heirs	Town owed through foreclosure	$ 281.20
2010	Charlie Wilder Heirs	Town owed through foreclosure	$ 281.20
2011	Charlie Wilder Heirs	Town owed through foreclosure	$ 281.20
2012	Charlie Wilder Heirs	Town owed through foreclosure	$ 281.20
2013	Charlie Wilder Heirs	Town owed through foreclosure	$ 281.20
2014	Charlie Wilder Heirs	Town owed through foreclosure	$ 281.20
2015	Charlie Wilder Heirs	Town owed through foreclosure	$ 281.20
2016	Charlie Wilder Heirs	Town owed through foreclosure	$ 281.20
2017	Charlie Wilder Heirs	Town owed through foreclosure	$ 256.20
2018	Charlie Wilder Heirs	Town owed through foreclosure	$ 256.20

(2) Approval of Budget Amendment - General Fund – Ladder Truck Repairs

General Fund
Repair Equipment $41,240.10

The purpose of this amendment is to budget funds to repair the Ladder Truck at the Fire Department. The Town has only one Ladder Truck which is 20 years old. There is corrosion issues on the bottom fly section of the serial. Because of these issues, the truck is unsafe and out of service as an aerial This is not covered under warranty but will receive some discount from the

Atlantic Emergency Solutions for the repair. This was approved at the March 31st Town Board Meeting.

(3) Approval of Budget Amendment - General Fund – 2020/2021 OPEB Expenditures

General Fund

Retirees Fringe Benefits	$60,000.00

The purpose of this amendment is to budget funds for 2020/2021 OPEB Expenditures in the current year. This transfer will be made in June if funds are available.

(4) Approval of Budget Amendment - Water/Sewer Fund – 2020/2021 OPEB Expenditures

Water/Sewer Fund

Water - Retirees Fringe Benefits	$20,000.00
Sewer - Retirees Fringe Benefits	$20,000.00

The purpose of this amendment is to budget funds for 2020/2021 OPEB Expenditures in the current year. This transfer will be made in June 2020 if funds are available.

(5) Approval of Budget Amendment - General Fund – Fire Department Project

General Fund

Transfer to Capital Projects	$22,957.00

The purpose of this amendment is to budget funds for the Fire Department Project. $22,957 will complete the contribution of $72,957 from the General Fund to the Fire Department Project per the Project Ordinance #2020-2 dated January 6, 2020.

(6) Approval of Budget Amendment - General Fund – Police Department Project

General Fund

Transfer to Capital Projects	$100,000.00

The purpose of this amendment is to budget funds for the Police Department Project. If funds are available in June 2020, a transfer for a portion of the General Fund contribution will be made in this fiscal year.

(7) Approval of Budget Amendment - General Fund – Gaylord Perry Park PARTF Grant Project

General Fund

Transfer to Capital Projects	$ 50,000.00

The purpose of this amendment is to budget funds for the Gaylord Perry Park PARTF Grant Project. If funds are available in June 2020, a transfer for a portion of the General Fund contribution will be made in this fiscal year.

PUBLIC COMMENT

As the meeting was held virtually for the public, the Mayor asked each of the online participants if they would like to speak. No public comments were received.

OLD BUSINESS

Ratification of Resolution 2020-102 Suspending Disconnection of Water Services Due to Nonpayment During State of Emergency

The Town Administrator reported the Governor's Executive Order which suspended disconnects and late fees for residential accounts did not address commercial utility accounts. Commissioner Chesson questioned if there have been requests or lack of payment from commercial businesses. The Finance Officer reported there are some small businesses that aren't able to work such as hair salons. Commissioner Chesson reported the small businesses to include the restaurants are suffering due to COVID-19 restrictions and the extension should be allowed. The Town

Administrator reported the department has reached out to the utility software vendor to prepare for payment arrangements as approximately 200 accounts are currently behind. Interest charges have never been added to utility payment arrangements and individuals will have to request a payment arrangement. He did not have a breakdown of how many of those were commercial accounts. Commissioner Rodgers questioned if there any funds that can be obtained to assist with these payments. The Town Administrator reported there may be funds available from other third parties such as the Department of Social Services but none through the municipality. Commissioner Rodgers questioned if water usage has spiked. The Finance Officer reported an increase in residential usage. Commissioner Moore questioned if the Town was extending the payment plan beyond the suggested time of the Governor's order. The Town Administrator reported the plan is not go beyond the six months for payment plans. He also noted many residents that have been in the cycle of paying late fees have used the stimulus check to get ahead on the bill. He is hopeful the Governor's office will give further guidance as what a reasonable payment arrangement is. *It was moved by Commissioner Chesson, seconded by Commissioner Coffield, and unanimously passed to approve Resolution 2020-102 to suspend disconnection of water services due to nonpayment during the State of Emergency for commercial accounts. This resolution is hereby attached with the minutes of this meeting and incorporated in the Town's Resolution Book for future reference.*

Blessings Box Discussion
The Town Administrator reported the First Christian Church had submitted a request to place a "Blessings Box" in the Barnes Plaza. The church has decided to place the box adjacent to the park and has received approval from Commissioner Chesson to place the box beside the building occupied by The Enterprise. He requested the church to put contact information on the box if citizens have questions. The church is reaching out to other churches to help keep the box stocked and plan to keep the box adjacent to the park long term. The box will contain nonperishable food items such as canned goods.

Administrative Updates
The Town Administrator reported Mitchum Trucking had reached out to the Town earlier this year to donate the former Mitchum Trucking Property which is located near the Rail Trail. The Board directed staff to research the property for any environmental concerns. The Town Attorney reported the property is currently being monitored by the State. He advised the Board, if interested in the property, to hire an environmental specialist to research the property as remediation of the property has not been completed. Commissioner Chesson reported the property is not only contaminated but is located in a low area with unsuitable soil. *It was moved by Commissioner Chesson, seconded by Commissioner Coffield, and unanimously approved to decline the donation of the Mitchum Trucking Property.*

COVID-19 UPDATE
The Town Administrator reported this is week five of 50% staffing. As the Governor is moving into Phase I to open the State, he recommends bringing staff back fulltime on May 11 with other restrictions in place. The Mayor questioned if the work is behind. The Town Administrator reported with many citizens home, the yard debris has increased. The majority of the work is getting done with great difficulty. Commissioner Coffield recommended waiting for guidance from the Governor as his brother-in-law has died due to the virus. Commissioner Chesson reported a concern of two employees in a vehicle together and working within a less distance of 6 feet of each other. The Town Administrator reported the benefit of 50% staffing will decrease the likelihood of the entire staff getting infected at once. Commissioner Chesson reported the staffing should be at the department head's discretion with recommended face masks and other safety measures such as handwashing stations to be put in place. The virus is not going away anytime soon and may resurge. Commissioner Moore reported there are two people in the truck for a reason and if there are enough vehicles for them to drive separately. The Town Administrator reported there are two employees in a vehicle as many jobs such as picking up large items such as mattresses. It is difficult to isolate the Public Works employees. The Mayor reported the 50% staffing should be extended at least two more weeks and can be revisited at that time. The Town Administrator reported he will keep the Mayor and Board updated. Commissioner Chesson reported masks should be available for all staff, especially those who have direct contact with the public.

Fire Department Renovation and Police Department Relocation Project Update
A preconstruction meeting for the fire department with start date of May 11. The construction company will have 300 days to complete construction. The Town Administrator reported Randy Stalls has removed the majority of items from the former Stalls Building. Dumpsters should be delivered by the end of this week. He plans to utilize part-time Parks and Recreation employees to remove the remaining items in the building. Commissioner Moore questioned if the contractor will be responsible for all waste once construction begins. The Town Administrator confirmed the contractor will be responsible for the construction waste. Commissioner Rodgers questioned how the payments are made and are there grace periods in place in relation to the COVID-19 pandemic. The Town Administrator reported

there will be a $200k annual payment. The contractor has 300 days to complete the construction regardless of the pandemic before the Town could pursue liquidated damages. The Town Attorney reported we are living in unprecedented times but are bound to the contract regardless.

Budget Presentation
The Town Administrator presented a proposed balanced budget. He and the Finance Officer had to cut over $1 million in expenses with the input from the department heads. The budget includes a 10-cent property tax increase and a 25-cent increase in water fees per 1,000 gallons. There is also a 2% Cost of Living Adjustment (COLA). He reviewed the five-year capital improvement plan. There are over several million dollars' worth of projects in the Public Works that have been pushed back. The Police Department is receiving 3 vehicles per the rotation schedule. The air conditioner for the Gaylord Perry Park gym is also included. For Public Works, there is a dump truck and an air curtain burner budgeted. It is the Town's intention to finance the air curtain burner. The burner will save the Town money as it will reduce the landfill fees. A Mobile Lite Collector included is used in collection of data during water meter reading by driving the route rather than requiring employees to walk the route. The wastewater aerators and controls is the Blue Frog system the Public Works Director has discussed with the Board in the past and this will hopefully reduce power consumption by the wastewater plant once in place. The backflow device is a current requirement on the water supply line providing water to the wastewater facility. The Mayor questioned which fund addresses the need for street lights for Annexed Area A. The Town Administrator reported this was not budgeted at this time. Currently, Dominion reported they will require deeds of easement to place the poles. The Mayor reported property owners had submitted a petition to get the lights. The Town Administrator reported Dominion requires a legally-binding agreement to allow them to install and will follow up with them to see the status of the project.

The Town Administrator reviewed the breakdown of revenues and expenses per fund. He reported the Powell Bill funds must be used for street-related expenses. A street sweeper is scheduled to be purchased from Powell Bill funds which may require financing or the use of fund balance. This will be brought before the board prior to purchase. Commissioner Chesson questioned if the amount of budgeted revenue has been decreased as it is questionable if the same amount will be available in the upcoming year. The Town Administrator reported the revenues were based on historical figures. Commissioner Moore questioned what the license plate fee funds are used for. The Finance Officer stated $5 of the $30 fee can be used for General Fund expenses. $25 of the $30 fee must be used for street repair in the Powell Bill Funds. These funds are reported to Powell Bill annually. Currently the fund is used towards a loan for street improvements in the Annexation area. Commissioner Moore questioned the mosquito control line item and if Public Works sprays in the Town at any time other than when requested. The Finance Officer reported the expenses would be listed in the departmental expenses but believes spraying is done. The Gaylord Perry Air Conditioner is listed as being funded directly through Fund Balance. The Town Administrator is hopeful to find a grant to cover the cost of the air conditioner and if so, no fund balance will be used. There are $55,000 in revenues the Cemetery Department. These revenues will reduce as the last graveyard is being developed. The Town Board will have to eventually decide whether to expand the department or just maintain the current graveyards. The air conditioning for the Gaylord Perry Park gym is listed as funded by fund balance but it is hopeful to receive a grant to cover this project. Total General Fund Revenues are $6,311,142.

The Enterprise Fund Revenues are budgeted at $4,419,616. The Martin County Regional Water and Sewer Authority (MCRWASA) has budgeted an increase in rates which is the primary reason for an increase in water rates as the Town is required to purchase 100 percent of water used from MCRWASA.

The summary of expenditures provided a breakdown of expenses per department by type. Personnel Services includes salaries, benefits, insurances, and taxes. Per Board direction, the recommended expenses have remained the same. Commissioner Coffield questioned if the Board's training line item was divided equally between all the Board members. The Town Administrator reported the line item remained the same as the prior year and not all Board members were budgeted to attend conferences as it was based on historical attendance. Commissioner Rodgers and Coffield were not budgeted to attend the NC Leagues' CityVision Conference. The Mayor reported she was in agreement with the idea to keep the expenses at the same as the current year but didn't realize Commissioners Coffield and Rodgers were not budgeted to attend the NC League Annual conference. She questioned if Commissioner Rodgers and Coffield planned to attend the League conference this year. Commissioner Rodgers and Coffield both reported they plan to attend the Black Summit and the League in the upcoming year.

Commissioner Rodgers reported both conferences have been cancelled this year due to the COVID-19 pandemic and the funds could be used. The Finance Director reported unused funds in a line item is moved to Fund Balance and does not accumulate. Commissioner Chesson questioned how much funds were needed so they would be able to attend. The Town Administrator reported the need of another $1532. Commissioners Chesson and Knox requested the removal of Town-paid local events under their personal line item as they will pay for their own ticket should they choose to attend. The Town Administrator reported the NC Rural Conference and the Winter Meeting for the Mayor could be removed as she has not attended the last two years. The Finance Director reported all staff reviews their travel each year and submits a request annually for such training events and suggested the Board could do the same so that these events are not missed. The Town Administrator removed the Mayor's Winter Meeting, the NC Rural Conference, the Mayor's Rotary dues, local events for Commissioners Chesson and Knox and miscellaneous local events to move those funds to Commissioners Rodgers and Coffield's Training expense line. The remaining funds from the transfer will be added to the Mayor's miscellaneous line.

There were two items of note in the Administrative Department's expenses. The copier contract was due for renewal and plan to change companies with a savings of almost $4,000 annually. The group insurance deductible refund was reduced by $20,000 based primarily on historical trends.

The small equipment in the Planning Department was for a computer. As the department has funds available that have not been spent in the current year, the computer has been purchased and removed from the budget. The Code Enforcement line item is mainly for vegetative issues and dilapidated houses. The Mitchell building was not budgeted at this point. As soon as the Board is able to have a public hearing, there is an ordinance that will put the regulations in place so the Town to move to address the building. Commissioner Chesson questioned if other municipalities are holding public hearings. The Town Administrator reported, while some municipalities are holding virtual public hearings, he is not comfortable with moving forward at this point as someone may question the validity of the ordinance in the future. The General Assembly has reported they may relax the open meeting laws and regulations and he will revisit if this happens.

The Police Department salaries was reduced as historically there is turnover in the department. Multiple small equipment items were cut to include two pistols, a taser, four cameras, and 21 rifle optics. It was noted Dodge has cancelled multiple orders and the vehicles may be a different model.

The Town has loans for fire truck, an EMS remount, and the Skinner Warehouse.

The Fire Department is budgeted to purchase turnout gear, airpack cylinders and fire hoses. The State funds the RRT Department in the amount of $69,000. The contract is due for renewal and will be brought to the Board at the next regular meeting.

The Sanitation Department will have to add stone on the drive at the Waste Water Treatment plant. As a new backhoe was not included in the upcoming budget for purchase, funds were budgeted for the maintenance of the older machine. It is hopeful the air curtain burner purchase will reduce the cost in the department. The Mayor questioned why funds are budgeted for mosquito control if the department is not spraying for mosquitos. The Finance Director reported the department has hired a contractor to spray in the past. Commissioner Rodger reported there is an area where garbage is being dumped in a residential area. The Town Administrator requested he call his office tomorrow to discuss further.

The funds for Rail Trail erosion have been reduced and LED lights in the gym were cut as there is not an immediate need. The Town Administrator reported the Recreation Director is currently seeking other funds for the Gaylord Perry Park renovation.

The Garage department has budgeted the purchase of a charger, side grinder, and an evaporative cooler.

The Economical and Physical Department has a new allocation for the Martin County Chamber but the other allocations have remained the same as the current year. $50,000 has been allocated for the Police Department relocation and $150,000 for the Town's matching funds relating to the PARTF Grant. These items moved to this line item as these are the main reason for the tax increase budgeted. Commissioner Chesson questioned what one

penny of tax increase amounts to in revenues as the Board has made the decision to increase taxes by 10 cents. The Town Administrator reported approximately $30,750 based on a collection rate of 92.48%.

Powell Bill funds can only be used for street related projects. The Public Works were able to test drive the street sweeper that they hope to purchase.

No funds are budgeted for the OPEB liability. If funds are available at the end of this fiscal year, these funds may be moved into the OPEB line item.

The Storm Water fund is used for the payment for the Skewarkee Canal project loan.

The Water Department has a mobile lite collector, backflow preventer, and Ralph Taylor Road water main line upgrades budgeted for the upcoming year. The Sewer department has a Wastewater aerators and controls budgeted for purchase in the upcoming year.

The Mayor questioned the amount the Town has to pay to the NC League of Municipalities in the amount of $6,500. The Finance Director reported these are annual dues based on population size.

The Town Administrator reported a Public Hearing to allow for citizen input on the proposed budget will be scheduled for the next regular meeting, prior to the adoption of the budget.

ADJOURNMENT

There being no further business, the Mayor declared the meeting adjourned at 8:00 p.m.

Submitted By:

Town Clerk

Approved By:

Mayor

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

March 2, 2020

The Board of Commissioners of the Town of Williamston met in regular session on Monday, March 2, 2020 at 5:30 p.m. in the Assembly Room at Town Hall.

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

ABSENT None

CALL TO ORDER AND INVOCATION
The Mayor called the meeting to order and welcomed everyone. . Commissioner Coffield led the pledge of allegiance. Commissioner Knox offered the invocation.

WELCOME
The Mayor welcomed Rene Purvis with the Board of Education and Robersonville Councilwoman Debra Armstrong and everyone present.

AGENDA APPROVED
The Mayor asked if there were any adjustments to the Regular Agenda or if the Board wished any items to be removed or added the Regular Agenda. The Town Administrator requested removal of Old Business Item #5 Williamston Comprehensive Land Use and Master Plan and addition of a Close Session for Attorney Client Privilege. The Mayor requested the text change from Boys and Girls Club under New Business Item #1 to read as Williamston Boys and Girls Club. *It was moved by Commissioner Chesson, seconded by Commissioner Coffield, and unanimously passed to approve the regular agenda as amended.*

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

Items approved in the Consent Agenda are as follows:

(1) Approval of the Minutes of the corrected minutes of January 24, 2020 meeting and minutes of February 3, 2020 meeting.
(2) Approval of Park Advisory Board Reappointments: Tammy Hall, Doug Baker, Glen Cargile, William Johnson, and Amy Pierce
(3) Capital Project Ordinance 2020-5: Police Department Facility Project
(4) Tax Relief Order

Year	Name	Remarks	Total
2014	Picot Steward Prop	Wrong Value imported from County	$ 152.00
2015	Picot Steward Prop	Wrong Value imported from County	$ 152.00
2016	Picot Steward Prop	Wrong Value imported from County	$ 152.00

PUBLIC HEARINGS
Reconfigure Traffic Pattern to 2-Way for Washington, South Elm and South Haughton Streets

The Town Administrator reported the purpose of this hearing is to allow for public comment concerning the consideration of the change from 1-way to 2-way traffic pattern for Washington, South Elm and South Haughton Streets. Kennis Wilkins reported he personally observed today with two vehicles that travelled side-by-side and had no impact on the parking spaces on the street. He feels the trees along the parking spaces could be removed and people could see to enter the road. There are three black businesses on that street and if you take away the parking areas, it would be detrimental to the businesses. The road is not safe for pedestrians if the street is returned to 2-way traffic pattern. John Liddick reported the change in traffic pattern is not needed. The road will not be safe as a 2-way street as traffic drives very fast through the area. Jillian Powell stated he was opposed to the change as safety is an issue for pedestrians. Lon Moore reported the loss of 250 feet of parking spaces that will be lost in change in traffic pattern is not necessary as there is currently 2-lanes. Changing the traffic pattern should not disturb any of the parking spaces in the area. The trees planted by the parking are not maintained and will scratch your car. Moses Matthews stated he was against the change in traffic pattern as is obtaining signatures to stop the change. Alonzo Brown stated he was against the traffic pattern change as it is a hazard. The trees are an issue as the trees have grown over the parking spaces. With no other citizen wishing to speak, the Mayor closed the Public Hearing.

Amendment to Zoning Ordinance: Micro-Winery and Micro-Distillery Text Amendment
The Town Planner and Zoning Administrator reported the purpose of this public hearing is to allow for citizen input concerning the consideration of a text amendment of the Microbrewery Ordinance to allow include Micro-Winery and Micro-Distillery in the Central Business District. This was passed unanimously at the last Planning Board meeting. Jason Steward spoke in favor in the past for the addition of the brewpub. The Hookhand business is doing great and is a great business model. There have been no 911 calls related to the Hookhand business. The addition of micro-winery and micro-distillery would serve as a draw for Williamston as. There is a micro-distillery trail map and there are none in northeastern North Carolina. There was a survey mentioned in the Comprehensive Plan at a previous meeting and the overwhelming response was to do something downtown. With no other citizen wishing to speak, the Mayor closed the Public Hearing.

Amendment to Zoning Ordinance: Outdoor Dining and Gathering
The Town Planner and Zoning Administrator reported the purpose of this public hearing is to allow for citizen input concerning the consideration of a text amendment to allow outdoor gathering with outdoor seating in commercial properties. Jason Steward spoke in support of this change for the same reasons he supports the change to allow micro-winery and micro-distillery text amendment.

PUBLIC COMMENT
Jillian Powell spoke on behalf of the Williamston Boys and Girls club. She reported she is a member and the club has given her many great opportunities. The club has taught her to lead with integrity. Alonzo Brown reported the Woodlawn Cemetery is a mess and needs to be monitored. There are dirt holes and pot holes in the cemetery and it needs to be cleaned up. The condemned building across the street is a concern. It is private property but the Board needs to demolish it.

OLD BUSINESS
CONSIDERATION OF TRAFFIC CHANGE FOR WASHINGTON, ELM AND HAUGHTON STREETS
The Town Administrator reported originally the roads were switched to one-lane during the Highway 125 project. As the project has been completed, the Board directed staff to reach out to NCDOT to verify the feasibility of returning the roads back to the two-directional traffic pattern. Jason Davidson, with the NCDOT, is available for any questions. There are two options which are to leave the traffic patterns as is or change to 2-way traffic which will eliminate multiple parking spaces due to NCDOT requirements. Commissioner Rodgers questioned what the Town will receive with the loss of the parking places. Mr. Davidson reported the Town originated this request and no mechanism in place for reimbursements. NCDOT was requested to see, if this was passed by the Board, how this could be done as safely as possible. Commissioner Rodgers questioned if there were any 5 to 10-year plans to develop that area. Mr. Davidson reported there are none other than resurfacing. Commissioner Chesson reported the Town didn't request to do the change but was checking to see if it was feasible. This was not meant to be adversarial but only fact finding. He does not support the change if it means any business inconveniences. Commissioner Coffield questioned if the trees on the streets were taken in consideration. Mr. Davidson reported the 250 feet parking restriction is federally mandated. Elm Street has a bad angle for a left-hand turn and the parking restriction would be a requirement. The Mayor reported she was in favor of the change until she heard the public

speak. *It was moved by Commissioner Rodgers, seconded by Commissioner Chesson, and unanimously passed to leave the traffic pattern as one-way for Washington, South Elm and Haughton Streets.*

Consideration of Board Travel Policy

The Town Administrator presented a travel policy for the Board's consideration. The policy was originally discussed at the January Budget Retreat and was tabled to the February meeting. The Mayor was unable to attend the February meeting and requested the policy to be brought back to the Board in March. Commissioner Moore reported the policy looks more professional but it is not there yet. He was concerned with the requirement of a doctor's note as 24-hour viruses do not require a trip to the doctor. Commissioner Rodgers expressed concern that the policy was only for the Board members. The Town Administrator reported the staff currently have a policy in place. Commissioner Moore reported since there has never been a policy in place, he didn't understand the urgency of a policy. The Town Administrator requested the Board to at least approve the form which directs the Town Clerk to register the Board for conferences and she will have the paperwork to support the purchases. The Town Administrator reported the doctor's note portion can be removed and the policy can be brought to the Board at the next meeting. *Commissioner Chesson made a motion to adopt the draft version with the stipulation that the doctor's note obligation be removed. Commissioner Knox seconded the motion. Commissioners Chesson and Knox voted to adopt the draft version with the removal of the doctor's note requirement. Commissioners Coffield, Rodgers and Moore voted against adoption of the policy.*

Consideration of Travel Budget

The Town Administrator presented a travel budget for the Board's consideration. The budget includes $891 travel allowance for the Mayor and $816 travel allowance for each of the Commissioners. Commissioner Moore reported the amounts may sound like a lot of money but in comparison, other towns get a lot more. The Board is not spending a lot of money. He questioned why the same amount was proposed per commissioner when some do nothing. The cost for hotel and registration are out of the Board's control. The Town Administrator reported the samples he received from other towns are not of the same size nor on the same economic level. The policies were obtained for text only. Commissioner Chesson reported the amounts are based on historical and perceived costs. We are supposed to bring something of benefit back to the Town when we go to conferences. If I go, that's what I plan to do. Commissioner Moore reported he doesn't have a problem bringing back knowledge but have commissioners that do not attend. Commissioner Rodgers reported the Black Summit is not just for black elected officials and any of the Board can go so why should I report anything. The Town Administrator reported the purpose of sharing knowledge gained would save money and educate others. He and Commissioner Moore attended the NCLM conference last year and both agreed after the conference was not worth the cost. It is the Board's discretion what is attended. *Commissioner Chesson made a motion to adopt the board travel policy as presented. Commissioner Knox seconded the motion. Commissioners Chesson and Knox voted to adopt the board travel budget. Commissioners Coffield, Rodgers and Moore voted against adoption of the board travel budget.* The Town Administrator requested direction from the Board as to what they want done. Commissioner Moore reported the budget will not be approved until June so there is time to discuss. The Finance Officer reported there is usually a balance budget ready to be presented by the April meeting and the budget is approved the first Monday in June. It is better to have finances in order by April as further direction will be needed as what funds will need to be cut to accommodate additional expenditures. Commissioner Knox reported the budget is of great concern and all of these meetings have a cost. The Board needs to be careful in spending as the next budget projects an increase in taxes and an increase in water bills. Commissioner Rodgers reported he understands what Commissioner Knox is saying but this concern never comes up until it comes to certain items with certain demographics and when it comes to certain demographics, then all of the sudden the budget becomes a concern. One example is the West End Tennis courts, it was $18,000. When we discussed the air conditioning at the Gaylord Perry Park, it was $15,000 and it was a budget concern. Commissioner Knox reported he does not know what he is talking about but he intends to save money the best he can with taxes and water rates rising and is looking at this from a business standpoint. The Mayor questioned if the Board would like to have a special-called meeting. Commissioner Moore reported the Board could come to a consensus prior to the April meeting. Commissioner Chesson suggested the Board members meet individually with staff with concerns and present at the next meeting. The Mayor requested the Town Administrator set a time for a called meeting.

Consideration of Water Bill Late Fee

The Town Administrator presented a $5 delinquency fee on water accounts for the Board's reconsideration. This was previously discussed and approved at the Budget Retreat Meeting. The Mayor reported she has yet to receive a reason for this increase as the people who pay after the 19th have to pay a late fee. This fee is to encourage citizens to pay on time instead of rushing in to pay on the 19th each month as this gives a false due date. The actual due date is the 10th of each month. Commissioner Rodgers reported the fee would be too much for many of the citizens. Commissioner Chesson reported the fee would encourage people to pay on time. The Town Administrator reported other towns have a much more stringent fee. The Mayor reported the Town has a $35 fee to turn the water back on. The Town Administrator reported the Town does not have a fee to turn the water back on. The Mayor reported the 10 days past the due date is a grace period. Commissioner Rodgers reported many have to eat dog food as they can't afford anything else and the $5 fee is too much. *It was moved by Commissioner Moore, seconded by Commissioner Coffield to not move forward with the $5 delinquency fee to the water bills. The Mayor asked for discussion. Commissioner Chesson reported the Town runs a utility just like the power company. We run a business and our accounts receivable is in excess of $150,000. We all have our heartstrings but this is a business decision and is something we are supposed to do for those of us who pay our bills on-time. Commissioner Moore reported he is a doer and wants to act on it. Commissioner Chesson reported that is a personal decision, not a business decision. Commissioner Coffield reported this is a second late fee. The Town Administrator reported this is a delinquency fee. The Mayor reported she sees the 10 days as a grace period. Commissioners Moore, Rodgers and Coffield voted in favor of not adding the $5 delinquency fee. Commissioners Knox and Chesson voted against the motion.*

NEW BUSINESS

Consideration of Cultural Allocation Requests

Kathy Daly spoke on behalf of the Martin County Arts Council. She reported their funding comes from Grass Roots, Martin County and the Town of Williamston. The Grass Roots allocation has been cut. Last year, they hired an executive director who has done a phenomenal job but the workload is too much for one person. They hope to add an administrative assistant. The MCAC has exhibits every month. Presently, the African American Art Exhibit is on display. In April, there is a fine art show which shows the local talent. There are people who rent space. There is an annual photography show in June. There are many workshops to teach how to make jewelry and felting. We held the first Color Fun Run. There is an annual banquet for the council members. We did a Christmas Choral concert with close to 70 singers. The singers came to Williamston every week to practice for over a month.

Martin County Chamber of Commerce

Chase Conner reported the Chamber has recently moved into a building downtown Williamston. The Chamber of Commerce update the budget and noted the Town of Williamston has allocated funds in 2014/2015 to hold seminars and would like to begin hosting events such as starting a business and historical credits. The Chamber plans to take over the Main Street Market which is a free community festival held in the Barnes Plaza. It was previously funded by a grant and would like the Town to help fund so the Chamber can expand on that program. There are five events that are currently being planned and four of the five are new events.

Martin Memorial Library

Patrick Fitzgerald, BHM Library director, reported the library is requesting the equivalent of the previous year's allocation. He reported the funding is used towards adult and children's programming. This library is one of the busiest in the system. The key is to keep children engaged. The funding also helps with salaries, upkeep of the grounds, computer use and circulate materials.

Williamston Boys and Girls Club

Kimberly Boyd reported the Williamston Boys and Girls Club is housed in the E. J. Hayes building. 100 children have been served in the last year with over 60 served every day. There are another 60 children on the wait-list. The reason we haven't added more children is due to staffing. We have hired another staff member and will expand very soon. Our goal and mission are to target children that need it the most. We want the children to have every opportunity that is available to them. We stand shoulder to shoulder with the school system to identify challenges. They have partnered with a group in Raleigh to ensure children are reading effectively by the end of the third grade. Tutors are pushed into the school system to tutor children one on one in school and after school to elevate the reading level. The fourth and fifth grade is the next level which they hope to expand to provide tutoring for math. This is why the Club is requesting an increase to $20,000 allocation.

Consideration of Cemetery Timeline

The Town Administrator presented a proposal for consideration of the Board. The proposal will require the plots to be sold on the wooded side of the cemetery which is on the opposite side away from the homes. The Public Works Director reported the cemetery has been sectioned and dirt from the front portion of the property will be used to build up the lower wet section of the cemetery. Staff has never dictated prior to this as to where a citizen can purchase a plot so this is a new situation for us. The first section to sell plots will be closest to the Martin Luther King Road. Commissioner Coffield questioned what section closest to the Martin Luther King was he referring to as the places that are marked are right in front of his house. Commissioner Chesson reported the first consideration was Ms. Coffield's request to begin selling plots on the farthest side of the cemetery and the second consideration is what staff is able to do. Can we work areas C and D and do not allow A and B to be developed until C and D are full? The Public Works Director reported the biggest leap for him is to dictate where residents can buy plots and can see both sides. Commissioner Coffield questioned if there are plans to put shrubbery outside the fence. The Public Works Director reported anything is possible. Fencing has been put into place already and he works at the Board's pleasure. If shrubbery is requested, shrubbery will be planted. The budget and manpower for the department is very thin. It is a challenge to survive on the current budget. He will research to see what is easy to maintain. Commissioner Rodgers questioned if the cemetery will affect property values. The Town Administrator reported the property has been listed as a cemetery for a long time. *Commissioner Chesson motioned to begin selling plots in C and D until it reaches 75% occupancy prior to selling plots in E and F and investigate the cost of phasing shrubbery that is easy to maintain and provides a hedge and a long-range capital plan to phase it over time, seconded by Commissioner Coffield and unanimously passed to approve the cemetery plan as presented.*

Approval of Audit Contract

The Town Administrator presented an audit contract for the year ending June 30, 2020 with Carr Riggs & Ingram. *Commissioner Knox made a motion to approve the audit contract with Carr, Riggs & Ingram, seconded by Commissioner Moore, and unanimously passed to approve the regular agenda as amended.*

Consideration of Offer to Purchase 118 Pearl Street

The Town Administrator reported a bid was received for the 118 Pearl Street. This property was foreclosed on with a delipidated building on it. The building was demolished. An advertisement has been run in the paper to allow for upset bids. If another deposit is received, an advertisement will have to be run again to allow for other upset bids. *Commissioner Chesson made a motion to accept the offer subject to the raised bidding procedures as required by the General Statutes and be brought back before the board to accept, seconded by Commissioner Knox, and unanimously passed.*

Approval of Demolition Ordinances

Town Planner and Zoning Administrator reported Code Enforcement demolition has begun for the 4 properties. All General Statute requirements were met regarding notifying property owners, holding public hearings, and the last requirement is to pass the ordinances which will give the authority to demolish the buildings. A separate vote for each ordinance is required. Commissioner Moore questioned as the Board was told the building on the 203 Morris Street was to be demolished by the end of the year. The Town Planner and Zoning Administrator reported the delay was in an effort to streamline the demolitions and hopefully have a cost-savings. Once the demolitions begin, it will take a couple of days and will hopefully be completed by the end of March.

Commissioner Chesson made a motion to pass Ordinance 2020-6 to demolish the building on 203 Morris Street, seconded by Commissioner Coffield, and unanimously passed.

Commissioner Moore made a motion to pass Ordinance 2020-7 to demolish the building on 405 Morris Street, seconded by Commissioner Rodgers, and unanimously passed.

Commissioner Rodgers made a motion to pass Ordinance 2020-8 to demolish the building on 416 Blount Street, seconded by Commissioner Coffield, and unanimously passed.

Commissioner Chesson made a motion to pass Ordinance 2020-9 to demolish the building on 416 New Avenue, seconded by Commissioner Coffield, and unanimously passed.

These ordinances are hereby attached with the minutes of this meeting and incorporated in the Town's Ordinance Book for future reference.

Approval of Letter of Support for Future I-87 RISE Project

Commissioner Chesson made a motion to approve the Letter of Support for Future I-87 RISE project, seconded by Commissioner Knox, and unanimously passed.

Consideration of Micro-brewery, Micro-winery, Micro-distillery and Brewpub Ordinance Text Amendment
The Town Planner and Zoning Administrator reported the changes to the text in the Zoning Ordinance will add verbiage adding the micro-winery and micro-distillery to the current ordinance. The Town Attorney reported a paper ordinance will have to be developed and brought to the Board for consideration. *Commissioner Chesson made a motion to request staff to bring an ordinance to the Board for approval, seconded by Commissioner Knox, unanimously passed.*

Consideration of Outdoor Dining and Gathering Areas Ordinance Text Amendment
The Town Planner and Zoning Administrator reported the changes to the text in the Zoning Ordinance will outdoor dining and gathering areas to the current ordinance. This is a marketing tool for current and future businesses. There will not be alcohol sales on a sidewalk as that is against the Town's current ordinance but will allow alcohol sales in behind or beside the business with proper permits. Commissioner Moore questioned if this is something that will help sale building downtown or is this something that could be revisited at a later time. The Town Planner and Zoning Administrator reported this will be a marketing tool to encourage future businesses. Commissioner Rodgers reported the Town needs to revisit this due to the alcohol and consumption. The Town Attorney reported a paper ordinance will have to be developed and brought to the Board for consideration at the next regular meeting. Commissioner Chesson requested staff to approach current businesses and potential businesses to see how it will affect the big picture.

Godwin Coppage Concession Stand Operations
The Parks and Recreation Director reported the softball park opened in 2007. The Town reviewed options for regarding leasing the concession stand operations to a group. The Williamston Softball Fastpitch Association was created by local coaches and their two primary responsibilities was to help with softball tournaments and to run the concession stand. That operation has worked well over the years. Ten percent of the funds was given to the Town and the rest went to the Association. The Association has agreed to donate some of those funds to assist the Town put concrete under the bleachers. Volunteer participation in the Association has dwindled over the years and the Association is not as active. With the increase in tournaments, the Association has not been able to maintain the concession operations due to lack of volunteers and have had to sublease to other nonprofits like school clubs. He reported he is considering the option of the Town taking over the concession stand operations. He wanted the Board to be aware of the future possibility of changes that may be needed. Commissioner Chesson reported the Town needs to consider another lease as Town employees should not assume that responsibility. Commissioner Moore questioned if the Town would receive the profit from the concession stand. The Recreation Director reported the Town would receive the profit but would increase the Town's expenses with staffing and supplies. Commissioner Moore questioned the Town's liability if it was leased. The Town Attorney did not foresee any issues with a lease as the Town would have a contract. Commissioner Chesson questioned if the Town would require a modest stipend in addition to liability insurance. The Recreation director reported the current lease requires a payment of ten percent of the proceeds plus insurance. If the Town required a set fee, this could cause a hardship to the contracted group as the number of tournaments is not consistent.

Approval of the State Hazmat Contract Proposal
The Fire Chief requested the Board approval to submit the technical proposal for the Town to continue the Hazmat Response Team. The Town began the Hazmat Response Team in 1995. The proposal will extend for the next four years and the State will extend for one year. The technical proposal is a request to receive a contract from the state of North Carolina to continue this service. Once the contract is received, it will be forwarded to the Town Attorney for review. He is working with the State Attorney's office to expedite this as it must be completed before July. He requested permission to sign on behalf of the Town of Williamston to ask for a contract. This will require a witness signature, the Town Clerk's signature and use of the Town's corporate seal. The contract will be brought to Board for approval once received. *Commissioner Knox made a motion to grant the Fire Chief permission to sign the technical proposal to continue with the Hazmat Response team on behalf of the Town, seconded by Commissioner Moore, and unanimously passed to approve the motion.*

DEPARTMENTAL REPORTS

- The department attended the Community Unity meeting. The Jamesville school will reschedule the Career Day.
- Several officers participated in Read Across America and read Dr. Seuss books to the third and fourth graders.
- The department along with other businesses sponsored books for the first and fourth graders in the Williamston elementary school. The books will distribute by our officers to each of the students.
- In response to the speeding complaint on East Franklin Street, he and the Town Administrator reviewed the report to the motor vehicle collision. Speed was not a factor but the sun blinded the driver. There have been complaints of speed in the area in the past and will give consideration to that area. As it is down a slope, it would be easy to reach higher speeds. The department has new radar detectors and are currently training staff. Proactive enforcement will hopefully be met with voluntary compliance in the area.
- He introduced two new officers, Courtney Adams and Garrett Goddard. They have been employed by the Town for a couple of months and all paperwork has been completed and assigned to training officers.
- Commissioner Coffield questioned if citizens are covered under Stand your Ground. The Police Chief reported NC version called Castle Doctrine. He urges citizens to take a concealed carry course to learn the laws of use of deadly force for protection as the course was designed by the Justice Academy and approved for Criminal Justice and NRA instructions to teach NC law to our citizens about what they can and can not do. There are several great instructors in the area.

Planning

The Town Planner and Zoning Administrator reported:

- Williamston has been reaccredited as a Main Street Community for 2020 and are thankful to the community members that have been supportive of the downtown revitalization efforts and to the committee members that have helped in this process.
- Owner initiated demolition of a residential structure at 112 Roanoke Ave after a structure fire a few months ago. The site has been cleaned up.
- Branding Workshop results have been rescheduled for a later date due to the presenters being ill. The new date will be posted on Facebook and emailed to interested parties.
- Tractor Supply received a Special Use Permit from the Planning Board of Adjustments to allow the installation of an LP Tank for distribution. No word on when the installation will take place.
- Cookout has begun work for their location at the old Sonic property. Contractors have not given us a date of completion as of yet.
- Williamston Downtown, Inc. Board Chair Greg Shepherd, along with other community members, have cleaned, repainted, and decorated the downtown trash cans.
- Town Planner met with the owner of the former Magnuson property and informed them the Town would be start code enforcement efforts to make the site more presentable to the public. A site visit with the property owner is scheduled for next Monday to go over what needs to be done.
- Town Planner spoke with a town citizen regarding comments made at the last public comment period in reference to the Riverfront Redevelopment District. They were informed that the sign out on the property is our ultimate vision however, no work has been done yet due to funding. Funds are currently in the CIP for this project.
- Section 8 and subsidized housing: a property owner has asked the thoughts and opinions from the Board regarding our ordinance for multi-family projects. Currently, the zoning ordinance does not allow units over units – meaning construction on new multi-family projects must be one story or townhome style units. The property owner has requested that the ordinance be changed to allow multi-story, multi-family projects for future section 8 and subsidized housing opportunities. Commissioner Chesson reported he will need more discovery information before he could weigh-in. The Town Planner and Zoning Administrator reported residential over businesses is allowed in the Central Business District but residential over residential is currently not allowed.

CLOSED SESSION

It was moved by Commissioner Moore, seconded by Commissioner Coffield and passed to go out of regular session into closed session to address Attorney-Client Privilege per N.C.G.S. 143-318.11(a)(3).

Fire/Rescue
The Fire Chief provided the following report:

- There were 223 calls in the month of February
- Hazmat Team performed outreach services to Purdue, Bertie County and fielded technical responses.
- There have been 12 requests for fire alarms. As one house may require multiple alarms, it will not take long for the 52 alarms requisitioned to be used.
- The Martin County Fireman Association meeting was held in Oak City to discuss the water haul training the department will host in Williamston which will help with insurance rating.
- The department attended the Community Unity meeting.

Public Works
The Public Works Director provided the following report:

- He responded to the citizen complaint regarding drainage at the east end on the rail trail. The drainage appears to be unchanged. The water as it drains in the eastern direction does cross over by Baker Gas and crosses under the rail trail in two pipes. There was a heavy flow during the time and the water was not overrunning the bank. Commissioner Moore questioned if he had spoken with the homeowner. The Public Works Director reported he didn't know how to contact the citizen. The Town Administrator reported he did contact the citizen. She is one of the last houses in that area where the landscape flattens out and it is likely she may have water pool in the backyard in a hurricane or massive flooding. When the area was reviewed, it was during a 3-day heavy rain. Commissioner Chesson reported he walks the trail regularly and has not seen any issues.
- He responded to the citizen complaint regarding leaf and limb pickup at the Skewarkee Cemetery which is located beside the historic primitive Baptist church building and the Shamrock restaurant. Historically, the Town has picked up from that property per the Administrator at the time instructed to do so as it is in a very busy and visible area of the Town. The church property has been sold and is now listed as commercial property. The policy of the Town is to not pick up leaf and limb from commercial property. The elderly 90-year-old gentleman voluntarily cleans the property and does a fine job and requested the Town continue to pick up the leaf and limbs. He made a passionate plea to the Board as it is a historical location. The Public Works Director instructed him that the church is now commercial property and will no longer offer the service. If any changes are to be made from the current position due to the policy in place, it will require Board direction. Commissioner Chesson questioned if he needs direction from the Board. The Public Works Director reported he is receptive to any direction and without direction, he will revert to Town Policy. Commissioner Chesson supports the decision to maintain the policy in place.
- The department is reviewing drainage issues on Chesson Drive. This area was the Town's plan for an industrial park and is exploring options for drainage in this area.
- There are concerns over Factory Street as it is a dirt road and the heavy rainfall presents a challenge to maintain the grade. A minimum rock coverage of the majority of the road of three inches will cost approximately $16,000 that was not specifically budgeted this year.

Parks & Recreation
The Parks & Recreation director reported the following:

- Basketball season ended last weekend.
- All-Star games will begin mid-March and teams have begun practice.
- Softball registration will begin next week.
- There are 14 tournaments scheduled for this year with one this weekend that has 18 teams registered. The tournaments bring lots of revenue for the businesses in the Town of Williamston.
- There are still two full-time positions open.
- He is hopeful to bring a grant before the Board to assist the Town's payment of the PARTF grant for the park. Park renovations can not begin prior to applying for the grant.

Police
The Police Chief reported:

It was moved by Commissioner Chesson to go out of closed session and into regular session. The motion was seconded by Commissioner Coffield and passed.

ADJOURNMENT

There being no further business, the Mayor declared the meeting adjourned at 9:30 p.m.

Submitted By:

Approved By:

Town Clerk

Mayor

DRAFT

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

March 28, 2020

The Board of Commissioners of the Town of Williamston met in emergency session on Saturday, March 28, 2020 at 7:30 p.m. in the Assembly Room at Town Hall.

PRESENT Mayor: Joyce Whichard-Brown
Commissioners: Mayor Pro Tem Ronell Rodgers, Alton Moore, and William Coffield
Town Administrator: John O'Daniel
Town Clerk: Christina Craft

ABSENT Commissioners Al Chesson and Jerry Knox

CALL TO ORDER AND INVOCATION
The Mayor called the meeting to order and welcomed everyone. Commissioner Coffield led the pledge of allegiance. Commissioner Chesson requested a moment of silence for the families of those lost in house fires and the first responders and offered the invocation.

WELCOME
The Mayor welcomed Martin County Commissioner Dempsy Bond and all present to the meeting.

AGENDA APPROVED
it was moved by Commissioner Coffield, seconded by Commissioner Chesson, and unanimously passed to approve the regular agenda as amended.

APPROVAL OF RECONNECTIONS OF ALL WATER ACCOUNTS CUT OFF DUE TO NONPAYMENT ON MARCH 24, 2020
The Mayor reported she called this meeting after listening to Governor Cooper yesterday, doctors on tv, Senator Butterfield today, who repeatedly sad to wash your hands, wash your hands, wash your hands. You can't wash your hands, body, water to drink without water. Now, the entire state is under a stay at home order as of 5pm on Monday. What are people to do but get this disease if they don't have water. She called this emergency meeting because she wants water turned back on. After listening to Senator Butterfield, he said in his presentation that all utilities will be paid. She instructed the Town Administrator call him to find out what that means that it will be paid.

The Town Administrator reported there are approximately 15 accounts that are currently turned off due to nonpayment. Commercial accounts are treated differently as they receive a warning and additional days. Mayor questioned why businesses get special treatment that our citizens do not receive. The Town Administrator reported he was just informed of this today but will have to research to see if this is in writing or normal practice. Mayor reported to not have a problem with it. This is the first time this has ever been the case. People are dying and this is nothing to play with. These people can't wash their hands. They aren't supposed to go out but you know they will go out anyway. They haven't washed their hands and who knows when it will start spreading in Williamston. Commissioner Moore reported he thought the Town was on the same page and the town was following guidelines from the Governor. John reported the Governor has not mandated but suggested water not to be turned off. He sent an email to the Board prior to water disconnects as staff is required to continue the practice per policy unless Board direction is given. The Mayor and Commissioner Chesson responded to the email stating that water would be cut off this time as the bills were due the 10th but revisited for future billing. The Mayor stated hindsight is 20/20 and could kick herself for acting sooner as you have to wash your hands. Whether someone is getting over or what, we still have to try to keep this virus from spreading. John reported he is not opposed but requires Board direction. Commissioner Moore questioned how soon we can get water turned back on for all citizens. John stated staff would have to be called in to do reconnects prior to Monday. The Mayor questioned why Public Works can't just come in and do the cut-ons and wait for paperwork on Monday. John reported he would have to call someone in the billing department to make certain no citizen is missed as the billing timeframe has moved into a new monthly cycle. The Mayor stated she understands exactly, at this junction, we can't think about money as this not only an emergency meeting but is also an emergency to call Shenika and other staff. This is serious business. She does not want to have wait until Monday and wants the water turned on tonight or tomorrow. She entertained a motion to have the water turned on tonight or tomorrow morning and go through whatever channels to get Shenika and staff here to make

this happen. Commissioner Moore made a motion and wants to make sure this motion goes into the forward in the right direction, that is tonight as soon as this meeting is over to make sure the appropriate employees are called to make certain this water cut back on as soon as possible, seconded by Coffield and was unanimously passed. Commissioner Rodgers then commented that this meeting is not to discuss other matters but this is a sensitive matter. The Board has to think of the Town and what is right as far as the citizens paying their bills. How is it right for the Town to want to get their citizens to pay their bills? We have to strike a balance with that and consider problems beyond the bills should people's water be cut off and hygiene and that could be terrible. This disease doesn't sit still. It moves in such a way now that I am afraid to trust anything or anyone. They need to be able to take care of their hygiene needs. The virus can live on fabric and they need to be able to wash their clothes. There are 6 cases in Bertie and 3 deaths from what I have heard from people in that area. Commissioner Coffield questioned if unable to contact Shenika, is there anyone else that can be called. John stated he would reach out to the Finance Officer and Public Works Director to arrange staff to begin working on this immediately.

ADJOURNMENT

There being no further business, the Mayor declared the meeting adjourned at 7:42 p.m.

Submitted By:

Approved By:

Town Clerk

Mayor

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

March 31, 2020

The Board of Commissioners of the Town of Williamston met in regular session on Tuesday, March 31, 2020 at 5:30 p.m. in the Assembly Room at Town Hall.

PRESENT Mayor Joyce Whichard-Brown
Commissioners: Mayor Pro Tem Ronell Rodgers, Al Chesson, Alton Moore, and Commissioner Jerry Knox. William Coffield was present via GoToMeeting application
Town Administrator: John O'Daniel
Town Clerk: Christina Craft
Town Attorney: Daniel Manning
Fire Chief: Michael Peaks

ABSENT None

The Town Clerk informed the Board the meeting is broadcasted live to the public through the use of the GoToMeeting application in an effort to maintain transparency to the public. Commissioner Coffield is the only participant that is not muted on the application.

CALL TO ORDER AND INVOCATION
The Mayor called the meeting to order and welcomed everyone. She requested a moment of silence for the Fire Captain. Commissioner Moore led the pledge of allegiance. Commissioner Knox offered the invocation.

AGENDA APPROVED
The Mayor asked if there were any adjustments to the Regular Agenda or if the Board wished any items to be removed or added the Regular Agenda. The Town Administrator requested a text change under Old Business to change the description from Fire Engine to Ladder Truck Repair. *It was moved by Commissioner Chesson, seconded by Commissioner Knox, and unanimously passed to approve the regular agenda as amended.* Commissioner Rodgers expressed concern of postponing the entire agenda until after the corona virus pandemic is over. Commissioner Chesson reported the urgency of the meeting is the repairs needed on the ladder truck. The actions related to the budget may be discretionary. The Town Administrator reported a few items were moved from the April meeting schedule to receive input and the other items on the April meeting could be pushed to a later date. The staff does need direction on a few items related to the virus and the Town's response.

OLD BUSINESS
Approval of Ladder Truck Repair
The Fire Chief reported he is requesting repairs on the ladder truck as the Town has only the one ladder truck which was purchased in 1999. On the latest inspection, it was found there is a corrosion issue on the truck. The warranty on the apparatus is for 20 years. The warranty does not cover damage from corrosion. A quote has been received 44,126.91. He reported there are six places on the base section of the ladder. The company will have to take the ladder apart by section. The repair company will remove the section of worst corrosion and weld a new section in its place. The ladder truck cannot be used in its full extent at this time. The truck is due for replacement per the Capital Improvement Plan in five years. It is dangerous to use on elevated areas without the repair. The Town Administrator reported a budget amendment would be brought before the Board at the next meeting if the Board approves the immediate repair. Commissioner Chesson was concerned how the ladder truck corroded. The Fire Chief reported the truck is very well maintained with annual inspections and is washed and waxed regularly. He believes the corrosion was from the inside out. Commissioner Moore questioned if the truck had undercoating on it. The Fire Chief reported this is not an issue that is seen on a regular basis. *It was moved by Commissioner Moore, seconded by Commissioner Knox, and unanimously passed to approve the ladder truck repair.*

Approval of Board Travel Policy
The Town Administrator the board travel policy has been amended per Board's direction. The policy includes a form that will need to be completed to authorize the Town Clerk to register Board members for conferences and obtain hotel rooms. The Mayor reported the policy states that no luxury accommodations are allowed. As far as conferences, she requested to be booked at the host hotel for conferences. The Town Administrator reported the

host hotel is the first option for accommodations. The Mayor reported she has had to stay in places other than the host hotel which is unacceptable. The Town Clerk reported the host hotel is the first option but the blocked rooms for the event are limited and, if the blocked rooms are full, she makes reservations at other suggested hotels suggested by the event sponsors. Registrations are not done until requested by the member. She reported the second to the last paragraph of the policy lists employees. The Town Administrator reported he will change "employees" to read "elected officials." *It was moved by Commissioner Moore, seconded by Commissioner Chesson, and unanimously passed to approve the Board Travel Policy as amended.*

Approval of Board Travel Budget

The Town Administrator reported the travel budget was brought before the Board at the January Board Retreat. Commissioner Moore made the suggestion in a previous meeting to increase the budgeted amounts to $1,500 per Board member. The presented budget incorporated the request which would begin in July 2020. While amounts were listed per conferences attended, the total amount per commissioner would be used to cover any local and away meetings the member choses to attend regardless of what was listed on the budget presented. Commissioner Chesson stated the uncertainty of the times we are in. The Fed in St. Louis is projecting 32% unemployment for this year. The unemployment rate in the 2008 and 2009 recession was 12%. The Town was preparing to purchase the building beside the Piggly Wiggly for a public safety building and cancelled. We don't know how people will be able to pay their bills as unemployment letters are just now being distributed. The 15 water accounts that were cut back on in the emergency meeting Saturday night was at a cost of $1,500. He recommends not adding anything further to the budget over the 2019/2020 amounts as the Town has current obligations for the renovation of the Fire Department, relocation of the Police Department and the Gaylord Perry Park improvements. Those amounts will still be a very hard budget to meet as the Town has not seen the seriousness of the situation. Commissioner Rodgers reported the loss of Park Dale industry and youth moving out of the area has already affected the water rates and we need balance the budget. Commissioner Chesson reported the Board needs to give the staff some direction so staff will be able to present a balanced budget. The Mayor questioned if Commissioner Chesson was referring to other requests such as the Williamston Boys and Girls Club. Commissioner Chesson reported he was referring to any increases over the amounts budgeted in 2019/2020. Commissioner Moore reported if the funds are in the budget and unused, the funds are still there. The Town Administrator reported all departments are required to stay within their budgets. If additional expenditures are noted, directors make special effort to decrease other spending in other line items to accommodate. Any funds unexpended are put into the emergency fund for emergencies like a pandemic or hurricane. Commissioner Moore reported there are funds made available to the town. The Town Administrator reported there is a Cares Act but it appears to be designed for the larger populated towns. He reached out to Congressman Butterfield's office to see what options are available for Williamston. Commissioner Moore reported all water bills will still have to be paid. The Town Administrator was concerned if water accounts are allowed to go too many months, it will be very difficult for the customer to catch back up. The department heads work very hard as a team to keep expenses as low as possible. The Mayor requested a motion to accept the Board travel budget as presented. *Commissioner Chesson made a motion to keep the Board Travel Budget the same as 2019/2020, seconded by Commissioner Knox. The Town Administrator questioned if the motion refers to the gross amount and Commissioner Chesson confirmed it was for a gross amount. Commissioners Moore, Rodgers, Knox and Chesson voted in favor of maintain the same Board Travel Budget in 2020/2021 as is in place for 2019/2020. Commissioner Coffield was voted against.*

Approval of Williamston Boys and Girls Club Budget Request

The Town Administrator reported the Williamston Boys and Girls Club did not submit their budget request by the deadline approved by the Board. The Mayor reported the Club claims they did send a request in but staff claims they did not. She questioned why the Club cannot submit a day late and the information was submitted in the Board packets. The Town Administrator reported when anyone applies for a grant or funds, there is a deadline. Commissioner Chesson reported the Boys and Girls Club is a great organization and the Town needs to support it. Originally, the Town was requested to provide seed money for the three years. In their budget for 2020, there is a $42,000 excess in revenue over expenses. Their total current assets are $3.4 million in current assets over liabilities. They have almost a $700,000 increase in cash for the year. The Boys and Girls Club are doing fine. He recommended keeping the same $15,000 allocation or even a modest decrease. His previous suggestion to remain at the current level for all organizations across the board. *It was moved by Commissioner Chesson, seconded by Commissioner Chesson, and unanimously passed to approve $15,000 allocation for the Williamston Boys and Girls Club.* Discussions continued regarding other organizations that requested funds. The Town Administrator reported the Historical

Society requested a reduced amount of $1,000. The Martin Memorial Library requested the same amount and will be budgeted at $102,000. The Martin County Arts Council requested an increase but plan to budget the same amount as previous year of $7,000. The Martin County Chamber of Commerce was a new request of $2,500 and our plan is to budget their full request.

NEW BUSINESS

Approval of Offer to Purchase 118 Pearl Street

The Town Administrator reported the Town received an offer to purchase 118 Pearl Street. Per Board direction, the bid was accepted and, per General Statue, the bid was advertised to allow for upset bids. No upset bid was received. The Town Attorney advised the Board to accept the bid subject to the bidder making payment of the 2019/2020 taxes if the transaction is completed prior to July 1, 2020. *It was moved by Commissioner Knox, seconded by Commissioner Chesson and unanimously passed to approve to accept offer to purchase the property at 118 Pearl Street for $1,500 subject to the buyer paying the 2019/2020 taxes.*

Consideration of Land and Water Conservation Fund (LWCF) Grant

The Town Administrator reported the Parks and Recreation Director has found a LWCF grant that may help fund the Gaylord Perry Park renovation. This grant can be used towards the Town's match requirement in the PARTF grant. He is requesting Board approval to apply for the grant and to designate the Mayor, the Park and Recreation Director and myself to represent the Town. *It was moved by Commissioner Chesson, seconded by Commissioner Moore and unanimously passed to apply for the LWCF grant and to designate the Mayor, Parks and Recreation Director and Town Administrator to represent the Town in this transaction.*

Discussion of Town Operations in the COVID-19 Response

The Town Administrator reported there are two positive individuals in Martin County. Currently, the Town has closed all Town-owned buildings to the public. It is a concern how to continue with current operations and maintain the safety of staff and citizens. The first plan is to send all nonessential staff home without pay which is not an optimal option. The second option is to send all nonessential staff home with pay which will call morale issues. The third plan is to split the employees in two teams. One team will work one week, then be home a week with pay. If someone in a team contracts the virus, the entire staff will not be exposed. Staff would remain available if called upon on their week home for emergencies. The Fire and Police departments are the most challenging with splitting in teams. The Town Administrator recommends the last option. He and the Finance Officer are considering doing something extra for the first responders as they can not stay home. The greater issue is if our entire staff is exposed, there is little hope for outside help as other agencies have the same issue is nationwide. He requested Board approval for the 50% staffing and to give him the discretion to make further changes if things get worse without having to request a Board meeting. The top priorities are the essential services such as police, fire/rescue, and water/sewer services. Commissioner Rodgers questioned the stress level of staff. The Town Administrator reported many staff members have small children in the home and are concerned of carrying the virus to their loved ones. Commissioner Moore questioned how the community will be advised on services that are to be reduced. The Town Administrator reported all changes are being posted on the website, Facebook and the Enterprise. Commissioner Chesson thanked the staff for the updates on Facebook as they have been well received. Commissioner Moore questioned if the Mayor will be kept in close communications about any changes. The Town Administrator reported he plans to keep the Mayor and entire board abreast of changes so all the Board is aware if questioned by citizens. The Town Administrator reported some agencies have stopped accepting cash payments. Our staff has been supplied with gloves and hand-sanitizer. Commissioner Rodgers questioned if the police department will enforce the governor's 5 o'clock rule. The Town Administrator reported the Police Department will continue to enforce the laws the best to their ability. Commissioner Chesson reported citizens are still allowed to shop for necessities while the stores are open. Even the National Guard does not have the manpower to stop and question everyone. The Mayor questioned if the Town is giving staff letters to prove why they are out. The Town Administrator reported staff will use their ID badges. Commissioner Moore questioned the line item on his personal water bill for the Water Authority. The Town Clerk reported the bill was broken down in detail to help citizens understand the makeup of the monthly bill. The Water Authority is the amount charged by the Martin County Regional Water Authority which is where the Town purchases the water provided. Commissioner Moore reported Hamilton offers a level billing and autodrafts for monthly payments. The Town Administrator reported Hamilton does not purchase the water from the Water Authority but has a well which makes it easier for them to allow that as the Town of Williamston has to purchase 100% of water used. Commissioner Moore questioned if the Town changed the length of time citizens

were allowed to pay. The Town Administrator stated it was changed years ago to cut off for nonpayment after being one month delinquent from two months delinquent. The Governor issued an executive order today restricting all organizations providing utilities to not suspend any services for nonpayment, no late fees are to be charged and reasonable repayment plans are to be offered at the end of the order which was stated for the next 60 days. *Commission Chesson made a motion to approve the 50% staffing plan as presented and to authorize the Town Administrator to work with Department Heads to make changes as warranted during the duration of the COVID-19 outbreak.*

ADJOURNMENT

There being no further business, the Mayor declared the meeting adjourned at 8:00 p.m.

Submitted By:

Approved By:

Town Clerk

Mayor

DRAFT

TO: John O'Daniel

Date Submitted: 4/2/2020

SUBJECT: Budget Amendment

Date of Council Action: 4/6/2020

I hereby request that the budget for the General 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 budget funds to repair the LadderTruck at the Fire Department. We have only one Ladder Truck and it is 20 years old. There is corrosion issues on the bottom fly section of the aerial. Because of these issues the truck is unsafe and out of service as an aerial. This is not covered under warranty.
We have received some discount from the Atlantic Emergency Solutions for the repair.
This was approved at the March 31st Town Board Meeting.

The following accounts will be increased/decreased.

	Account No	Title	Department	Amount
Revenue Accounts:				
	103900.3910	Undesignated Fund Balance		$ 41,240.10
				$ 41,240.10
Expense Accounts:				
	105300.1600	Repair Equipment	Fire Department	$ 41,240.10
				$ 41,240.10

Department Head Michael Peaks

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

Linda W Harrison
Finance Officer

ACTION OF TOWN ADMINISTRATOR

_____ Approved for Council Action

_____ Disapproved

John O'Daniel
Administrator

TO: John O'Daniel

Date Submitted: 4/26/2020

SUBJECT: Budget Amendment

Date of Council Action: 5/4/2020

I hereby request that the budget for the General 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 budget funds for 2020/2021 OPEB Expenditures in the current year. If funds are available in June we will make this transfer.

	Account No	Title	Department	Amount
Revenue Accounts:				
	103900.3910	Undesignated Fund Balance		$ 60,000.00
				$ 60,000.00
Expense Accounts:				
	106600.7000	Retirees Fringe Benefits		$ 60,000.00
				$ 60,000.00

Department Head _____

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

Linda Harrison

Finance Officer

ACTION OF TOWN ADMINISTRATOR

✓ Approved for Council Action

_____ Disapproved

Administrator

TO: John O'Daniel

Date Submitted: 4/26/2020

SUBJECT: Budget Amendment

Date of Council Action: 5/4/2020

I hereby request that the budget for the Water / Sewer 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 budget funds for 2020/2021 OPEB Expenditures in the current year. If funds are available in June we will make this transfer.

	Account No	Title	Department	Amount
Revenue Accounts:				
	303901.3930	Retained Earnings - Water	Water	$ 20,000.00
	303902.3930	Retained Earnings - Sewer	Sewer	$ 20,000.00
				$ 40,000.00
Expense Accounts:				
	308100.0601	Water - Retiree Group Insurance		$ 20,000.00
	308200.0601	Sewer - Retiree Group Insurance		$ 20,000.00
				$ 40,000.00

Department Head _____

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

Linda W Harrison

Finance Officer

ACTION OF TOWN ADMINISTRATOR

✓ Approved for Council Action

_____ Disapproved

Administrator

TO: John O'Daniel

SUBJECT: Budget Amendment

Date Submitted: 4/26/2020

Date of Council Action: 5/4/2020

I hereby request that the budget for the General 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 budget funds for Fire Department Project. $22,957 will complete the contribution of $ 72,957 from the General Fund to the Fire Department Project per the Project Ordinance # 2020-2 dated January 6, 2020.

	Account No	Title	Department	Amount
Revenue Accounts:				
	103900.3910	Undesignated Fund Balance		$ 22,957.00
				$ 22,957.00
Expense Accounts:				
	106600.9900	Transfer to Capital Projects		$ 22,957.00
				$ 22,957.00

Department Head _____

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

Linda W Harrison
Finance Officer

ACTION OF TOWN ADMINISTRATOR

_____ Approved for Council Action

_____ Disapproved

John J O'Daniel
Administrator

TO: John O'Daniel

Date Submitted: 4/26/2020

SUBJECT: Budget Amendment

Date of Council Action: 5/4/2020

I hereby request that the budget for the General 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 budget funds for Police Department Project. If funds are available in June 2020 we will make a transfer for a portion of the General Fund contribution in this fiscal year.

	Account No	Title	Department	Amount
Revenue Accounts:				
	103900.3910	Undesignated Fund Balance		$ 100,000.00
				$ 100,000.00
Expense Accounts:				
	106600.9900	Transfer to Capital Projects		$ 100,000.00
				$ 100,000.00

Department Head _____

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

Linda W Harrison
Finance Officer

ACTION OF TOWN ADMINISTRATOR

✓ Approved for Council Action

____ Disapproved

Administrator

TO: John O'Daniel

SUBJECT: Budget Amendment

Date Submitted: 4/26/2020

Date of Council Action: 5/4/2020

I hereby request that the budget for the General 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 budget funds for the Gaylord Perry Park Partf Grant Project. If funds are available in June 2020, we will make a transfer for a portion of the General Fund contribution in this fiscal year.

	Account No	Title	Department	Amount
Revenue Accounts:				
	103900.3910	Undesignated Fund Balance		$ 50,000.00
				$ 50,000.00
Expense Accounts:				
	106600.9900	Transfer to Capital Projects		$ 50,000.00
				$ 50,000.00

Department Head _____

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

Linda W Harrison
Finance Officer

ACTION OF TOWN ADMINISTRATOR

✓ Approved for Council Action

____ Disapproved

J. O'Daniel
Administrator

Resolution 2020-102 Suspending Disconnection of Water Services Due to Non-Payment During State of Emergency

WHEREAS Governor Roy Cooper has declared a State of Emergency to coordinate response and protective actions to prevent the spread of coronavirus (COVID-19); and

WHEREAS Governor Roy Cooper issued Executive Order 124 for the purposes of protecting the health, safety and welfare of the people of North Carolina. The Executive Order 124 prohibits the termination of utility services of a residential customer for nonpayment and prohibits billing or collection of any fee, charge, penalty or interest for late or otherwise untimely payment the Utility Service Provider.

BE IT THEREFORE RESOLVED, the Town of Williamston Mayor and Board of Commissioners adopts the policy to suspend disconnection of water and sewer services of commercial customers due to non-payment during the State of Emergency and prohibits billing or collection of any fee, charge, penalty or interest for late or otherwise untimely payment for water. Commercial customers having arrearage accrued during the State of Emergency shall be provided the opportunity to make a reasonable payment arrangement by contacting the Town of Williamston billing office.

This resolution is effective upon its adoption this 4th day of May, 2020 and will remain in effect until the end of the State of Emergency declared by Governor Roy Cooper or until the Board amends this resolution, whichever is sooner.

The motion to adopt this resolution was made by Commissioner _____,

seconded by Commissioner _____ and passed by a vote of ____ to ____.

_____

Mayor

ATTEST:

_____

Town Clerk

From: Rev.Karen Kelly <karen@fccwilliamston.org>
Sent: Tuesday, April 28, 2020 8:41 PM
To: John O'Daniel
Subject: Mini food pantry
hments: minifoodpantry.pdf

Dear Town of Williamston,
Our church would like to sponsor a mini food pantry for the community. The idea is based on the model of littlefreepantry.org.

Initially our church would stock the pantry but I am hoping to get other churches involved as well so that it is truly a community project. The pantry would hold non-perishable food items, toiletries, paper products, baby supplies, etc. The idea is to take what you need and give what you can.

Since our church is several blocks from the center of town, we were hoping to place this pantry near Barnes Plaza, perhaps at the back of the building at the parking lot. This would give a place for people to park and go to the pantry and be across from the police station - which may provide some sense of safety.

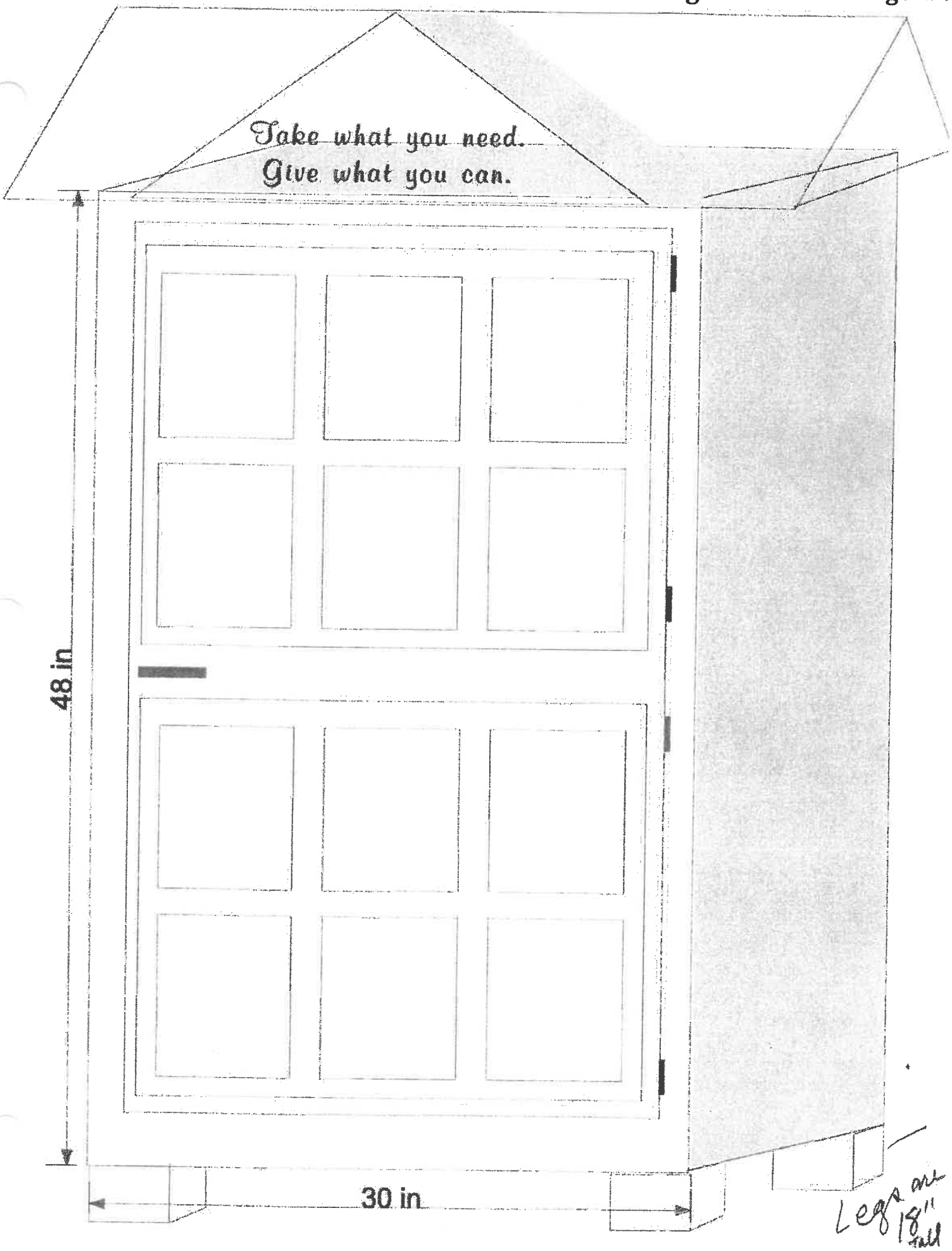
Attached is a picture of what has been built so far and a diagram.
Thank you for your consideration of this project.
Rev. Karen Kelly

Rev. Karen R. Kelly



Christian Church
(Disciples of Christ)
101 E. Liberty St.
Williamston, N.C. 27892
(252) 792-3605

Modlin Insurance Agency
Martin County Water Department
Williamston Police Department
E Main St
Barnes Plaza


Take what you need.
Give what you can.
48 in
30 in
Legs are 18" tall

Town of Williamston's

2020 / 2021 Budget

Table of Contents

Revenues & Expenditures .....

1. Summary of Revenues & Expenditures 1
2. General Fund Revenues 2-4
3. Enterprise Fund Revenues 5
4. Summary of Expenditures - Requested 7
5. Detailed Department Expenses 8-30

Capital Improvement Plan .....

1. 2020/2021 CIP Summary 31
   - i) Administration 33
   - ii) Planning Department 34
   - iii) Police Department 35
   - iv) Fire/Rescue Department 36
   - v) Parks & Recreation 37
   - vi) Public Works 38
   - vii) Water 40
   - viii) Sewer 41

SUMMARY OF REVENUES & EXPENDITURES
REQUESTED
BUDGET FY 2020-2021

	General Fund	Enterprise Fund	Powell Bill	Storm Water	TOTAL
REVENUES					
Taxes:					
Property Taxes	3,404,035				3,404,035
Local Option Sales Taxes	890,000				890,000
Powell Bill Funds			252,250		252,250
Hold Harmless Funds	300,000				300,000
Payments in Lieu of Taxes	4,000				4,000
Other Taxes & Licenses	473,450				473,450
User Charges & Fees:					
Water Services		2,453,000			2,453,000
Sewer Services		1,571,000			1,571,000
Recreation Fees	22,900				22,900
Cable Television	0				0
Cemetery Lot Sales	55,000				55,000
Other Charges & Fees	23,000	56,000			79,000
EMS Charges	500,000				500,000
EMS Medicaid	70,000				70,000
Storm Water				55,000	55,000
Other Revenues:					
Government & Local Grants	296,237				296,237
Retained Earnings	0				0
Interest on Investments	75,000	130,000		0	205,000
Construction Loan Proceeds	96,920			0	96,920
Miscellaneous	23,600	1,500			25,100
Transfers from Other Funds		22,614			22,614
Fund Balance Appropriated:					
Future Economic Reserve	0				0
Powell Bill			234,000		234,000
Undesignated	77,000	0			77,000
Loan - Blue Frog		185,502			
TOTAL REVENUES	**6,311,142**	**4,419,616**	**486,250**	**55,000**	**11,272,008**
EXPENSES					
Personnel Services	4,617,213	719,778	0	0	5,336,991
Operating Expenses	1,845,185	1,915,534	486,250	55,000	4,301,970
Administration	(683,239)	683,239	0	0	0
Capital Outlay	366,878	266,558	0	0	633,436
Debt Retirement	165,105	834,506	0	0	999,611
Contingencies	0	0	0	0	0
Transfers to Other Funds	0	0	0	0	0
Capital Improvement Reserve	0	0	0	0	0
TOTAL EXPENSES	**6,311,142**	**4,419,616**	**486,250**	**55,000**	**11,272,008**

GENERAL FUND REVENUES

		General Fund	Powell Bill Fund
Property Taxes			
Current Year Tax	103100-3110	$ 2,737,565	
Vehicle Taxes	103100-3112	$ 300	
Vehicle Taxes - New	103100-3114	$ 250,000	
Prior Year Tax	103100-3115	$ 125,000	
Misc Property Tax Rev in w/o Years	103100-3116	$ 1,500	
Gap - Taxes	103100-3117	$ 1,500	
Fire District Funds	103100-3120	$ 258,000	
Amounts Refunded - Prop Taxes	103100-3160	$ -	
Amounts Refunded - Old Veh	103100-3161	$ -	
Amounts Refunded - New Veh	103100-3165	$ (1,000.00)	
Penalties & Interest	103100-3170	$ 40,000.00	
Interest - Vehicle Taxes - Old	103100-3171	$ 200.00	
Interest - Vehicle Taxes - New	103100-3175	$ 2,000.00	
Discounts	103100-3190		
Martin Co Tax Commission - Old	103100-3191	$ (30.00)	
Martin Co Tax Commission - New	103100-3195	$ (11,000.00)	
Advalorem Total		$ 3,404,035.00	
Local Option Sales Tax			
Sales Tax	103200-3230	$ 890,000.00	
Powell Bill funds			
License Plate Tax	153100-3114		$ 81,250.00
Powell Bill Funds	153300-3316		$ 165,000.00
Powell Bill Funds Invesment Earning	153600-3612		$ 6,000.00
Hold Harmless Funds			
Hold Harmless Reimbursements	103300-3330	$ 300,000.00	
Pymts In Lieu of Taxes			
Pymts in Lieu of Taxes	103400-3441	$ 4,000.00	
Other Taxes & Licenses			
Taxi Licenses	103200-3250	$ 50.00	
Gross Rec Tax - ST Rental	103200-3255	$ 10,000.00	
Beer & Wine Tax	103200-3270	$ 300.00	
Auto Licenses	103200-3280	$ 100.00	
Auto Licenses - New	103200-3285	$ 17,000.00	
Beer & Wine Tax	103300-3322	$ 25,000.00	
Utility Franchise Tax-Elecrtic	103300-3324	$ 325,000.00	
Telecommunications	103300-3325	$ 58,000.00	
Video Franchise Fee	103300-3326	$ 36,000.00	
Natural Gas	103300-3327	$ 2,000.00	
Total Other Taxes		$ 473,450.00	
Recreation Fees			
Recreation Rents	103500-3515	$ 3,000.00	
Recreation Youth Ins	103500-3517	$ -	
Recreation Programs	103500-3518	$ 9,900.00	
Recreation Memberships	103500-3519	$ 4,500.00	

GENERAL FUND REVENUES

		General Fund	Powell Bill Fund
Recreation Other	103500-3520	$ 5,500.00	
Total Recreation Fees		$ 22,900.00	
Cable Television			
Cable TV	103500-3525	$ -	
Cemetery Lot Sales			
Cemetery	103500-3521	$ 55,000.00	
Other Charges & Fees			
On Behalf of Payment F/R	103400-3491	$ 18,000.00	
Zoning	103500-3530	$ 3,000.00	
Police Dept - Bullet Proof Vest	103500-3535	$ 2,000.00	
Street Sweeper Contract	103500-3545		
Total Other Charges		$ 23,000.00	
EMS Charges			
EMS Collections	103500-3510	$ 500,000.00	
		$ -	
EMS Medicaid	103500-3511	$ 70,000.00	
EMS Medicaid - Payback	103500-3512	$ -	
Government & Local Grants			
Mosquito Control	103300-3329	$ -	
Control Sub & Fed Forfeited Tax	103300-3328	$ 10,000.00	
Tennis Courts M C Schools		$ -	
HAZMAT RRT 1	103300-3390	$ 69,000.00	
ABC Distribution	103400-3442	$ 20,000.00	
Rescue Squad - Martin County	103400-3443	$ 182,560.00	
Recreation - Martin County	103400-3444	$ 9,677.00	
Court Fees	103400-3445	$ 1,000.00	
Solid Waste Disposal	103400-3489	$ 4,000.00	
NCLM/NC Safety Grant	103400-3493	$ -	
Total Government & Local Grants		$ 296,237.00	
Installment Loans outside source	103600-3663	$ 96,920.00	
Loan for Air Curtain Burner		$ 96,920.00	
Interest on Investments			
Investment Earnings	103600-3610	$ 75,000.00	
Investment Earnings/Powell Bill	103600-3612	$ -	
Total Investment Earnings		$ 75,000.00	
Miscellaneous			
Sales of Fixed Assets	103600-3615	$ 10,000.00	
Rooks Trust Fund	103600-3620	$ 6,000.00	
Cash Over/Short	103600-3625	$ -	
Returned Checks	103600-3630	$ 100.00	
Insurance Claims	103600-3635	$ 5,000.00	
Fire Inspection Application Fee	103600-3640	$ 1,000.00	
Fire Code Permit	103600-3645	$ 500.00	
Miscellaneous Revenue	103600-3660	$ 1,000.00	
Total Miscellaneous Revenue		$ 23,600.00	

GENERAL FUND REVENUES

		General Fund	Powell Bill Fund
Fund Balance Appropriated			
Powell Bill	153900-3915	$ -	
Powell Bill - Street Sweeper			$ 234,000.00
Undesignated Air Conditioner		$ 77,000.00	
TOTAL GEN FUND REVENUES	**2020 - 2021**	**$ 6,311,142.00**	$ 486,250.00

ENTERPRISE FUND REVENUES

	Account #	
Water Services		
Water Services	303501-3511	$ 1,180,000.00
Water - MCRWASA Fee	303501-3512	$ 795,000.00
Watet District 1 - Water	303511-3501	$ 112,000.00
Watet District 1 - Water MCRWASA Fee	303511-3512	$ 45,000.00
Watet District 2 - Water	303512-3501	$ 227,000.00
Watet District 2 - Water MCRWASA Fee	303512-3512	$ 94,000.00
		$ 2,453,000.00
Sewer Services		
Sewer Services	303502-3512	$ 1,570,000.00
Watet District 2 - Sewer	303512-3502	$ 1,000.00
		$ 1,571,000.00
Other Charges and Fees		
Penalties - Water	303501-3513	$ 50,000.00
Taps and Connection Fees	303501-3514	$ 5,000.00
Penalties - Sewer	303502-3513	$ 500.00
Taps and Connection Fees	303502-3514	$ 500.00
		$ 56,000.00
Interest on Investments & Loans		
Investment Earnings	303602-3610	$ 130,000.00
Miscellaneous		
Sale of Fixed Assets	303601-3615	$ -
Returned Check Fee	303601-3640	$ 1,000.00
Miscellaneous	303601-3660	$ 500.00
		$ 1,500.00
Transfer from Other Funds		
	303602-3638	$ 22,614.00
Loan		
Loan for Waste Treatment Blue Frog		$ 185,502.00
TOTAL ENTERPRISE FUND REVENUES	**2020 - 2020**	**$ 4,419,616.00**

	Account #		
Storm Water Revenue	**25-3501-3511**	$	55,000.00
Installment Loans	25-3600-3665		
Investment Earnings	25-3600-3610		
Total Investment Earnings		$	55,000.00
Fund Balance Appropriated			
Undesignated		$	-
TOTALSTORM WATER REVENUES	**2020-2021**	**$**	**55,000.00**

SUMMARY OF EXPENDITURES - REQUESTED
FY 2020-2021

GENERAL FUND	Personnel Services	Operating Expenses	Admin. Expense	Capital Outlay	Debt Service	Contingency	Transfer to Other Funds	Capital Reserve	TOTAL
Town Board	38,791	19,714							58,505
Administration	567,942	149,117	(683,239)						33,820
Planning	146,954	42,940							189,894
Public Buildings	15,156	30,934							46,091
Police Dept.	1,463,887	222,984		139,658					1,826,529
Fire Dept.	378,823	159,141							537,964
Rescue/EMS	704,960	190,553							895,513
RRT	6,771	62,229							69,000
Street Dept.	302,181	183,155							485,336
Sanitation Dept.	367,248	79,204		150,220					596,672
Parks & Rec Dept.	356,334	153,733		77,000					587,067
Cemetery	93,344	21,180							114,524
Garage	174,822	33,377							208,199
Cultural Dept.		119,000							119,000
Econ. & Phys. Dev.		377,924							377,924
Debt Retirement					165,105				165,105
TOTALS	**4,617,213**	**1,845,185**	**(683,239)**	**366,878**	**165,105**				**6,311,142**
									6,311,142
POWELL BILL FUND									
Powell Bill		**486,250**							486,250
TOTALS		**486,250**							**486,250**
ENTERPRISE FUND									
Water Dept.	322,475	1,457,391	369,715	81,056	62,553				2,293,190
Water District I					42,991				42,991
Water District II					124,366				124,366
Sewer Dept.	397,303	458,143	313,524	185,502	604,597				1,959,068
TOTALS	**719,778**	**1,915,534**	**683,239**	**266,558**	**834,506**				**4,419,616**
STORM WATER FUND									
Storm Water		55,000							55,000
TOTALS		**55,000**							**55,000**
TOTAL ALL FUNDS	**5,336,991**	**4,301,970**		**633**	**999,611**				**11,272,00**

TOWN BOARD

Account Number	Account Description	6/30/2018 Budget	6/30/2018 Actual	6/30/2019 Budget	6/30/2019 Actual	6/30/2020 Budget	1/31/2020 Actual 1/29/19	2020/2021 Dept Request	2020/2021 Recommend	2020/2021 Cuts	2020/2021 Notes
10-4250-0100	SALARIES ELECTED OFFICIAL	34,286	34,015	34,975	33,893	35,328	21,642	36,034	36,034		
10-4250-0500	FICA							2,757	2,757		
10-4250-1020	BOARD TRAINING	3,500	3,261	7,205	4,815	4,853	45		-		
10-4250-1060	ELECTIONS	-	-	-	-	7,300	6,838		-		
10-4250-5400	GROUP INSURANCE							13,821	13,821		
10-4250-1021	TRAINING - Mayor							1,957	1,957		
10-4250-1022	TRAINING - Comm Rodgers							496	496		
10-4250-1023	TRAINING - Comm Moore							1,262	1,262		
10-4250-1024	TRAINING - Comm Coffield							496	496		
10-4250-1025	TRAINING - Comm Chesson							200	200		
10-4250-1026	TRAINING - Comm Knox							200	200		
10-4250-1100	TELEPHONE							480	480	-	
10-4250-5300	DUES							560	710		
10-4250-5700	MISCELLANEOUS LOCAL EVENTS							242	92		
TOTAL		$37,786	$37,276	$42,180	$38,708	$47,481	$28,525	58,505	58,505		

	2020 BUDGET	DEPT REQUEST	RECOMMENDED
Personnel Ser	35,328	38,791	38,791
Operating Exp	12,153	19,234	19,714
Admin Expense	0	-	-
Capital Outlay	0	-	-
Contingency 1%	0	-	-
TOTAL	47,481	58,025	58,505

Last Year $4,853

$117,010		

ADMINISTRATION DEPARTMENT

Account Number	Account Description	6/30/2018 Budget	6/30/2018 Actual	6/30/2019 Budget	6/30/2019 Actual	6/30/2020 Budget	1/31/2020 Actual 1/29/19	2020/2021 Dept Request	Recommend	Cuts	Notes
10-4200-0200	REGULAR SALARIES	374,286	349,178	366,765	356,233	367,588	225,661	381,981	381,981	-	
10-4200-0300	TEMPORARY SALARIES	1,000	-	1,000	-	-	-	1,000	1,000	-	
10-4200-0500	FICA TAX	31,332	27,329	30,810	28,933	30,900	16,634	32,055	32,055	-	
10-4200-0600	GROUP INSURANCE	87,988	49,455	56,772	54,064	58,336	40,439	51,194	51,194	-	
10-4200-0650	GROUP INSURANCE-DEDUCTIBLE REFUNDED	55,000	43,490	80,000	59,636	80,000	15,047	80,000	60,000	20,000	Reduced based on historical trends
10-4200-0700	RETIREMENT	27,984	25,706	28,348	27,532	35,561	20,020	41,714	41,714	-	
10-4200-0900	PROFESSIONAL SERVICES	95,500	75,596	90,000	101,160	97,500	33,368	97,500	85,000	12,500	
10-4200-1000	EMPLOYEE TRAINING	8,500	5,376	11,000	3,975	6,000	2,900	11,950	9,700	2,250	
10-4200-1100	TELEPHONE	5,600	4,612	6,600	4,869	5,000	2,222	4,800	4,000	800	
10-4200-1200	POSTAGE	5,500	2,149	4,500	6,243	5,100	1,102	4,500	4,500	-	
10-4200-1400	TRAVEL/MEETINGS	4,500	5,572	5,000	5,644	6,000	1,322	4,200	4,200	-	
10-4200-1600	REPAIR EQUIPMENT	6,000	4,447	500	3	500	23	500	500	-	
10-4200-1700	REPAIR VEHICLES	-	-	-	-	-	-	-	-	-	
10-4200-2100	EQUIPMENT RENTS/LEASES	8,000	14,129	8,100	12,172	5,000	1,148	12,000	8,020	3,980	Copy-pro contract renewal
10-4200-2600	ADVERTISING	4,000	5,821	5,000	3,195	5,490	823	5,500	3,000	2,500	
10-4200-3100	AUTOMOTIVE SUPPLIES	500	425	900	288	500	157	400	400	-	
10-4200-3200	OFFICE SUPPLIES	6,000	5,488	7,500	6,472	5,000	1,904	6,000	4,450	1,550	
10-4200-3300	DEPARTMENT SUPPLIES	2,600	1,204	2,600	960	2,000	856	2,000	2,000	-	
10-4200-3400	BANK CHARGES	600	690	1,040	103	1,500	343	2,000	2,000	-	
10-4200-3800	GARBAGE COLLECTION	-	344	-	-	-	-	-	0	-	
10-4200-4500	CONTRACTED SERVICES	300	-	300	724	300	-	300	-	300	
10-4200-4501	GOVDEALS AUCTION FEES	2,000	352	2,000	646	2,000	1,129	2,000	1,500	500	
10-4200-4502	TAXES-TOWN OWNED PROPERTIES	-	1,002	-	244	500	41	200	200	-	
10-4200-5300	DUES	2,485	1,533	2,400	1,128	2,000	1,740	1,850	1,850	-	
10-4200-5400	INSURANCE	10,176	8,969	14,086	8,783	13,870	10,812	13,299	13,297	2	
10-4200-5700	MISCELLANEOUS	500	1,132	2,478	2,946	500	150	500	500	-	
10-4200-5900	HURRICANE DORIAN	-	-	-	-	-	-	-	-	-	
10-4200-7400	CAPITAL OUTLAY EQUIPMENT	-	-	5,056	5,056	-	-	-	-	-	
10-4200-7401	SMALL EQUIPMENT	5,000	5,583	4,000	2,987	10,276	6,332	4,000	4,000	-	
10-4200-9200	CONTINGENCY	1,770	-	5,227	1,007	-	-		-	-	
10-4200-9500	TRANSFER FR ENTERPRISE FU	-657,827	-657,827	-636,681	-636,681	-652,031	-380,351	-683,239	-683,239	-	
TOTAL		$89,294	-$18,246	$105,301	$58,322	$89,390	$3,822	78,202	$33,820	44,382	

	2020 BUDGET	DEPT REQUEST	RECOMMENDED
Personnel Ser	572,385	587,942	567,942
Operating Exp	169,036	173,499	149,117
Admin Expense	(652,031)	-683,239	-683,239
Capital Outlay	-	-	-
Contingency 1%	-	-	-
TOTAL	89,390	78,202	33,820

PLANNING

Account Number	Account Description	6/30/2018 Budget	6/30/2018 Actual	6/30/2019 Budget	6/30/2019 Actual	6/30/2020 Budget	1/31/2020 Actual 1/29/19	2020/2021 Dept Request	Recommend	Cuts	Notes
10-4300-0200	REGULAR SALARIES	140,713	113,291	108,832	104,585	111,491	67,450	113,927	113,927	-	
10-4300-0300	TEMPORARY SALARIES	-	-	-	-	-	-		-	-	
10-4300-0500	FICA TAX	10,765	8,584	8,326	8,209	8,529	4,811	8,715	8,715	-	
10-4300-0600	GROUP INSURANCE	13,997	9,092	13,445	10,711	12,087	8,042	13,817	13,817	-	
10-4300-0700	RETIREMENT	9,217	7,310	7,081	7,007	9,094	5,141	10,494	10,494	-	
10-4300-0900	PROFESSIONAL SERVICES	1,000	384	1,000	268	1,000	1,140	1,200	1,200	-	
10-4300-0910	MARKETING TOWN OF WILLIAM	5,500	5,458	6,000	3,705	6,500	1,140	6,000	5,000	1,000	
10-4300-1000	TRAINING	3,000	2,042	7,000	2,271	1,200	2,004	2,500	2,500	-	
10-4300-1100	TELEPHONE	1,100	1,159	1,100	1,414	1,500	816	1,500	1,500	-	
10-4300-1200	POSTAGE	600	347	600	853	600	175	600	600	-	
10-4300-1400	TRAVEL/MEETINGS	650	380	650	231	650	44	500	500	-	
10-4300-1600	REPAIR EQUIPMENT	3,000	110	3,000	7	3,000	46	2,500	1,000	1,500	Copy Pro
10-4300-1700	REPAIR VEHICLES	400	27	400	26	500	-	400	400	-	
10-4300-2600	ADVERTISING	500	827	500	54	600	265	600	600	-	
10-4300-3100	AUTOMOTIVE SUPPLIES	650	255	650	297	750	114	650	650	-	
10-4300-3200	OFFICE SUPPLIES	500	279	500	87	500	134	500	500	-	
10-4300-3300	DEPARTMENT SUPPLIES	500	398	500	248	600	45	500	500	-	
10-4300-3400	BANK CHARGES	-	-	-	-	-	-	-	-	-	
10-4300-4500	CONTRACTED SERVICES	1,000	-	25,500	25,650	2,000	99	2,000	2,000	-	
10-4300-4700	CODE ENFORCEMENT	12,000	9,838	26,000	19,909	31,000	4,275	25,000	24,000	1,000	
10-4300-5300	DUES	1,200	613	1,200	19	1,000	917	1,200	1,200	-	
10-4300-5400	INSURANCE WK COMP/AUTO	1,323	514	808	591	815	534	790	790	-	
10-4300-5700	MISCELLANEOUS	-	611	-	-	-	-	-	-	-	
10-4300-5900	HURRICANE DORIAN	-	-	-	-	-	-	-	-	-	
10-4300-7400	CAPITAL OUTLAY EQUIPMENT	20,000	-	15,425	-	-	-	-	-	-	
10-4300-7401	SMALL EQUIPMENT	2,000	24,183	2,500	3,891	-	-	1,000	-	1,000	Purchased in current budget
10-4300-9200	CONTINGENCY	349	-	429	-	-	-	-	-	-	
	TOTAL	$229,964	$185,702	$231,446	$190,033	$193,416	$97,190	$194,394	$189,894	4,500	

	2020 BUDGET	DEPT REQUEST	RECOMMENDED
Personnel Ser	141,201	146,954	146,954
Operating Exp	52,215	47,440	42,940
Admin Expense	-	-	-
Capital Outlay	-	-	-
Contingency 1%	-	-	-
TOTAL	193,416	194,394	189,894

PUBLIC BUILDINGS

Account Number	Account Description	6/30/2018 Budget	6/30/2018 Actual	6/30/2019 Budget	6/30/2019 Actual	6/30/2020 Budget	1/31/2020 Actual 1/29/19	2020/2021 Dept Request	Recommend	Cuts	Notes
10-5000-0200	REGULAR SALARIES	13,662	13,234	13,601	13,928	13,804	8,178	14,079	14,079	-	
10-5000-0500	FICA TAX	1,045	1,009	1,040	1,108	1,056	585	1,077	1,077	-	
10-5000-0600	GROUP INSURANCE	-	-	-	-	-	-	-	-	-	
10-5000-0700	RETIREMENT	-	-	-	-	-	-	-	-	-	
10-5000-1300	UTILITIES	12,000	11,661	13,000	13,042	13,000	6,915	13,000	13,000	-	
10-5000-1500	REPAIR BLDGS & GROUNDS	15,000	10,094	7,000	3,304	6,000	3,051	6,000	4,500	1,500	
10-5000-1600	REPAIR EQUIPMENT	1,000	1,606	1,000	-	-	616	500	500	-	
10-5000-3300	DEPARTMENT SUPPLIES	4,000	3,719	5,000	3,578	4,000	1,760	4,000	3,000	1,000	
10-5000-3400	BANK CHARGES	216	42	216	44	100	20	100	100	-	
10-5000-3600	UNIFORMS	100	-	-	-	-	-	-	-	-	
10-5000-3800	GARBAGE	1,200	973	1,000	1,710	1,500	1,065	2,000	2,000	-	
10-5000-4500	CONTRACT SERVICES	-	70	-	-	-	-	-	-	-	
10-5000-5400	INSURANCE	8,296	7,715	8,798	8,110	8,447	6,757	7,634	7,634	-	
10-5000-5700	MISCELLANEOUS	100	-	100	-	100	-	-	-	-	
10-5000-5900	HURRICANE DORIAN	-	-	-	-	-	-	-	-	-	
10-5000-7200	CAPITAL OUTLAY BUILDINGS	-	-	-	-	-	-	-	-	-	
10-5000-7401	SMALL EQUIPMENT	500	-	500	381	500	-	200	200	-	
10-5000-9200	CONTINGENCY	324	-	366	-	-	-	-	-	-	
	TOTAL	$57,443	$50,121	$51,621	$45,206	$48,507	$28,946	$48,591	$46,091		

	2020 BUDGET	DEPT REQUEST	RECOMMENDED
Personnel Ser	14,860	15,156	15,156
Operating Exp	33,647	33,434	30,934
dmin Expense	-	0	0
Capital Outlay	-	0	0
ontingency 1%	-	0	0
TOTAL	48,507	48,591	46,091

POLICE DEPARTMENT

Account Number	Account Description	6/30/2018 Budget	6/30/2018 Actual	6/30/2019 Budget	6/30/2019 Actual	6/30/2020 Budget	1/31/2020 Actual 1/29/19	2020/2021 Dept Request	Recommend	Cuts	Notes
10-5100-0200	REGULAR SALARIES	895,565	868,072	945,522	947,147	978,379	638,330	1,060,165	1,002,356	57,809	
10-5100-0300	TEMPORARY SALARIES	64,268	58,978	65,533	52,637	58,362	38,549	65,532	56,532	9,000	
10-5100-0400	SUPPLEMENTAL RETIREMENT	-	-	-	-	-	-		-	-	
10-5100-0500	FICA TAX	73,427	68,456	77,346	78,728	79,846	48,092	86,116	81,693	4,423	
10-5100-0600	GROUP INSURANCE	143,904	101,321	140,347	109,021	137,326	85,769	155,936	155,936	-	
10-5100-0700	RETIREMENT	124,838	117,630	133,987	134,007	151,120	106,915	176,536	167,370	9,166	
10-5100-0900	PROFESSIONAL SERVICES	18,000	26,084	18,000	17,674	20,000	14,796	22,000	20,000	2,000	
10-5100-1000	EMPLOYEE TRAINING	16,000	13,762	16,000	9,394	18,000	7,970	18,000	18,000	-	
10-5100-1100	TELEPHONE	11,000	12,684	11,000	12,821	11,000	8,999	13,000	13,000	-	
10-5100-1200	POSTAGE	500	149	500	307	500	263	500	500	-	
10-5100-1400	TRAVEL	1,000	160	2,000	53	2,000	199	2,000	1,500	500	
10-5100-1600	REPAIR EQUIPMENT	3,000	5,363	3,000	5,956	3,000	550	5,000	5,000	-	
10-5100-1700	REPAIR VEHICLES	13,000	10,590	10,000	13,477	11,500	10,189	13,000	13,000	-	
10-5100-2100	EQUIPMENT RENTS/LEASES	1,000	-	1,000	-	1,000	-	1,000	1,000	-	
10-5100-2600	ADVERTISING	500	135	500	-	500	-	1,000	500	500	
10-5100-3100	AUTOMOTIVE SUPPLIES	32,900	48,407	36,000	48,824	36,000	20,283	50,000	40,000	10,000	
10-5100-3200	OFFICE SUPPLIES	2,500	1,685	2,500	1,493	2,500	85	2,500	2,500	-	
10-5100-3300	DEPARTMENT SUPPLIES	8,000	6,777	8,000	10,551	8,000	2,536	10,000	10,000	-	
10-5100-3400	BANK CHARGES	2,594	586	1,594	621	700	274	700	700	-	
10-5100-3600	UNIFORMS	16,000	15,471	15,500	14,100	16,000	1,312	18,000	16,000	2,000	
10-5100-3800	GARBAGE COLLECTION	-	-	-	-	-	-		-	-	
10-5100-5300	DUES	1,400	1,162	1,400	1,204	1,400	806	1,400	1,400	-	
10-5100-5400	INSURANCE	43,197	38,255	60,613	46,576	47,261	40,886	45,984	45,984	-	
10-5100-5600	DRUG CONTROL	7,000	7,000	8,000	8,000	8,000	8,000	14,000	14,000	-	
10-5100-5601	DRUG & FED FORFEITURE TAX	13,500	13,789	-	-	-	-		-	-	
10-5100-5700	MISCELLANEOUS	1,700	1,352	2,000	1,117	2,000	842	2,500	2,000	500	
10-5100-5800	COMMUNITY INVOLVEMENT	1,500	1,073	1,500	1,365	1,500	165	1,500	1,500	-	
10-5100-5900	HURRICANE DORIAN	-	-	-	829	-	309		-	-	
10-5100-7400	CAPITAL OUTLAY EQUIPMENT	86,457	78,449	132,928	116,786	90,834	-	139,658	139,658	-	3 patrol vehicles
10-5100-7401	SMALL EQUIPMENT	12,900	4,033	21,050	19,434	15,900	3,089	39,650	16,400	23,250	Cut: 2 pistols, 1 taser, 4 cameras, 21 rifle optics
10-5100-7402	EQUIPMENT/DOJ GRANT FUNDS	-	-	-	-	-	-		-	-	
10-5100-9200	CONTINGENCY	2,072	-	2,202	-	-	-		-	-	
TOTAL		$1,597,722	$1,501,424	$1,718,022	$1,652,120	$1,702,628	$1,039,206	1,945,677	$1,826,529	$119,148	

	2020 BUDGET	DEPT REQUEST	RECOMMENDED
Personnel Ser	1,405,033	1,544,285	1,463,887
Operating Exp	206,761	261,734	222,984
dmin Expense	-	-	-
Capital Outlay	90,834	139,658	139,658
ontingency 1%	-	-	-
TOTAL	1,702,628	1,945,677	1,826,529

119148.45

DEBT

Account Number	Account Description	6/30/2018 Budget	6/30/2018 Actual	6/30/2019 Budget	6/30/2019 Actual	6/30/2020 Budget	1/31/2020 Actual 1/29/19	2020/2021 Dept Request	2020/2021 Recommend	2020/2021 Cuts	2020/2021 Notes
10-5200-9700	DEBT RET 2010 -- POLICE CARS	-	-	-	-	-	94,233		-		
10-5200-9701	DEBT RET 2011 -- POLICE CARS	-	-	-	78,112	-	-		-		
10-5200-9702	DEBT RET 2014 -- POLICE CARS	-	-	-	-	-	-		-		
10-5200-9703	DEBT RET 2015 -- POLICE CARS	-	-	-	-	-	-		-		
10-5200-9704	DEBT RET 2015 -- PARKS & REC TRUCK	-	-	-	-	-	-		-		
10-5200-9705	DEBT RET 2015 -- CODE ENFORCEMENT VE	-	-	-	-	-	-		-		
10-5200-9706	DEBT RET 2016 - CHIPPER	-	-	-	-	-	-		-		
10-5200-9707	DEBT RET 2018---POLICE CARS	36,667	36,667	72,665	72,665	-	-		-		
10-5200-9708	DEBT RET 2019 - POLICE CARS	-	-	44,310	-	26,198	-		-		
10-5200-9709	DEBT RETIREMENT-FIRE TRUCK 2019	-	-	-	-	94,233	-	94,233	94,233		
10-5200-9750	INTEREST 2010 - POLICE DEPT CARS	-	-	-	-	-	-		-		
10-5200-9751	INTEREST 2011 --POLICE CARS	-	-	-	-	-	-		-		
10-5200-9752	INTEREST 2014 -- POLICE CARS	-	-	-	-	-	-		-		
10-5200-9753	INTEREST 2015 -- POLICE CARS	-	-	-	-	-	-		-		
10-5200-9754	INTEREST 2015 -- PARKS & REC TRUCK	-	-	-	-	-	-		-		
10-5200-9755	INTEREST 2015 -- CODE ENFORCEMENT VE	-	-	-	-	-	-		-		
10-5200-9756	INTEREST 2016 - CHIPPER	-	-	-	-	-	-		-		
10-5200-9757	INTEREST 2018---POLICE CARS	2,508	1,690	2,478	2,233	821	-		-		
10-5200-9758	INTEREST 2019 - POLICE CARS	-	-	1,110	841	-	-		-		
10-5200-9759	INTEREST - FIRE TRUCK 2019	-	-	-	-	18,489	18,488	15,408	15,408		
10-5200-9800	DEBT RET 2011 -- -AMBULANCE	-	-	-	-	-	-		-		
10-5200-9801	DEBT RETIREMENT - EMS REMOUNT	-	-	-	-	28,447	28,446	28,446	28,446		
10-5200-9850	INTEREST 2011 -- AMBULANCE	-	-	-	-	-	-		-		
10-5200-9851	INTEREST - EMS REMOUNT 2019	-	-	-	-	2,535	2,535	1,690	1,690		
10-5200-9900	DEBT RET 2010 -- KNUCKLE BOOM	-	-	-	-	-	-		-		
10-5200-9910	DEBT RETIREMENT-FIRE TANKER	62,000	62,000	-	-	-	-		-		
10-5200-9911	INTEREST 2013	582	581	-	-	-	-		-		
10-5200-9950	INTEREST 2010 -- KNUCKLE BOOM	-	-	-	-	-	-		-		
10-5200-9960	DEBT RETIREMENT-MISC INSTALL	22,614	22,614	22,614	-	22,614	22,614	22,614	22,614		Skinner Warehouse
10-5200-9970	INTEREST-MISC INSTALL	4,071	4,070	3,619	3,618	3,166	3,166	2,714	2,714		Skinner Warehouse
10-5200-9980	DEBT RETIREMENT - MISC INSTALL	-	-	-	-	-	-		-		
10-5200-9990	DEBT RETIREMENT-ANNEXATION	-	-	-	-	-	-		-		
	TOTAL	128,442	127,622	146,796	157,469	196,503	169,482	165,105	165,105		

	2020 BUDGET	DEPT REQUEST	RECOMMENDED
Personnel Ser	-	-	-
Operating Exp	196,503	165,105	165,105
Admin Expense	-	-	-
Capital Outlay	-	-	-
Contingency 1%	-	-	-
TOTAL	196,503	165,105	165,105

FIRE DEPARTMENT

Account Number	Account Description	6/30/2018 Budget	6/30/2018 Actual	6/30/2019 Budget	6/30/2019 Actual	6/30/2020 Budget	1/31/2020 Actual 1/29/19	2020/2021 Dept Request	2020/2021 Recommend	2020/2021 Cuts	2020/2021 Notes
10-5300-0200	REGULAR SALARIES	323,036	298,866	268,318	255,063	262,632	156,775	266,696	266,696	-	
10-5300-0300	TEMPORARY SALARIES	16,000	2,280	10,000	4,496	6,000	1,164	10,000	6,000	4,000	
10-5300-0400	SUPPLEMENTAL RETIREMENT	9,992	9,992	9,992	9,992	9,992	5,829	9,992	9,992	-	
10-5300-0500	FICA TAX	25,936	22,228	21,750	19,976	21,315	11,022	21,167	21,167	-	
10-5300-0600	GROUP INSURANCE	49,182	38,033	40,471	39,866	39,420	29,406	44,839	44,839	-	
10-5300-0700	RETIREMENT	25,218	22,393	21,860	20,595	26,814	14,035	30,129	30,129	-	
10-5300-0701	ON BEHALF OF PAYMENTS - FIRE	3,700	12,318	3,700	12,728	-	-	13,000	13,000	-	
10-5300-0900	PROFESSIONAL SERVICES	5,000	4,842	5,000	5,262	5,000	4,849	5,000	5,000	-	
10-5300-1000	EMPLOYEE TRAINING	5,000	4,312	5,500	3,445	5,500	1,751	5,500	5,000	500	
10-5300-1100	TELEPHONE	4,550	5,517	6,000	5,603	5,000	2,020	5,000	4,500	500	
10-5300-1200	POSTAGE	300	196	300	294	300	242	300	300	-	
10-5300-1300	UTILITIES	3,500	564	1,000	386	500	211	1,000	1,000	-	
10-5300-1400	TRAVEL	300	271	300	90	300	48	300	300	-	
10-5300-1500	REPAIR BLDGS & GROUNDS	2,000	53	2,000	448	2,000	1,132	2,000	2,000	-	
10-5300-1600	REPAIR EQUIPMENT	27,000	57,893	65,000	51,849	26,590	80,110	28,000	28,000	-	
10-5300-2100	EQUIPMENT RENTS/LEASES	2,000	-	2,000	-	2,000	-	2,000	1,000	1,000	
10-5300-3100	AUTOMOTIVE SUPPLIES	21,500	21,217	17,500	18,280	16,000	9,269	16,000	16,000	-	
10-5300-3200	OFFICE SUPPLIES	800	253	1,000	-	1,000	-	1,500	500	1,000	
10-5300-3300	DEPARTMENT SUPPLIES	5,000	2,784	5,000	1,916	5,000	975	5,000	4,000	1,000	
10-5300-3400	BANK CHARGES	1,297	298	800	316	350	178	350	350	-	
10-5300-3600	UNIFORMS	5,000	4,741	5,000	3,710	5,000	3,736	5,000	4,800	200	
10-5300-3800	GARBAGE COLLECTION	600	937	800	664	800	-	800	800	-	
10-5300-5300	DUES	1,400	824	1,400	947	1,400	965	1,400	1,400	-	
10-5300-5400	INSURANCE	32,555	28,325	35,485	32,966	41,092	39,703	41,791	41,791	-	
10-5300-5700	MISCELLANEOUS	1,100	1,134	1,200	811	1,200	1,097	1,400	1,400	-	
10-5300-5900	HURRICANE DORIAN	-	-	-	398	-	73		-	-	
10-5300-7400	CAPITAL OUTLAY EQUIPMENT	21,000	21,000	13,410	2,586	-	-		-	-	
10-5300-7401	SMALL EQUIPMENT	25,300	25,205	36,700	45,575	26,800	8,350	30,000	28,000	2,000	Purchase: Turnout gear, airpack cylinders, and fire hoses
10-5300-7402	2006 HAZMAT GRANT CFDA 97.067	-	-	-	-	-	-		-	-	
10-5300-7403	2007 DHS GRANT CFDA 97.073	-	-	-	-	-	-		-	-	
10-5300-7404	2008 RRT EQUIP GRANT CFDA 97.067	-	-	-	-	-	-		-	-	
10-5300-7405	FIRE SAFETY GRANT	-	-	-	-	-	-		-	-	
10-5300-7406	FIRE SAFETY GRANT 2009	-	-	-	-	-	-		-	-	
10-5300-7407	2009 RRT EG GRANT CFDA#97.067	-	-	-	-	-	-		-	-	
10-5300-7408	2010 RRT EQ GRANT CFDA#97.067	-	-	-	-	-	-		-	-	
10-5300-7409	2011 RRT EQUIPMENT GRANT	-	-	-	-	-	-		-	-	
10-5300-7410	2014 DHS EQ GRANT	-	-	-	-	-	-		-	-	
10-5300-7411	SAFE KIDS GRANT	-	-	-	-	-	-		-	-	
10-5300-7412	CYLINDER RECOVERY SYSTEM	-	-	-	-	-	-		-	-	
10-5300-7413	TRUCK - PRIME MOVER	-	-	-	-	-	-		-	-	
10-5300-9200	CONTINGENCY	1,479	-	1,858	-	-	-		-	-	
	TOTAL	$619,745	$586,475	$583,344	$538,261	$512,005	$372,939	$548,164	$537,964	$10,200	

	2020 BUDGET	DEPT REQUEST	RECOMMENDED
Personnel Ser	366,173	382,823	378,823
Operating Exp	145,832	165,341	159,141
Admin Expense	-	-	-
Capital Outlay	-	-	-
Contingency 1%	-	-	-
TOTAL	512,005	548,164	537,964

RRT DEPARTMENT

Account Number	Account Description	6/30/2018 Budget	6/30/2018 Actual	6/30/2019 Budget	6/30/2019 Actual	6/30/2020 Budget	1/31/2020 Actual 1/29/19	2020/2021 Dept Request	Recommend	Cuts	Notes
10-5350-0300	RRT1 SALARIES	3,000	-	3,000	-	3,000	-	3,000	3,000	-	
10-5350-0310	RT TRAINING SALARIES	-	3,350	-	2,055	3,350	1,618	3,350	3,350	-	
10-5350-0500	RRT1 FICA TAX	230	-	230	158	230	-	230	230	-	
10-5350-0700	RRT1 RETIREMENT	191	-	191	158	191	-	191	191	-	
10-5350-0900	PROFESSIONAL SERVICES	15,000	15,000	15,000	15,000	15,000	-	15,000	15,000	-	
10-5350-1000	TRAINING	25,000	20,707	25,000	14,490	25,000	12,979	25,000	25,000	-	
10-5350-1100	RRT1 TELEPHONE	900	566	900	456	900	228	900	900	-	
10-5350-1200	RRT1 POSTAGE	100	-	100	-	100	-	100	100	-	
10-5350-1400	RRT1 TRAVEL	500	400	500	-	500	-	500	500	-	
10-5350-1500	REPAIR BLDGS & GROUNDS	-	-	-	-	-	-		-	-	
10-5350-1600	EQUIPMENT REPAIR	4,000	4,118	4,000	4,812	4,000	3,505	4,000	4,000	-	
10-5350-3300	RRT1 DEPT SUPPLIES	2,500	2,688	3,000	1,437	7,000	842	3,000	3,000	-	
10-5350-3600	RRT1 UNIFORMS	3,500	2,265	4,000	1,868	5,000	989	2,229	2,229	-	
10-5350-3800	GARBAGE COLLECTION	-	-	800	648	2,000	690	2,000	2,000	-	
10-5350-5400	WORKERS COMP INS RRT1	5,000	5,000	5,000	5,000	5,000	-	5,000	5,000	-	
10-5350-7400	CAPITAL OUTLAY EQUIPMENT	-	634	-	-	-	-		-	-	
10-5350-7401	SMALL EQUIPMENT	11,674	9,728	6,279	2,911	4,729	693	2,000	2,000	-	
10-5350-7402	VEHICLE RESERVE	26,000	26,039	9,100	-	10,358	-	2,500	2,500	-	
TOTAL		97,595	90,495	77,100	48,994	86,358	21,544	69,000	69,000		

	2020 BUDGET	DEPT REQUEST	RECOMMENDED
Personnel Ser	6,771	6,771	6,771
Operating Exp	79,587	62,229	62,229
dmin Expense	-	-	-
Capital Outlay	-	-	-
ontingency 1%	-	-	-
TOTAL	86,358	69,000	69,000

RESCUE DEPARTMENT

Account Number	Account Description	6/30/2018 Budget	6/30/2018 Actual	6/30/2019 Budget	6/30/2019 Actual	6/30/2020 Budget	1/31/2020 Actual 1/29/19	2020/2021 Dept Request	Recommend	Cuts	Notes
10-5400-0200	REGULAR SALARIES	464,258	467,335	506,622	507,587	508,743	312,579	527,378	491,663	35,715	
10-5400-0300	TEMPORARY SALARIES	20,000	17,480	26,000	24,487	23,000	20,005	26,000	23,000	3,000	
10-5400-0400	SUPPLEMENTAL RETIREMENT	720	720	720	-	720	-	720	720	-	
10-5400-0500	FICA TAX	37,046	35,377	40,287	40,739	41,443	23,242	42,333	39,601	2,732	
10-5400-0600	GROUP INSURANCE	82,578	65,083	81,640	70,228	82,209	47,798	93,651	93,651	-	
10-5400-0700	RETIREMENT	36,010	34,644	40,448	41,356	52,149	27,637	60,227	56,325	3,902	
10-5400-0701	ON BEHALF OF PAYMENTS - RES	3,000	4,562	3,000	5,196	3,000	-	6,000	6,000	-	
10-5400-0900	PROFESSIONAL SERVICES	48,000	44,033	48,000	45,438	46,000	24,986	52,200	52,200	-	
10-5400-1000	EMPLOYEE TRAINING	3,000	2,200	3,500	2,297	3,500	1,697	3,500	3000	500	
10-5400-1100	TELEPHONE	3,500	2,337	3,500	2,313	3,500	1,171	3,500	3000	500	
10-5400-1200	POSTAGE	300	8	300	112	300	103	300	300	-	
10-5400-1300	UTILITIES	13,000	14,212	13,000	12,712	15,000	6,583	15,000	14,000	1,000	
10-5400-1400	TRAVEL	200	256	200	180	250	95	200	200	-	
10-5400-1500	REPAIR BLDGS & GROUNDS	6,000	6,068	6,000	5,083	6,000	2,651	7,500	6,500	1,000	
10-5400-1600	EQUIPMENT REPAIR	15,500	8,050	15,500	8,601	15,500	7,272	15,500	15,500	-	
10-5400-2100	EQUIPMENT RENTS/LEASES	3,200	3,082	3,200	2,948	3,200	294	3,200	3,200	-	
10-5400-3100	AUTOMOTIVE SUPPLIES	11,000	10,590	9,000	8,772	9,000	4,602	9,000	9,000	-	
10-5400-3200	OFFICE SUPPLIES	2,000	1,500	2,000	1,506	2,000	1,556	2,500	2,500	-	
10-5400-3300	DEPARTMENT SUPPLIES - DIREC	12,000	19,449	28,000	26,990	27,000	13,665	27,000	27,000	-	
10-5400-3301	DEPARTMENT SUPPLIES - INDIR	2,500	2,128	2,500	1,593	2,500	882	2,500	2,500	-	
10-5400-3400	BANK CHARGES	1,081	248	581	263	250	116	250	250	-	
10-5400-3600	UNIFORMS	4,500	4,611	4,500	3,388	4,500	4,074	4,500	4,500	-	
10-5400-3800	GARBAGE COLLECTION	1,600	1,337	1,600	1,824	2,000	1,639	2,200	2,200	-	
10-5400-5300	DUES	1,000	928	1,000	952	1,000	385	1,000	1,000	-	
10-5400-5400	INSURANCE	24,062	23,021	23,659	25,083	28,336	36,700	28,703	28,703	-	
10-5400-5700	MISCELLANEOUS	800	311	1,000	763	1,000	575	1,000	1,000	-	
10-5400-5900	HURRICANE DORIAN	-	-	-	-	-	-		-	-	
10-5400-7400	CAPITAL OUTLAY EQUIPMENT	-	-	106,846	101,931	33,000	32,286	104,000	0	104,000	EMS Remount moved to 2020-2021
10-5400-7401	SMALL EQUIPMENT	8,000	7,078	8,000	5,954	8,000	4,339	8,000	8,000	-	Cut: rescue vetter bags Buy: Tablets and medical equipement
10-5400-9200	CONTINGENCY	1,612	-	1,750	-	-	-		-	-	
	TOTAL	806,467	776,647	982,353	948,297	923,100	576,932	1,047,862	$895,513	$152,349	

	2020 BUDGET	DEPT REQUEST	RECOMMENDED
Personnel Ser	708,264	750,309	704,960
Operating Exp	181,836	193,553	190,553
Admin Expense	-	-	-
Capital Outlay	33,000	104,000	-
Contingency 1%	-	-	-
TOTAL	923,100	1,047,862	895,513

STREET DEPARTMENT

Account Number	Account Description	6/30/2018 Budget	6/30/2018 Actual	6/30/2019 Budget	6/30/2019 Actual	6/30/2020 Budget	1/31/2020 Actual 1/29/19	2020/2021 Dept Request	Recommend	Cuts	Notes
10-5600-0200	REGULAR SALARIES	199,999	194,689	202,974	203,501	207,225	125,627	216,805	216,805	-	
10-5600-0300	TEMPORARY SALARIES	2,000	1,389	2,000	1,888	2,000	397	2,000	2,000	-	
10-5600-0500	FICA TAX	13,923	14,305	15,681	15,603	16,006	8,544	16,739	16,739	-	
10-5600-0600	GROUP INSURANCE	41,008	32,552	36,321	34,024	37,610	21,933	42,830	42,830	-	
10-5600-0700	RETIREMENT	13,560	14,537	15,764	16,435	20,168	11,329	23,808	23,808	-	
10-5600-0900	PROFESSIONAL SERVICES	350	473	350	84	350	-	350	200	150	
10-5600-1000	EMPLOYEE TRAINING	1,750	262	2,000	-	2,000	156	2,000	1,200	800	
10-5600-1100	TELEPHONE	750	740	750	747	750	855	795	795	-	
10-5600-1200	POSTAGE	200	-	-	-	100	24	100	100	-	
10-5600-1300	UTILITIES	121,350	132,497	135,000	128,127	135,000	68,373	135,000	135,000	-	
10-5600-1400	TRAVEL	400	60	400	30	400	48	400	300	100	
10-5600-1500	REPAIR BLDGS & GROUNDS	6,500	1,506	1,000	94	1,000	74	1,000	750	250	
10-5600-1600	REPAIR EQUIPMENT	15,500	10,199	5,500	1,437	5,500	4,776	5,500	5,500	-	
10-5600-2100	EQUIPMENT RENTS/LEASES	150	104	6,000	-	6,000	-	6,000	2,500	3,500	
10-5600-2600	ADVERTISING	100	696	750	-	750	30	100	100	-	
10-5600-3100	AUTOMOTIVE SUPPLIES	8,500	10,078	8,500	7,550	7,500	3,099	7,500	7,000	500	
10-5600-3300	DEPARTMENT SUPPLIES	4,500	4,685	5,500	5,244	5,000	1,589	5,000	4,000	1,000	
10-5600-3302	STAMPEDE - STREET	-	-	-	-	1,000	484	1,000	1,000	-	
10-5600-3400	BANK CHARGES	1,081	232	1,081	245	300	108	300	300	-	
10-5600-3600	UNIFORMS	6,388	4,423	6,388	3,968	4,500	2,514	4,860	4,500	360	
10-5600-3900	POWELL B/EQUIP OPERATIONS	-	-	-	-	-	-		-	-	
10-5600-4500	CONTRACTED SERVICES	2,000	243	2,000	180	1,000	1,199	2,000	1,700	300	
10-5600-5400	INSURANCE	11,213	12,434	13,736	13,406	14,179	22,757	13,924	13,924	-	
10-5600-5700	MISCELLANEOUS	300	87	300	303	300	87	300	300	-	
10-5600-5900	HURRICANE DORIAN	-	-	-	43	-	65		-	-	
10-5600-7400	CAPITAL OUTLAY EQUIPMENT	-	-	-	-	-	-		-	-	
10-5600-7401	SMALL EQUIPMENT	2,700	2,653	2,000	1,413	750	-	3,986	3,986	-	
10-5600-9200	CONTINGENCY	1,710	-	1,913	-	-	-		-	-	
10-5600-9400	TRANSFER TO CAP PROJ FUND	-	-	-	-	-	-		-	-	
	TOTAL	$455,932	$438,842	$465,908	$434,323	$469,388	$274,067	$492,296	$485,336	$6,960	

	2020 BUDGET	DEPT REQUEST	RECOMMENDED
Personnel Ser	283,009	302,181	302,181
Operating Exp	186379	190,115	183,155
Admin Expense	0	0	0
Capital Outlay	0	0	0
Contingency 1%	0	0	0
TOTAL	469,388	492,296	485,336

SANITATION DEPARTMENT

Account Number	Account Description	6/30/2018 Budget	6/30/2018 Actual	6/30/2019 Budget	6/30/2019 Actual	6/30/2020 Budget	1/31/2020 Actual 1/29/	2020/2021 Dept Request	Recommend	Cuts	Notes
10-5800-0200	REGULAR SALARIES	261,502	229,706	265,945	246,952	267,398	157,632	273,862	249,070	24,792	
10-5800-0300	TEMPORARY SALARIES	3,000	1,285	3,000	1,841	3,000	397	3,000	2,000	1,000	
10-5800-0500	FICA TAX	20,234	17,376	20,574	19,446	20,685	11,222	21,180	19,283	1,897	
10-5800-0600	GROUP INSURANCE	67,309	52,199	61,016	52,406	60,774	42,140	69,487	69,487	-	
10-5800-0700	RETIREMENT	19,657	17,210	20,712	19,925	26,058	13,820	30,114	27,408	2,706	
10-5800-0900	PROFESSIONAL SERVICES	47	132	100	119	100	70	100	100	-	
10-5800-1000	EMPLOYEE TRAINING	100	-	100	-	100	-	100	100	-	
10-5800-1100	TELEPHONE	450	820	-	1,145	450	913	500	500	-	
10-5800-1400	TRAVEL	75	40	100	40	100	79	100	100	-	
10-5800-1500	REPAIR BLDGS & GROUNDS	1,400	-	1,400	1,151	1,000	-	3,500	1,500	2,000	add stone on drive at WWTP
10-5800-1600	REPAIR EQUIPMENT	12,500	9,709	10,000	8,390	9,000	5,138	15,000	9,000	6,000	backhoe maintenance
10-5800-2100	EQUIPMENT RENT,LEASE	100	104	100	-	100	-	100	100	-	
10-5800-2600	ADVERTISING	200	148	200	33	200	30	200	200	-	
10-5800-3100	AUTOMOTIVE SUPPLIES	21,800	30,680	23,000	26,576	22,000	15,212	23,000	23,000	-	
10-5800-3300	DEPARTMENT SUPPLIES	1,700	1,722	1,700	2,196	1,700	965	1,700	1,700	-	
10-5800-3301	MOSQUITO CONTROL	3,500	39	3,500	22	2,500	-	3,500	2,500	1,000	
10-5800-3305	MARTIN COUNTY LANDFILL	11,150	13,704	12,000	23,799	14,000	18,278	15,000	15,000	-	
10-5800-3400	BANK CHARGES	735	153	735	150	200	72	200	200	-	
10-5800-3600	UNIFORMS	7,409	6,040	7,500	6,378	7,000	4,024	7,500	7,500	-	
10-5800-3800	GARBAGE COLLECTION	1,075	-	1,200	395	1,200	-	1,200	750	450	
10-5800-4500	CONTRACT SERVICES	1,350	852	1,500	337	1,500	379	1,500	1,500	-	
10-5800-5400	INSURANCE	11,981	11,152	14,209	14,080	15,039	5,303	15,154	15,154	-	
10-5800-5700	MISCELLANEOUS	300	277	300	409	300	77	300	300	-	
10-5800-5900	HURRICANE DORIAN	-	-	-	21	-	-		-	-	
10-5800-7400	CAPITAL OUTLAY EQUIPMENT	-	-	52,000	48,395	17,425	16,310	189,818	150,220	39,598	???
10-5800-7401	SMALL EQUIPMENT	-	342	325	282	-	-		-	-	
10-5800-9200	CONTINGENCY	759	-	780	-	-	-		-	-	
TOTAL		$448,333	$393,689	$501,996	$474,487	$471,829	$292,062	$676,114	$596,672	$79,443	

	2020 BUDGET	DEPT REQUEST	RECOMMENDED
Personnel Ser	377,915	397,642	367,248
Operating Exp	76,489	88,654	79,204
Admin Expense	-	-	-
Capital Outlay	17,425	189,818	150,220
Contingency 1%	-	-	-
TOTAL	471,829	676,114	596,672

79442.64

RECREATION DEPARTMENT

Account Number	Account Description	6/30/2018 Budget	6/30/2018 Actual	6/30/2019 Budget	6/30/2019 Actual	6/30/2020 Budget	1/31/2020 Actual 1/29/	2020/2021 Dept Request	Recommend	Cuts	Notes
10-6200-0200	REGULAR SALARIES	218,409	209,673	207,690	203,693	204,488	133,116	196,826	196,826	-	
10-6200-0300	TEMPORARY SALARIES	71,001	67,947	70,151	67,586	70,699	45,917	99,016	79,016	20,000	
10-6200-0500	FICA TAX	22,675	20,411	21,561	20,966	21,893	12,563	22,632	22,632	-	
10-6200-0600	GROUP INSURANCE	33,895	27,059	30,325	28,570	31,256	17,875	35,784	35,784	-	
10-6200-0700	RETIREMENT	16,946	16,980	16,432	17,986	21,440	12,472	22,077	22,077	-	
10-6200-0900	PROFESSIONAL SERVICES	3,350	3,366	3,950	3,677	4,550	3,310	4,950	4,450	500	
10-6200-1000	EMPLOYEE TRAINING	1,945	1,154	1,945	974	1,840	294	2,280	1,500	780	
10-6200-1100	TELEPHONE	5,220	4,653	5,220	4,534	6,360	2,449	6,060	4,980	1,080	
10-6200-1200	POSTAGE	500	121	500	125	500	7	500	500	-	
10-6200-1300	UTILITIES	26,100	25,563	25,475	21,927	26,000	16,762	28,200	28,000	200	
10-6200-1400	TRAVEL	-	30	-	30	-	-	-	-	-	
10-6200-1500	REPAIR BLDGS & GROUNDS	33,565	23,609	60,065	53,334	28,340	2,892	39,040	24,540	14,500	Cut: Rail Trail erosion & LED Lights at Gym
10-6200-1600	REPAIR EQUIPMENT	11,300	9,272	5,000	6,055	11,750	2,822	9,400	7,000	2,400	
10-6200-3100	AUTOMOTIVE SUPPLIES	11,120	10,464	10,000	8,756	9,000	4,691	10,960	8,500	2,460	
10-6200-3300	DEPARTMENT SUPPLIES	30,580	28,659	30,000	26,235	29,760	13,117	32,010	29,010	3,000	Cut: Football Helment replacement
10-6200-3400	BANK CHARGES	1,081	260	656	238	300	105	300	300	-	
10-6200-3500	SUPPLIES-TURFGRASS MGMT	14,990	8,042	15,990	10,884	12,000	8,044	17,325	11,500	5,825	
10-6200-3600	UNIFORMS	2,300	2,026	2,300	1,886	2,700	1,919	2,750	2,400	350	
10-6200-3800	GARBAGE COLLECTION	4,940	5,364	4,940	5,575	6,000	3,735	6,300	6,300	-	
10-6200-4500	CONTRACTED SERVICES	5,800	3,420	5,500	4,608	6,110	726	6,490	5,700	790	
10-6200-5300	DUES	375	355	375	350	375	225	375	375	-	
10-6200-5400	INSURANCE	14,511	14,361	16,262	21,348	16,536	13,148	16,078	16,078	-	
10-6200-5700	MISCELLANEOUS	1,500	1,845	1,600	1,947	2,100	2,343	2,100	2,100	-	
10-6200-5702	BARNES EST/Wmstn Yarn Mill D	-	-	-	-	-	-		-	-	
10-6200-5900	HURRICANE DORIAN	-	-	-	53	-	-		-	-	
10-6200-7200	CAPITAL OUTLAY BUILDINGS	-	-	-	-	-	-		-	-	
10-6200-7400	CAPITAL OUTLAY EQUIPMENT	16,000	-	28,950	26,929	-	-	83,000	77,000	6,000	Cut: Concrete under bleacehers at GC Park
10-6200-7401	SMALL EQUIPMENT	1,400	1,481	1,500	3,255	500	829	4,500	500	4,000	Cut: Eliptical at GP Gym
10-6200-9200	CONTINGENCY	1,706	-	1,623	-	-	-		-	-	
TOTAL		$551,209	$486,115	$568,010	$541,521	$514,497	$299,360	$648,952	$587,067	$61,885	

	2020 BUDGET	DEPT REQUEST	RECOMMENDED
Personnel Ser	349,776	376,334	356,334
Operating Exp	164,721	189,618	153,733
Admin Expense	-	-	-
Capital Outlay	-	83,000	77,000
Contingency 1%	-	-	-
TOTAL	514,497	648,952	587,067

CULTURAL DEPARTMENT

Account Number	Account Description	6/30/2018 Budget	6/30/2018 Actual	6/30/2019 Budget	6/30/2019 Actual	6/30/2020 Budget	1/31/2020 Actual 1/29/1	2020/2021 Dept Request	Recommend	Cuts	Notes
10-6300-1010	MARTIN MEMORIAL LIBRARY	101,797	101,797	102,000	102,000	102,000	59,584	102,000	102,000	-	Same as current budget
10-6300-1016	STAMPEDE FESTIVAL	9,000	10,805	9,000	9,951	9,000	10,089	9,000	9,000	-	Same as current budget
10-6300-1020	CHRISTMAS DECORATIONS	2,000	1,948	3,000	-	3,000	1,430	3,000	3,000	-	Same as current budget
10-6300-1030	CHRISTMAS PARADE	3,500	2,126	3,500	3,408	3,500	3,550	3,500	3,500	-	Same as current budget
10-6300-1040	CHRISTMAS TREE LIGHTS	500	637	500	1,348	500	310	500	500	-	Same as current budget
10-6300-1050	SUSTAINABLE COMMUNITIES PR	750	500	500	500	500	-	500	500	-	Same as current budget
10-6300-7400	MAINTENANCE--CHRISTMAS DE(	600	262	500	-	500	182	500	500	-	Same as current budget
10-6300-9200	CONTINGENCY	1,145	-	1,190	-	-	-		-	-	Same as current budget
	TOTAL	$119,292	$118,075	$120,190	$117,207	$119,000	$75,145	$119,000	$119,000		

	2020 BUDGET	DEPT REQUEST	RECOMMENDED
Personnel Ser	-	-	-
Operating Exp	119,000	119,000	119,000
Admin Expense	-	-	-
Capital Outlay	-	-	-
Contingency 1%	-	-	-
TOTAL	119,000	119,000	119,000

CEMETERY DEPARTMENT

Account Number	Account Description	6/30/2018 Budget	6/30/2018 Actual	6/30/2019 Budget	6/30/2019 Actual	6/30/2020 Budget	1/31/2020 Actual 1/29/19	2020/2021 Dept Request	Recommend	Cuts	Notes
10-6400-0200	REGULAR SALARIES	60,611	55,021	61,651	60,089	61,053	38,358	62,875	62,875	-	
10-6400-0300	TEMPORARY SALARIES	5,000	3,525	5,000	4,064	4,000	1,585	5,000	4,000	1,000	
10-6400-0500	FICA TAX	5,019	4,425	5,099	5,095	5,053	2,630	5,192	5,192	-	
10-6400-0600	GROUP INSURANCE	13,292	9,621	12,253	11,109	12,192	7,976	13,912	13,912	-	
10-6400-0700	RETIREMENT	4,874	4,317	5,117	5,128	6,347	3,481	7,364	7,364	-	
10-6400-0900	PROFESSIONAL SERVICES	500	45	500	-	500	-	500	200	300	
10-6400-1100	TELEPHONE	400	403	400	434	400	214	400	400	-	
10-6400-1300	UTILITIES	675	811	675	932	675	624	1,000	1,000	-	
10-6400-1500	REPAIR BLDGS & GROUNDS	2,350	2,124	1,000	579	1,500	22	8,500	8,500	-	
10-6400-1600	REPAIR EQUIPMENT	1,625	1,168	1,600	2,350	2,500	690	2,500	2,250	250	
10-6400-3100	AUTOMOTIVE SUPPLIES	1,700	2,941	2,500	1,933	2,000	1,372	2,500	2,250	250	
10-6400-3300	DEPARTMENT SUPPLIES	1,600	762	1,000	1,210	1,000	697	1,200	1,200	-	
10-6400-3400	BANK CHARGES	216	39	216	38	80	18	80	80	-	
10-6400-3500	ROOKS FUND EXPENSE	500	490	500	370	500	250	500	500	-	
10-6400-3600	UNIFORMS	1,900	836	1,100	1,271	1,200	703	1,900	1,200	700	
10-6400-5400	INSURANCE	2,330	276	2,508	3,028	2,716	4,699	2,807	2,807	-	
10-6400-5700	MISCELLANEOUS	200	469	275	256	275	172	200	200	-	
10-6400-5900	HURRICANE DORIAN	-	-	-	-	-	-		-	-	
10-6400-7200	CAP OUTLAY-LAND & BLDGS	-	-	-	-	-	-		-	-	
10-6400-7400	CAPITAL OUTLAY EQUIPMENT	9,700	9,450	5,300	5,299	-	-		-	-	
10-6400-7401	SMALL EQUIPMENT	1,129	28	600	564	642	-	600	593	7	Buy: Gas Trimmer
10-6400-9200	CONTINGENCY	151	-	129	-	-	-		-	-	
	TOTAL	113,772	96,750	107,423	103,748	102,633	63,492	117,031	$114,524		

	2020 BUDGET	DEPT REQUEST	RECOMMENDED
Personnel Ser	88,645	94,344	93,344
Operating Exp	13,988	22,687	21,180
Admin Expense	-	-	-
Capital Outlay	-	-	-
Contingency 1%	-	-	-
TOTAL	102,633	117,031	114,524

GARAGE DEPARTMENT

Account Number	Account Description	6/30/2018 Budget	6/30/2018 Actual	6/30/2019 Budget	6/30/2019 Actual	6/30/2020 Budget	1/31/2020 Actual 1/29/	2020/2021 Dept Request	Recommend	Cuts	Notes
10-6500-0200	REGULAR SALARIES	119,188	120,044	122,747	122,940	124,939	78,034	129,397	129,397	-	
10-6500-0500	FICA TAX	9,118	8,099	9,390	8,667	9,558	4,995	9,899	9,899	-	
10-6500-0600	GROUP INSURANCE	20,131	16,254	17,894	17,131	18,714	12,290	21,505	21,505	-	
10-6500-0700	RETIREMENT	8,841	8,871	9,412	9,813	11,988	6,863	14,021	14,021	-	
10-6500-0900	PROFESSIONAL SERVICES	534	184	500	147	500	-	500	200	300	
10-6500-1000	EMPLOYEE TRAINING	480	-	500	70	500	-	500	200	300	
10-6500-1100	TELEPHONE	175	253	175	319	350	112	350	350	-	
10-6500-1300	UTILITIES	2,500	2,638	2,750	2,038	2,900	1,849	3,000	3,000	-	
10-6500-1500	REPAIR BLDGS & GROUNDS	42,400	37,680	15,000	2,112	2,114	565	2,114	1,500	614	
10-6500-1600	REPAIR EQUIPMENT	1,500	1,515	1,500	4,858	3,085	1,390	3,085	2,500	585	
10-6500-2100	LEASES	400	104	400	-	1,056	1,037	400	400	-	
10-6500-3100	AUTOMOTIVE SUPPLIES	1,500	1,565	1,700	810	1,700	571	1,700	1,400	300	
10-6500-3300	DEPARTMENT SUPPLIES	4,150	3,449	3,000	3,282	3,370	1,552	3,370	2,750	620	
10-6500-3400	BANK CHARGES	432	76	432	77	200	34	200	200	-	
10-6500-3600	UNIFORMS	2,810	1,640	2,810	1,717	2,810	714	2,810	2,810	-	
10-6500-3800	GARBAGE COLLECTION	1,484	1,281	1,500	1,502	1,720	1,044	1,600	1,600	-	
10-6500-4500	CONTRACTED SERVICES	3,840	2,060	6,140	3,667	6,915	539	6,915	6,000	915	
10-6500-5400	INSURANCE	4,028	3,625	4,440	4,243	4,638	3,995	4,617	4,617	-	
10-6500-5700	MISCELLANEOUS	-	19	300	45	200	19	200	200	-	
10-6500-5900	HURRICANE DORIAN	-	-	-	64	-	-		-	-	
10-6500-7400	CAPITAL OUTLAY EQUIPMENT	-	-	12,998	11,090	7,380	-		-	-	
10-6500-7401	SMALL EQUIPMENT	2,100	1,529	2,400	2,260	1,520	280	5,650	5,650	-	Purchase: Charger, side grinder, and evaporative cooler
10-6500-9200	CONTINGENCY	313	-	435	-	-	-		-	-	
	TOTAL	$225,924	$210,887	$216,423	$196,854	$206,157	$115,883	$211,833	$208,199	$3,634	

	2020 BUDGET	DEPT REQUEST	RECOMMENDED
Personnel Ser	165,199	174,822	174,822
Operating Exp	33,578	37,011	33,377
Admin Expense	-	-	-
Capital Outlay	7,380	-	-
Contingency 1%	-	-	-
TOTAL	206,157	211,833	208,199

ECONOMICAL AND PHYSICAL DEPARTMENT

Account Number	Account Description	6/30/2018 Budget	6/30/2018 Actual	6/30/2019 Budget	6/30/2019 Actual	6/30/2020 Budget	1/31/2020 Actual 1/29/19	2020/2021 Dept Request	Recommend	Cuts	Notes
10-6600-0970	MARTIN CO ARTS COUNCIL	6,000	6,000	13,575	7,000	7,000	7,000	7,000	7,000	-	
10-6600-0990	WILLIAMSTON DOWNTOWN	5,000	5,431	5,000	4,984	5,000	1,496	5,000	5,000	-	
10-6600-0991	WMSTN DOWNTOWN,INC FACAD	6,000	6,000	6,000	6,000	6,000	-	6,000	6,000	-	
10-6600-1000	WILLIAMSTON BEAUTIFICATION	1,000	-	1,000	222	2,000	-	2,000	2,000	-	
10-6600-1010	AUDOBON SOCIETY/NC STATE	-	-	-	-	-	-		-	-	
10-6600-1040	HWY 17 ASSOCIATION	3,000	2,500	3,000	2,500	3,000	2,500	3,000	3,000	-	
10-6600-1050	MID EAST COMMISSION	1,800	1,777	1,800	1,777	1,800	1,777	1,800	1,800	-	
10-6600-1060	N C RURAL ECONOMIC CENTER	-	-	-	-	-	-		-	-	
10-6600-1070	MARTIN COUNTY HISTORICAL SO	2,000	2,000	2,000	2,000	-	-	1,000	1,000	-	
10-6600-5300	INSTITUTE OF GOVERNMENT	700	682	700	700	700	699	700	700	-	
10-6600-5302	MARTIN COUNTY CHAMBER	750	715	750	715	750	715	3,215	3,215	-	Annual Dues + Funding Request
10-6600-5303	COMMITTEE OF 100	500	500	500	500	500	-	500	500	-	
10-6600-5304	NCLM	6,500	6,168	6,500	6,456	6,500	6,351	6,500	6,500	-	
10-6600-5305	LOCAL GOVERNMENT COMMISS	-	-	-	-	-	-		-	-	
10-6600-5400	ROANOKE RIVER PARTNERS	1,500	1,500	1,500	1,500	1,500	-	1,500	1,500	-	
10-6600-5410	ROANOKE RIVER BASIN	-	-	-	-	-	-		-	-	
10-6600-5420	BOYS & GIRLS CLUB	15,000	15,000	15,000	15,000	15,000	-	15,000	15,000	-	
10-6600-6601	COMMITTEE OF 1000	1,000	-	1,000	-	-	-	-	-	-	
10-6600-7000	RETIREES FRINGE BENEFITS	136,315	120,933	143,248	127,183	85,963	52,758	114,709	114,709	-	
10-6600-9200	CONTINGENCY	1,251	-	1,330	-	-	-		-	-	
10-6600-9900	TRNSFR TO CAP PROJECTS FUND	90,500	32,584	100,000	100,000	-	8	250,000	210,000	40,000	$50,000 to PD, $150,000 PARTF
	TOTAL	$278,816	$201,790	$302,903	$276,536	$135,713	$73,303	$417,924	$377,924	$40,000	

	2020 BUDGET	DEPT REQUEST	RECOMMENDED
Personnel Ser	-	-	-
Operating Exp	135,713	417,924	377,924
Admin Expense	-	-	-
Capital Outlay	-	-	-
Contingency 1%	-	-	-
TOTAL	135,713	417,924	377,924

POWELL BILL

Account Number	Account Description	6/30/2018 Budget	6/30/2018 Actual	6/30/2019 Budget	6/30/2019 Actual	6/30/2020 Budget	1/31/2020 Actual 1/29/19	2020/2021 Dept Request	2020/2021 Recommend	2020/2021 Cuts	2020/2021 Notes
15-5600-3700	POWELL BILL SERVICES	49,870	39,543	45,000	45,545	48,385	7,915	43,098	43,098		
15-5600-3800	POWELL BILL - PROJECT	120,000	112,853	104,970	85,447	75,000	85,082	85,000	85,000		
15-5600-3900	POWELL BILL - EQUIPMENT/OPERATIC	25,000	14,142	8,223	14,734	263,905	3,441	234,000	234,000		
15-5600-4000	LICENSE PLATE FEE - STREET	81,250	81,250	81,250	81,250	81,250	81,250	81,250	81,250		
15-5600-4500	POWELL BILL-LOAN PRINCIPAL	38,750	38,750	38,750	38,750	38,750	38,750	38,750	38,750		
15-5600-8100	LOAN AND INTEREST	10,380	10,351	6,228	8,298	6,228	6,216	4,152	4,152		
15-5600-9400	TRANSFER TO CAPITAL PROJECTS FUN	100,000	-	-	-	-	-				
	TOTAL	$ 425,250	$ 296,890	$ 284,421	$ 274,024	$ 513,518	$ 222,655	$ 486,250	$ 486,250		

	2020 BUDGET	DEPT REQUEST	RECOMMENDED
Personnel Ser	-	-	-
Operating Exp	513,518	486,250	486,250
Admin Expense	-		
Capital Outlay	-		
Contingency 1%	-		
TOTAL	513,518	486,250	486,250

OPEB

Account Number	Account Description	6/30/2018 Budget	6/30/2018 Actual	6/30/2019 Budget	6/30/2019 Actual	6/30/2020 Budget	1/31/2020 Actual 1/29/19	2020/2021 Dept Request	Recommend	Cuts	Notes
20-6600-7000	BENEFITS	0	65948.97	0	67182.83	0	0				
TOTAL		$0	$65,949	$0	$67,183	$0	$0	$0			

	2020 BUDGET	DEPT REQUEST	RECOMMENDED
Personnel Ser	-	-	-
Operating Exp	-		
Admin Expense	-		
Capital Outlay	-		
Contingency 1%	-		
TOTAL	-	-	-

STORM WATER

Account Number	Account Description	6/30/2018 Budget	6/30/2018 Actual	6/30/2019 Budget	6/30/2019 Actual	6/30/2020 Budget	1/31/2020 Actual	2020/2021 Dept Request	Recommend	Cuts	Notes
25-5200-9100	STORM WATER DEBT PAYMENT	43,400	-	43,400	26,600	39,326	-	39,326	39,326		
25-5200-9200	DEBT RESERVE	4,600	-	6,600	12,726	6,600	-	10,000	10,000		
25-5200-9300	FUTURE PROJECT	-	-	-	-	4,074	-	674	674		
25-5200-9400	UNCOLLECTIBLE - STORM WATER	5,000	-	5,000	-	5,000	-	5,000	5,000		
	TOTAL	53,000	-	55,000	39,326	55,000	-	55,000	55,000		

	2020 BUDGET	DEPT REQUEST	RECOMMENDED
Personnel Ser	-	-	-
Operating Exp	55,000	55,000	55,000
Admin Expense	-	-	-
Capital Outlay	-	-	-
Contingency 1%	-	-	-
TOTAL	55,000	55,000	55,000

Current Balance	114080.00
Annual Revenue Estimate	55000.00
Skewarkee Debt Payment	39326.00
Difference	15674.00

WATER DEPARTMENT

Account Number	Account Description	6/30/2018 Budget	6/30/2018 Actual	6/30/2019 Budget	6/30/2019 Actual	6/30/2020 Budget	1/31/2020 Actual 1/29/19	2020/2021 Dept Request	Recommend	Cuts	Notes
30-8100-0100	ADMINISTRATION EXPENSE	356,109	356,109	345,134	345,134	353,466	206,189	369,715	369,715	-	
30-8100-0200	REGULAR SALARIES	211,993	213,711	220,163	222,343	223,610	149,279	229,825	229,825	-	
30-8100-0300	TEMPORARY SALARIES	15,000	9,743	15,000	8,302	13,000	4,515	15,000	10,000	5,000	
30-8100-0500	FICA TAX	17,365	16,843	17,990	17,799	18,254	10,791	18,729	18,729	-	
30-8100-0600	GROUP INSURANCE	36,308	27,297	33,216	28,764	31,498	20,480	35,943	35,943	-	
30-8100-0601	RETIREE -- FRINGE BENEFITS	26,889	25,016	26,264	25,316	1,944	860	1,368	1,368	-	
30-8100-0700	RETIREMENT	16,896	16,598	18,093	18,207	22,969	12,694	26,610	26,610	-	
30-8100-0900	PROFESSIONAL SERVICES	10,000	11,428	10,000	14,039	10,000	-	10,000	9,337	663	
30-8100-1000	EMPLOYEE TRAINING	2,500	4,393	5,000	1,127	5,000	2,147	5,000	4,000	1,000	
30-8100-1100	TELEPHONE	3,600	3,714	3,600	3,962	3,750	2,063	3,750	3,750	-	
30-8100-1200	POSTAGE	5,000	3,399	5,000	3,578	5,000	2,033	5,000	5,000	-	
30-8100-1300	UTILITIES	50,000	20,091	20,000	17,721	20,000	11,821	20,000	20,000	-	
30-8100-1400	TRAVEL	300	120	500	100	200	55	200	200	-	
30-8100-1500	REPAIR BLDGS & GROUNDS	3,000	1,506	10,000	4,104	10,000	74	10,000	7,500	2,500	
30-8100-1600	REPAIR EQUIPMENT	17,000	26,501	20,000	8,566	20,000	3,465	20,000	17,500	2,500	
30-8100-2100	EQUIPMENT RENT,LEASES	200	104	200	-	200	-	200	200	-	
30-8100-2600	ADVERTISING	500	1,198	500	1,050	500	-	500	400	100	
30-8100-3100	AUTOMOTIVE SUPPLIES	18,000	21,535	16,000	18,587	16,000	8,862	16,000	16,000	-	
30-8100-3200	OFFICE SUPPLIES	250	-	250	-	250	-	250	250	-	
30-8100-3300	DEPARTMENT SUPPLIES	32,000	16,308	13,000	26,033	9,400	6,793	9,400	9,400	-	
30-8100-3400	BANK ANALYSIS CHARGES	2,161	450	2,083	477	646	210	646	646	-	
30-8100-3600	UNIFORMS	4,263	3,214	4,500	3,328	4,500	2,188	4,500	4,500	-	
30-8100-3800	GARBAGE COLLECTION	-	-	-	-	-	-			-	
30-8100-4500	CONTRACTED SERVICES	79,010	69,583	80,000	61,291	80,000	52,643	80,000	75,000	5,000	
30-8100-5300	DUES	4,500	2,992	4,500	3,160	4,500	2,764	4,500	4,500	-	
30-8100-5400	INSURANCE	16,482	15,733	18,187	17,177	17,916	14,898	16,724	16,724	-	
30-8100-5700	MISCELLANEOUS	500	-2,250	500	37	500	-	500	500	-	
30-8100-5805	BAD DEBT	5,000	8,235	5,000	9,019	5,000	-	10,000	10,000	-	
30-8100-5900	HURRICANE DORIAN	-	-	-	86	-	-			-	
30-8100-7200	CAPITAL OUTLAY - BUILDINGS	-	-	-	-	-	-			-	
30-8100-7400	CAPITAL OUTLAY EQUIPMENT	9,951	9,951	14,727	-	148,779	113,213	231,724	81,056	150,668	Buy: Mobile Lite Collector, Backflow preventer, line upgrades Cut Truck and Dumptruck
30-8100-7401	SMALL EQUIPMENT	50,800	8,170	9,525	5,157	48,444	4,161	48,725	48,725	-	Meters, ERT's, Computer
30-8100-7600	CAPITAL OUTLAY - LINES	50,000	-	-	-	-	-			-	
30-8100-7700	REPAIR LINES	15,000	10,163	-	9,800	-	-	15,000	2,500	12,500	
30-8100-7750	REPAIR/REPLACE FIRE HYDRANT	15,000	5,231	18,000	336	10,000	8,424	10,000	10,000	-	
30-8100-7800	WA AUTHORITY CR PURCHASE	-	-	-	-	-	-			-	
30-8100-8100	PRINCIPAL - ANNEXATION	-	-	40,000	-	-	-			-	
30-8100-8110	PRINCIPAL - SCADA	62,553	62,553	62,553	62,553	62,553	-	62,553	62,553	-	
30-8100-8200	WATER SYSTEM ANNEXATION	-	-	-	-	-	-			-	
30-8100-8300	BAD DEBTS	-	-	-	-	-	-			-	
30-8100-8600	CAPITAL IMPROVEMENT RESERV	10,000	-	-	-	-	-			-	
30-8100-9200	CONTINGENCY 3%	51,739	-	43,880	-	-	-			-	
30-8100-9400	TRANSFER TO CAP PROJ FUND	120,000	36,442	3,660	3,660	-	-			-	
30-8100-9450	TRANSFER TO GENERAL FUND P	-	-	-	-	-	-			-	
30-8100-9460	TRANFER TO GF 2013 LOANS	-	-	-	-	-	-			-	
30-8100-9480	TRANSFER TO GENERAL FUND K	-	-	-	-	-	-			-	
30-8100-9500	WATER AUTHORITY PURCHASE	1,262,910	1,262,910	1,216,309	1,216,309	1,185,930	691,793	1,190,759	1,190,759	-	
30-8100-9501	TRANS TO WA AUTHORITY RES	-	-	-	-	-	-			-	
	TOTAL	2,582,779	2,268,990	2,303,334	2,157,121	2,333,809	1,332,416	2,473,121	2,293,190	179,931	

	2020 BUDGET	DEPT REQUEST	RECOMMENDED
Personnel Ser	311,275	327,475	322,475
Operating Exp	1,457,736	1,481,654	1,457,391
Admin Expense	353,466	389,715	389,715
Capital Outlay	148,779	231,724	81,056
Contingency 1%	-	-	-
ond Loan/Interest	62,553	62,553	62,553
to Cap Proj Fund	-	-	-
TOTAL	2,333,809	2,473,121	2,293,190

WATER DISTRICT I

Account Number	Account Description	6/30/2018 Budget	6/30/2018 Actual	6/30/2019 Budget	6/30/2019 Actual	6/30/2020 Budget	1/31/2020 Actual 1/29/19	2020/2021 Dept Request	2020/2021 Recommend	2020/2021 Cuts	2020/2021 Notes
30-8110-8900	WATER SERVICE FEES	-	-	-	-	-	-				
30-8110-9100	MC DEBT SERVICE	43,411	43,411	42,647	19,100	43,838	-	42,991	42,991		
30-8110-9150	MC DEBT SERVICE INTERST	-	-	-	23,547	-	-				
TOTAL		43,411	43,411	42,647	42,647	43,838	-	42,991	42,991		

	2020 BUDGET	DEPT REQUEST	RECOMMENDED
Personnel Ser	-	-	-
Operating Exp	-	-	-
Admin Expense	-	-	-
Capital Outlay	-	-	-
Debt Service	43,838	42,991	42,991
Contingency 1%	-	-	-
TOTAL	43,838	42,991	42,991

WATER DISTRICT II

Account Number	Account Description	6/30/2018 Budget	6/30/2018 Actual	6/30/2019 Budget	6/30/2019 Actual	6/30/2020 Budget	1/31/2020 Actual 1/29/19	2020/2021 Dept Request	Recommend	Cuts	Notes
30-8111-8900	WATER SERVICE FEES	-	-	-	-	-	-				
30-8111-9100	MC DEBT SERVICE	123,697	123,696	124,032	45,977	126,373	-	124,366	124,366		
30-8111-9150	MC DEBT SERVICE INTEREST	-	-	-	78,054	-	-				
TOTAL		123,697	123,696	124,032	124,031	126,373	-	124,366	124,366		

	2020 BUDGET	DEPT REQUEST	RECOMMENDED
Personnel Ser	-	-	-
Operating Exp	-	-	-
Admin Expense	-	-	-
Capital Outlay	-	-	-
Debt Service	126,373	124,366	124,366
Contingency 1%	-	-	-
TOTAL	126,373	124,366	124,366

SEWER DEPARTMENT

Account Number	Account Description	6/30/2018 Budget	6/30/2018 Actual	6/30/2019 Budget	6/30/2019 Actual	6/30/2020 Budget	1/31/2020 Actual 1/29/19	2020/2021 Dept Request	Recommend	Cuts	Notes
30-8200-0100	ADMINISTRATION EXPENSE	301,718	301,718	291,547	291,547	298,565	174,163	313,524	313,524	-	
30-8200-0200	REGULAR SALARIES	263,429	262,805	273,019	271,336	265,642	155,939	279,015	279,015	-	
30-8200-0300	TEMPORARY SALARIES	7,500	6,930	7,500	9,644	7,500	5,054	7,500	7,500	-	
30-8200-0500	FICA TAX	20,726	20,251	21,460	21,653	20,895	11,826	21,918	21,918	-	
30-8200-0600	GROUP INSURANCE	50,475	39,014	46,420	39,332	44,754	29,255	50,862	50,862	-	
30-8200-0601	RETIREE -- FRINGE BENEFITS	20,000	20,000	20,000	20,000	5,982	-	6,839	6,839	-	
30-8200-0700	RETIREMENT	20,167	19,979	21,583	22,244	26,321	15,164	31,168	31,168	-	
30-8200-0900	PROFESSIONAL SERVICES	14,715	7,427	15,000	14,494	15,000	-	15,000	10,000	5,000	
30-8200-1000	EMPLOYEE TRAINING	3,500	2,964	5,500	2,857	5,500	1,410	5,500	3,500	2,000	
30-8200-1100	TELEPHONE	3,000	3,498	3,000	3,518	3,000	1,454	3,000	2,900	100	
30-8200-1200	POSTAGE	6,500	7,949	4,000	7,827	4,500	4,617	4,500	4,500	-	
30-8200-1300	UTILITIES	100,000	110,576	100,000	114,417	110,000	74,985	110,000	110,000	-	
30-8200-1400	TRAVEL	300	70	400	70	400	80	400	400	-	
30-8200-1500	REPAIR BLDGS & GROUNDS	5,800	3,384	5,800	125	5,800	74	5,800	5,000	800	
30-8200-1600	REPAIR EQUIPMENT	65,000	71,590	65,000	87,871	77,901	39,191	77,900	99,400	-21,500	22000 Pump station controls moved from capital (30-8200-7400)
30-8200-2100	EQUIPMENT RENT,LEASE	7,000	104	7,000	1,959	7,000	-	7,000	5,000	2,000	
30-8200-2600	ADVERTISING	500	83	500	118	500	250	500	500	-	
30-8200-3100	AUTOMOTIVE SUPPLIES	9,000	7,698	9,000	6,280	9,000	4,150	9,000	9,000	-	
30-8200-3200	OFFICE SUPPLIES	500	167	500	-	500	-	500	400	100	
30-8200-3300	DEPARTMENT SUPPLIES	30,000	28,565	25,000	31,316	25,000	14,197	8,000	8,000	-	
30-8200-3302	LAB SUPPLIES	7,000	3,376	7,000	7,068	7,000	3,651	7,000	7,000	-	
30-8200-3305	CHEMICAL SUPPLIES	-	-	-	-	-	16,500	18,000	18,000	-	
30-8200-3400	BANK ANALYSIS CHARGES	3,566	801	3,333	852	1,060	375	1,060	1,060	-	
30-8200-3600	UNIFORMS	6,000	5,118	6,000	4,661	6,000	2,320	6,000	6,000	-	
30-8200-3800	GARBAGE COLLECTION	1,500	1,338	1,500	1,450	1,500	696	1,500	1,500	-	
30-8200-4500	CONTRACTED SERVICES	81,350	59,711	82,500	53,491	82,500	37,728	82,500	77,500	5,000	
30-8200-5300	DUES	9,000	8,344	9,000	9,609	9,000	7,425	9,000	9,000	-	
30-8200-5400	INSURANCE	40,744	43,865	43,859	30,094	31,321	25,988	29,183	29,183	-	
30-8200-5700	MISCELLANEOUS	300	30	300	445	300	-	300	300	-	
30-8200-5805	BAD DEBT	10,000	19,216	8,600	20,903	5,273	-	30,000	30,000	-	
30-8200-5900	HURRICANE DORIAN	-	-	-	107	-	-			-	
30-8200-7200	CAPITAL OUTLAY BUILDINGS	-	-	-	-	-	-			-	
30-8200-7400	CAPITAL OUTLAY EQUIPMENT	36,615	29,899	30,750	-	30,460	-	207,502	185,502	22,000	Cost to repair influent controls was moved to repair line (30-8200-1600)
30-8200-7401	SMALL EQUIPMENT	-	6,560	-	-	4,950	-			-	
30-8200-7500	SEWER IMPROVEMENTS-ANNEXATION	-	-	-	-	-	-			-	
30-8200-7600	CAPITAL OUTLAY LINES	-	-	-	-	-	-			-	
30-8200-7700	SEWER LINE REPAIRS	20,000	13,285	5,000	-	-	-	20,000	20,000	-	
30-8200-8100	BOND/LOAN PRINCIPAL	308,275	308,275	308,275	308,275	308,275	-	308,275	308,275	-	
30-8200-8110	PRINCIPAL - I & I SEWER REHAB	-	-	-	-	-	-			-	
30-8200-8200	BOND/LOAN INTEREST	32,061	32,061	24,046	24,045	16,031	8,015	8,016	8,016	-	
30-8200-8300	DISINFECTION SYS LOAN PRINCIPAL	-	-	-	-	-	-			-	
30-8200-8400	DISINFECTION SYS LOAN INTEREST	-	-	-	-	-	-			-	
30-8200-8500	PRIN & INTEREST I & I SEWER IMPROVE	52,066	52,065	52,066	52,065	52,066	-	52,066	52,066	-	
30-8200-8600	CAPITAL IMPROVEMENT RESERVE	10,000	-	-	-	-	-			-	
30-8200-8700	PRIN - ANNEXATION SEWER	211,515	211,515	211,515	124,494	182,509	-	182,509	182,509	-	
30-8200-8750	INTEREST - ANNEXATION SEWER	73,946	85,898	70,054	65,318	57,089	7,839	53,731	53,731	-	
30-8200-9200	CONTINGENCY 3%	15,153	-	12,234	-	-	-	-	-	-	
30-8200-9400	TRANS TO CAP PROJ FUND	220,000	139,066	39,390	-43,835	-	-	-	-	-	
30-8200-9450	TRANS TO GF-SKINNER 2012	-	-	-	-	-	-	-	-	-	
	TOTAL	2,068,921	1,935,192	1,837,651	1,605,653	1,729,094	642,344	1,974,568	1,959,068	15,500	

	2020 BUDGET	DEPT REQUEST	RECOMMENDED
Personnel Ser	371,094	397,303	397,303
Operating Exp	413,005	451,643	458,143
Admin Expense	298,565	313,524	313,524
Capital Outlay	30,460	207,502	185,502
Contingency 1%	-	-	-
ond Loan/Interest	615,970	604,597	604,597
to Cap Proj Fund	-	-	-
TOTAL	1,729,094	1,974,568	1,959,068

CAPITAL IMPROVEMENT REQUESTS FOR BUDGET YEAR 2020 / 2021

Description	Dpt	Total Request per Project	General Fund Operating Revenue	Grant	Installment Financing	Lease Purchase	Loan Proceeds	Storm Water Enterprise Fund	Powell Bill	Enterprise Fund Operating Revenue	Total Department	Total Fund
GENERAL FUND												
POLICE												$366,878
Patrol Vehicles	PD	$139,658			139,658						$139,658	
PARKS AND RECREATION												
Gaylord Perry Park												
Gym Air Conditioning	R	$77,000	77,000								$77,000	
Godwin Coppage Park												
Concrete Slab under bleachers	R	$0	0									
PUBLIC WORKS												
Sanitation											$150,220	
Dump Truck	PW	$53,300	53,300									
Air Curtain Burner	PW	$96,920	96,920									
Garage												
Gas Pumps/Equipment	PW	$0	0									
Gates/Fencing	PW	$0	0									
TOTAL GENERAL FUND		$366,878	$227,220	$0	$139,658	$0	$0	$0	$0	$0		

Description	Dpt	Total Request per Project	General Fund Operating Revenue	Grants	Installment Financing	Retained Earning	Lease Purchase	Loan Proceeds	Storm Water Enterprise Fund	Enterprise Fund Operating Revenue	Total Department	Total Fund
ENTERPRISE FUND												
WATER												
Mobile Lite Collector	W	$11,314								11,314	$81,056	$266,559
Backflow Device/WWTP	W	$24,329								24,329		
Ralph Taylor Road Water Main	W	$45,413				45,413						
SEWER												
Wastewater Aerators & Controls	SW	$185,502								$185,502	$185,502	
TOTAL ENTERPRISE FUND		$266,559	$0	$0	$0	$45,413	$0	$0	$0	$221,146	$266,559	
GRAND TOTAL ALL FUNDS		$633,437	$227,220	$0	$139,658	$45,413	$0	$0	$0			$633,437

Dpt Key: P=Planning PD=Police Dept FR=Fire Dept R=Parks & Recreation PW=Public Works A=Administration SW=Sewer W=Water

2021-2025 FULL CAPITAL IMPROVEMENT PLAN
FOR ALL DEPARTMENTS

Expenditures	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Administration	-	22,800	-	12,000	12,000
Planning	-	773,229	-	-	-
Police	139,658	95,433	146,728	97,819	150,396
Fire/Rescue/RRT	-	172,711	160,053	30,327	1,134,898
Parks & Recreation	77,000	50,153	51,162	14,081	107,591
Public Works	150,220	785,488	136,201	-	119,543
Public Building	-	47,326	-	-	8,279
TOTAL GENERAL FUND	**366,878**	**1,947,139**	**494,144**	**154,227**	**1,532,707**
Water	81,056	6,346,944	207,106	44,153	-
Sewer	185,502	211,380	-	-	-
TOTAL ENTERPRISE FUND	**266,559**	**6,558,324**	**207,106**	**44,153**	**-**
TOTAL GENERAL AND ENTERPRISE FUNDS	**$ 633,437**	**$ 8,505,463**	**$ 701,250**	**$ 198,379**	**$ 1,532,707**

General and Enterprise Funding Sources	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Installment Financing	325,160	213,786	271,073	97,819	1,254,209
Lease Purchase	-	-	-	-	-
General Fund Op. Revenues	227,220	289,298	223,071	61,408	283,498
Water/Sewer Op. Revenues	35,643	362,211	207,106	44,153	-
Grants	-	3,286,849	-	-	-
Powell Bill Funds	-	241,705	-	-	-
Retained Earnings	45,413	3,639,264	-	-	-
Grant/Loan	-	-	-	-	-
Total Funding	**$633,437**	**$8,033,113**	**$701,250**	**$203,379**	**$1,537,707**

SUMMARY OF CAPITAL PROJECTS FOR ADMINISTRATION

29-Apr-20

Expenditures	Priority*	CURRENT COST	TOTAL COST (IF PAID IN TARGETED FISCAL	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Computers	2	$ 15,000	$ -	$ -	$ -	$ -	$ -	$ -
Revenue Mgmt Upgrade/Other Programs	2	$ 24,000	$ 36,000	$ -	$ 12,000	$ -	$ 12,000	$ 12,000
Telephone System	2	$ 10,800	$ 10,800		$ 10,800			
TOTAL EXPENDITURES		$ 39,000	$ 46,800	$ -	$ 22,800	$ -	$ 12,000	$ 12,000
TOTAL EXPENDITURES		**$ 49,800**	**$ 36,000**	**$ -**	**$ 22,800**	**$ -**	**$ 12,000**	**$ 12,000**
Funding Sources				**FY 20/21**	**FY 21/22**	**FY 22/23**	**FY 22/23**	**FY 22/23**
Installment Financing								
Lease Purchase								
General Fund Op. Revenues								
Water/Sewer Op. Revenues				$ -	$ 22,800	$ -	$ 17,000	$ 17,000
Grants								
Powell Bill Funds								
Retained Earnings								
Grant/Loan								
Total Funding				**$ -**	**$ 22,800**	**$ -**	**$ 17,000**	**$ 17,000**

SUMMARY OF CAPITAL IMPROVEMENTS FOR PLANNING

Expenditures	Priority*	CURRENT COST	TOTAL COST (IF PAID IN TARGETED FISCAL YEAR)	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25
River Landing Phase II	2	$730,000	$730,000	$0	$730,000	$0	$0	$0
Code Enforcement Vehicle	2	$43,229	$43,229	$0	$43,229	$0	$0	$0
TOTAL EXPENDITURES		**$773,229**	**$773,229**	**$0**	**$773,229**	**$0**	**$0**	**$0**
Funding Sources				**FY 20/21**	**FY 21/22**	**FY 22/23**	**FY 23/24**	**FY 22/23**
Installment Financing								$0
Lease Purchase								
General Fund Op. Revenues				$0	$43,229	$0	$0	$0
Water/Sewer Op. Revenues								
Grants				$0	$730,000	$0	$0	$0
Powell Bill Funds								
Retained Earnings								
Grant/Loan								
Total Funding				**$0**	**$773,229**	**$0**	**$0**	**$0**

SUMMARY OF CAPITAL PROJECTS FOR THE POLICE DEPARTMENT

4/29/2020 15:30

Expenditures	Priority	CURRENT COST	TOTAL COST (IF PAID IN TARGETED YEAR)	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Patrol Vehicles	2	$479,637	$479,637	$139,658	$95,433	$146,728	$97,819	$150,396
TOTAL EXPENDITURES		**$479,637**	**$479,637**	**$139,658**	**$95,433**	**$146,728**	**$97,819**	**$150,396**
Funding Sources				**FY 20/21**	**FY 21/22**	**FY 22/23**	**FY 23/24**	**FY 23/24**
Installment Financing								
Lease Purchase				$139,658	$95,433	$146,728	$97,819	$150,396
General Fund Op. Revenues								
Water/Sewer Op. Revenues								
Grants								
Powell Bill Funds								
Retained Earnings								
Grant/Loan								
Total Funding				**$139,658**	**$95,433**	**$146,728**	**$97,819**	**$150,396**

SUMMARY OF CAPITAL IMPROVEMENTS FOR FIRE/RESCUE

4/29/2020 15:30

Expenditures	Priority*	CURRENT COST	TOTAL COST (IF PAID IN TARGETED FISCAL YEAR)	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Utility Truck	2	$45,000	$53,491	$0	$53,491	$0	$0	$0
Ambulance	2	$172,000	$185,282	$0	$90,354	$94,928	$0	$0
SCBA(Self Contained Breathing Apparat	1	$110,000	$119,866	$0	$28,866	$29,588	$30,327	$31,085
Lifepak 15 Heart monitor / Defibrillator	1	$35,000	$35,537	$0	$0	$35,537	$0	$0
Ladder Truck	3	$1,000,000	$1,103,813	$0	$0	$0	$0	$1,103,813
Heavy Rescue Vetter Bag	2	$12,250	$0	$0	$0	$0	$0	$0
TOTAL EXPENDITURES		**$1,374,250**	**$1,510,880**	**$0**	**$172,711**	**$160,053**	**$30,327**	**$1,134,898**
Funding Sources				**FY 20/21**	**FY 21/22**	**FY 22/23**	**FY 22/23**	**FY 22/23**
Installment Financing				$0	$90,354	$94,928	$0	$1,103,813
Lease Purchase				$0	$82,357	$65,125	$30,327	$31,085
General Fund Op. Revenues				$0	$0	$0	$0	$0
Water/Sewer Op. Revenues				$0	$0	$0	$0	$0
Grants (RRT)								
Powell Bill Funds								
Retained Earnings								
DHS Grant								
Total Funding				**$0**	**$172,711**	**$160,053**	**$30,327**	**$1,134,898**

SUMMARY OF CAPITAL IMPROVEMENTS FOR RECREATION

Expenditures	Priority*	CURRENT COST	TOTAL COST (IF PAID IN TARGETED FISCAL YEAR)	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Gaylord Perry Park								
Gym Air Conditioning	2	$80,000	$77,000	$77,000	$0	$0	$0	$0
Planning Cost - Renovation	2	$41,000	$0	$0	$0	$0	$0	$0
Park Renovation	2	$483,525	$0	$0	$0	$0	$0	$0
Godwin Coppage Park								
Concrete Slab under bleachers	2	$12,000	$12,000	$0	$6,000	$6,000	$0	$0
Tennis Courts/West End								
Add 2 Additional Tennis Courts	3	$80,000	$107,591	$0	$0	$0	$0	$107,591
Trucks								
Trucks	2	$26,000	$57,416	$0	$27,999	$29,417	$0	$0
Maintenance Equipment								
72" Rotary Mower	2	$15,000	$16,153	$0	$16,153	$0	$0	$0
Ballfield Machine/Bunker Rake	2	$12,000	$15,745	$0	$0	$15,745	$0	$0
Gator	2	$11,000	$14,081	$0	$0	$0	$14,081	$0
TOTAL EXPENDITURES		**$760,525**	**$299,986**	**$77,000**	**$50,153**	**$51,162**	**$14,081**	**$107,591**

Funding Sources	FY 20/21	FY 21/22	FY 22/23	FY 22/23	FY 24/25
Installment Financing					
Lease Purchase	$0	$27,999	$29,417	$0	$0
General Fund Op. Revenues					
Water/Sewer Op. Revenues	$77,000	$22,153	$21,745	$14,081	$107,591
Grants					
Powell Bill Funds		$0	$0	$0	$0
Retained Earnings					
Grant/Loan					
Martin County School Contribution					
Total Funding	**$77,000**	**$50,153**	**$51,162**	**$14,081**	**$107,591**

SUMMARY OF CAPITAL PROJECTS FOR PUBLIC WORKS

4/29/2020

Expenditures	Priority	CURRENT COST	TOTAL COST (IF PAID IN TARGETED FISCAL YEAR)	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Streets								
Watershed Imprvmt - Diversion Ditch	1	$443,000	$513,744	$0	$513,744	$0	$0	$0
Skewarkee Drainage Watershed Impvmt-	1	$176,000	$184,910	$0	$184,910	$0	$0	$0
Street Sweeper	2	$241,705	$0	$0	$0	$0	$0	$0
Sanitation								
Leaf Machines	2	$55,000	$115,710	$0	$55,000	$0	$0	$60,710
Dump Truck	3	$52,000	$168,132	$53,300	$0	$55,998	$0	$58,833
Leaf Collector Box	2	$8,500	$18,911	$0	$18,911	$0	$0	$0
Air Curtain Burner	2	$90,000	$96,920	$96,920	$0	$0	$0	$0
Cemetery								
Cemetery Mowers	2	$12,923	$12,923	$0	$12,923	$0	$0	$0
Cemetery Dump Truck	2	$59,000	$65,125	$0	$0	$65,125	$0	$0
Garage								
Gas Pumps/Equipment	2	$13,660	$15,078	$0	$0	$15,078	$0	$0
Gates/Fencing	1	$35,000	$0	$0	$0	$0	$0	$0
TOTAL EXPENDITURES		**$1,186,788**	**$1,191,453**	**$150,220**	**$785,488**	**$136,201**	**$0**	**$119,543**
Revenue Source				**FY 20/21**	**FY 21/22**	**FY 22/23**	**FY 23/24**	**FY 24/25**
Installment Financing				$0	$0	$0	$0	$0
Lease Purchase				$0	$0	$0	$0	$0
General Fund Op. Revenues				$150,220	$71,433	$136,201	$0	$119,543
Water/Sewer Op. Revenues				$0	$0	$0	$0	$0
Grants				$0	$0	$0	$0	$0
Powell Bill Funds				$0	$241,705	$0	$0	$0
Grant/Loan - USDA				$0	$0	$0	$0	$0
Enterprise 2 Fund								
Total Funding				**$150,220**	**$313,138**	**$136,201**	**$0**	**$119,543**

SUMMARY OF CAPITAL PROJECTS FOR PUBLIC BUILDING

Expenditures	Priority*	CURRENT COST	TOTAL COST (IF PAID IN TARGETED FISCAL YEAR)	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25
ADMINISTRATION								
New Flooring-Downstairs Hallway	2	$15,000	$16,557	$0	$16,557	$0	$0	$0
Breakroom Remodel	2	$5,000	$5,519	$0	$5,519	$0	$0	$0
Repaint Walls & Ceilings-old PD	2	$7,500	$8,279	$0	$8,279	$0	$0	$8,279
New Flooring - Upstairs Hallway	2	$15,000	$16,971	$0	$16,971	$0	$0	$0
Sound System - Assembly Hall	2	$11,972	$1,335	$0	$1,335	$0	$0	$0
TOTAL EXPENDITURES		**$54,472**	**$48,661**	**$0**	**$47,326**	**$0**	**$0**	**$8,279**
Funding Sources				**FY 19/20**	**FY 20/21**	**FY 21/22**	**FY 22/23**	**FY 22/23**
Installment Financing								
Lease Purchase								
General Fund Op. Revenues								
Water/Sewer Op. Revenues				$0	$47,326	$0	$0	$8,279
Grants								
Powell Bill Funds								
Retained Earnings								
Grant/Loan								
Total Funding				**$0**	**$47,326**	**$0**	**$0**	**$8,279**

SUMMARY OF CAPITAL IMPROVEMENTS FOR WATER DEPARTMENT

Expenditures	Priority	CURRENT COST	TOTAL COST (IF PAID IN TARGETED FISCAL YEAR)	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 23/24
Water Dept P/U Trucks	2	$32,476	$83,169	$0	$40,558	$42,611	$0	$0
1 Ton Dump Truck	2	$55,000	$60,710	$0	$60,710	$0	$0	$0
Mobile Lite Collector	2	$10,000	$11,314	$11,314	$0	$0	$0	$0
New Primary Water Supply Transmission Main	1	$1,903,000	$2,206,897	$0	$2,206,897	$0	$0	$0
Water System Trans.Main-Elm Street	2	$612,000	$709,732	$0	$709,732	$0	$0	$0
Water System Trans Main-Medical Dr to Main	2	$404,000	$504,541	$0	$504,541	$0	$0	$0
Water System Trans Main - Factory St to Econo Lodge	2	$121,000	$147,427	$0	$147,427	$0	$0	$0
Water System Fireflow Imprv-Northeast Loop	2	$632,000	$770,031	$0	$770,031	$0	$0	$0
Water System Fireflow Imprv-US 64 Alt & Park Dr	2	$181,000	$226,044	$0	$226,044	$0	$0	$0
Water System Fireflow Improv-Skinner St	2	$184,000	$224,186	$0	$224,186	$0	$0	$0
Water System Fireflow Improv-SMG	2	$58,000	$70,667	$0	$70,667	$0	$0	$0
Water System Fireflow Improv-Bob Martin Center	2	$1,097,000	$1,336,588	$0	$1,336,588	$0	$0	$0
Back Hoe	2	$110,000	$121,419	$0	$0	$121,419	$0	$0
Trash Pump	2	$7,000	$7,538	$0	$7,538	$0	$0	$0
Auto Read Meters	2	$40,000	$129,253	$0	$42,025	$43,076	$44,153	$0
Backflow Device/WWTP	2	$23,157	$24,329	$24,329	$0	$0	$0	$0
Ralph Taylor Road Water Main	2	$43,225	$45,413	$45,413	$0	$0	$0	$0
TOTAL EXPENDITURES		**$5,512,858**	**$6,679,259**	**$81,056**	**$6,346,944**	**$207,106**	**$44,153**	**$0**
Funding Sources				FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 23/24
Installment Financing								
Lease Purchase								
General Fund Op. Revenues								
Water/Sewer Op. Revenues				35,643	150,831	207,106	44,153	-
Grants				$0	$2,556,849	$0	$0	$0
Powell Bill Funds								
Retained Earnings				$45,413	$3,639,264	$0	$0	$0
Grant/Loan								
Total Funding				**$81,056**	**$6,346,944**	**$207,106**	**$44,153**	**$0**

SUMMARY OF CAPITAL IMPROVEMENTS FOR SEWER

4/29/2020 15:30

Expenditures	Priority	CURRENT COST	TOTAL COST (IF PAID IN TARGETED FISCAL YEAR)	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Sewer Dept P/U Truck	2	$50,000	$32,002	$0	$32,002	$0	$0	$0
Sewer Jet Cleaner	1	$77,000	$82,921	$0	$82,921	$0	$0	$0
Wastewater Aerators & Controls	3	$168,056	$185,502	$185,502	$0	$0	$0	$0
Sewer Camera Replacement	2	$65,000	$66,625	$0	$66,625	$0	$0	$0
Influent Pump Station Controls	2	$22,000	$22,000	$0	$22,000	$0	$0	$0
Mower	2	$7,832	$7,832	$0	$7,832	$0	$0	$0
TOTAL EXPENDITURES		**$50,000**	**$389,050**	**$185,502**	**$211,380**	**$0**	**$0**	**$0**
Funding Sources				**FY 20/21**	**FY 21/22**	**FY 22/23**	**FY 23/24**	**FY 24/25**
Installment Financing				$185,502				
Lease Purchase								
General Fund Op. Revenues								
Water/Sewer Op. Revenues								
Grants				$0	$211,380	$0	$0	$0
Powell Bill Funds								
Retained Earnings								
Grant/Loan								
				$0	$0	$0	$0	$0
Total Funding				**$185,502**	**$211,380**	**$0**	**$0**	**$0**

REGULAR BOARD OF COMMISSIONERS MEETING
NC TELECENTER, 415 EAST BLVD #130, WILLIAMSTON, NC
TUESDAY, JUNE 15, 2020 5:30 P.M.
AGENDA

	Agenda Item	Time	Action	Page(s)
I	**Mayoral Procedures**			
	(1) Call to Order	5:30		
	(2) Pledge of Allegiance	5:31		
	(3) Opening Prayer	5:32		
II	**Discussion/Adjustment to the Agenda** (Please include removal and transfer of any Consent Agenda items from Consent Agenda to Regular Agenda that need full discussion)	5:33	X	
III	**Consent Agenda** (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.)	5:34	X	1-5
	(1) Budget Amendment – E-21 Peirce Pumper Engine Repair			
	(2) Budget Amendment – Worker's Comp and Unemployment Expenditures – Cemetery			
	(3) Budget Amendment – Curtain Burner Permitting and Application Fee			
	(4) Budget Amendment – Policy Salary Costs and Increases to Capital Outlay Equipment			
	(5) Budget Amendment – Worker's Comp for Rescue Department			
IV	**Public Hearings**	5:36		6
	(1) Community Development Block Grant – Neighborhood Revitalization John O'Daniel			
V	**Old Business**			
	(1) Consideration of Joint meeting to Discuss Regionalization Study John O'Daniel	5:40	X	
VI	**New Business**			
	(1) Consideration of Updated Capital Improvement Plan John O'Daniel	5:43	X	7-15
	(2) Consideration of July Meeting Date Change John O'Daniel	5:46	X	
	(3) Consideration of Bonus Pay for First Responders John O'Daniel	5:49	X	16
	(4) Consideration of MidEast Board Appointment John O'Daniel	5:52	X	17
	(5) Administrative Updates	5:55		
VII	**Adjourn**	5:58		

This meeting will be held virtually. If unable to make comments during the meeting, please forward questions or comments to christinacraft@townofwilliamston.com or written statements to Town of Williamston, 102 East Main Street, Williamston, NC.

Please join our meeting from your computer, tablet or smartphone.
https://www.gotomeet.me/TownofWilliamston

You can also dial in using your phone.
United States: +1 (571) 317-3122

Access Code: 686-604-213

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

June 15, 2020

The Board of Commissioners of the Town of Williamston met in regular session on Monday, June 15, 2020 at 5:30 p.m. in the NC Telecenter located at 415 East Boulevard, Williamston, NC.

PRESENT Mayor Joyce Whichard-Brown
Commissioners: Mayor Pro Tem Ronell Rodgers, Al Chesson, Alton Moore, Jerry Knox and William Coffield
Town Administrator: John O'Daniel
Town Clerk: Christina Craft
Finance Officer: Linda Harrison
Town Planner and Zoning Administrator: Cameron Braddy
Planning and Downtown Marketing Coordinator: Zach Dickerson

ABSENT None

CALL TO ORDER AND INVOCATION
The Mayor called the meeting to order and welcomed everyone. Commissioner Coffield led the pledge of allegiance, followed by a moment of silence for everything going on around us. Commissioner Knox offered the invocation.

WELCOME
The Mayor welcomed everyone present.

AGENDA APPROVED
The Mayor asked if there were any adjustments to the Regular Agenda or if the Board wished any items to be removed or added the Regular Agenda. *It was moved by Commissioner Chesson, seconded by Commissioner Coffield, and unanimously passed to approve the regular agenda as presented.*

The Mayor asked if there were any adjustments to the Consent Agenda or if the Board wished any items to be removed or added to the Census Agenda. Commissioner Rodgers requested clarification on the budget amendment for the E-21 pump engine repair. He reported the money came from the insurance company due to electrical damage to the equipment itself or damage from the building and if the equipment was parked in the building. The Finance Officer stated it was the equipment itself and it was parked inside the building. The Finance Officer reported $11,244 was received last year as it was damaged in last year. The $59,000 was received this year and the truck was fixed this year. Some of the funds were put in Fund balance as it was not fixed in the year the first payment was received. Commissioner Rodgers reported the part that confused him was if any of these items in the consent agenda are meant to amend the budget. The Finance Officer reported it was not in the budget for the repair totaling $70,000. There was most likely a deductible that had to be met last year. Commissioner Rodgers questioned if the rest are also to amend the budget. The Finance Officer reported it is a financial violation to allow any one department to overspend. There are items that are unexpected such as the Worker's Comp claim and repairs. Funds are moved from departments that came under budgeted expenses to a department that is in danger of being over the budgeted amount. The funds are not necessarily used but shifted prior to the end of the year. Commissioner Moore questioned why the director did not anticipate the permit and application when the purchase of the burner was approved in the upcoming budget year. The Town Administrator reported the funds were moved allow the Public Works Director to begin the paperwork per Board Direction. Commissioner Chesson reported suggesting this a previous meeting and it was the consensus of the Board to move forward with the permit and application, as the air curtain burner was approved in the upcoming budget, so the Town can take advantage of the savings as soon as possible if the funds were available. The Finance Officer reported there will be funds available at the end of the year for Public Works to begin the process. *It was moved by Commissioner Knox, seconded by Commissioner Moore, and unanimously passed to approve the consent agenda as amended.*

Items approved in the Consent Agenda are as follows:

(1) Approval of Budget Amendment - General Fund – E-21 Pierce Pumper Engine

General Fund

Repair Equipment (Fire Department) $71,105

The purpose of this amendment is to budget funds to repair the E-21 Pierce Pumper Engine in the Fire Department that had fire damage due to electrical issues and was out of service. We have received insurance funds in the amount of $11,244 March 25, 2019, in the 2019 budget year. That is why Fund balance is used as a revenue source. We also received $59,858.15 December 18, 2019, in the current budget year.

(2) Approval of Budget Amendment - Worker's Comp and Unemployment Expenditures

General Fund	
Cemetery	$3,890.00

The purpose of this amendment is to appropriate funds to cover unexpected Worker's Comp and Unemployment Expenditures in the Cemetery Department.

(3) Approval of Budget Amendment - Air Curtain Burner

General Fund	
Transfer to Capital Outlay Equipment	$8,000.00

The purpose of this amendment is to appropriate funds to cover any permitting and application fee for the curtain burner. The curtain burner was approved in the 2020 / 2021 budget and would be purchased in that fiscal year. We may start the permitting in this year to help speed up the process for cleaning up many areas and saving costs at the landfill as discussed at the June 2, 2020 Board meeting.

(4) Approval of Budget Amendment - General Fund – Police

General Fund	
Regular Salaries	$20,000.00
Insurance	$ 2,800.00
Transfer to Capital Outlay Equipment	$12,200.00

The purpose of this amendment is to appropriate funds to cover salary costs and increases to capital outlay equipment.

(7) Approval of Budget Amendment - General Fund – Rescue Department

General Fund	
Insurance	$ 9,902.63

The purpose of this amendment is to appropriate funds to cover unexpected Worker's Comp for the Rescue Department.

PUBLIC HEARING

Community Development Block Grant – Neighborhood Revitalization (CDBG-NR)

As the meeting was held virtually for the public, the Mayor asked each of the online participants if they would like to speak regarding the anticipated CDBG-NR grant application. The grant can be used for a variety of revitalization projects. Some housing rehabilitation options include emergency repairs, rehabilitation of the home, reconstruction and replacement housing. No public comments were received. The Town Administrator reported this was one of several Public Hearings required for this grant. Any citizens that wishes to make comments can email or hand-deliver comments to Town Hall if the lack of comments is due to a technology issue. With no comments received, the Mayor closed the Public Hearing.

OLD BUSINESS

Consideration of Joint Meeting to Discuss Regionalization Study Results

The Town Administrator reported the water regionalization study has been completed by McGill & Associates. The Town and Martin County received a $50,000 grant last year to have a regionalization study performed. County Manager David Bone has requested a joint meeting with the Martin County, Town of Williamston and MCRWASA Boards for McGill & Associates to present the study results. A joint meeting will ensure all Boards will receive the

same information at the same time. Commissioner Knox reported concern over consolidation of just the two groups and what would happen to our employees if it did happen. It would only be beneficial if the entire county consolidated. The Town Administrator reported this meeting was only to be informative and no decisions will be made at this joint meeting. He reported the Town Board will meet independently at a later date to discuss the results of the study. The Mayor questioned when the Board will receive a copy of the study. The Town Clerk reported Commissioner's Chesson and Coffield have received a copy via email as they are members of the MCRWASA Board and all Commissioners will receive a copy prior to the meeting. Commissioner Chesson reported the objective of the grant is to take no position but provide facts and determine if the assets are being used efficiently. *It was moved by Commissioner Chesson, seconded by Commissioner Knox, and unanimously passed to attend a joint meeting with the Martin County Commissioners and MCRWASA Board on July 15, 2020 at 5:30 pm at the NC Telecenter.*

Approval of Updated Capital Improvement Plan (CIP)
The Town Administrator requested Board approval for the changes in the Capital Improvement Plan (CIP). The CIP plan was approved at the last Board meeting as a part of the Budget presentation. The Land and Water Conservation Fund requires the Gaylord Perry Park Renovation to be listing in the CIP. The renovation was not included in the CIP as it was moved to a Capital Project Ordinance. The change does not have any monetary affect on the budget. *It was moved by Commissioner Coffield, seconded by Commissioner Moore, and unanimously passed to approve the adjustment to add the Gaylord Perry Park Renovation to Capital Improvement Plan.*

Approval of Change in July 2020 Meeting Date
The Town Administrator reported the Board scheduled meeting is normally the first Monday of the month. The NC TeleCenter is not available on July 6 and requested the Board to approve the meeting date change to July 7th so the meeting can be held in the large meeting room at the NC Telecenter. *It was moved by Commissioner Coffield, seconded by Commissioner Moore, and unanimously passed to approve to change the July 2020 meeting date from July 6 to July 7 at 5:30 pm.*

Approval of Bonus Pay for First Responders
The Town Administrator reported bonus pay was briefly discussed for first responders with the first COVID-19 staffing discussion on how to handle staffing during this unique time. He and the Finance Officer recommend to give Fire and Police staffing a $300 bonus (after taxes). The total is $11-12,000 total for all of the first responders. The Mayor questioned the lack of a budget amendment for the Fire Department. It is understood this is a one-time bonus and is not to be anticipated if there is another COVID flare-up. The Finance Officer reported the Fire Department is included but does not require a budget amendment as the department is under budget in their expenses. *It was moved by Commissioner Rodgers, seconded by Commissioner Knox, and unanimously approved the bonus pay of $300 to each of the first responders. It was moved by Commissioner Chesson, seconded by Commissioner Knox, and unanimously passed to approve the budget amendment to appropriate funds to cover the salary costs for bonus pay for the Police Department.*

Approval of MidEast Commission Board Appointment
The Mayor reported she discussed with each Board member individually to hopefully get a volunteer to serve on the MidEast Commission Board. Without any volunteers, she volunteered herself to serve on the MidEast Commission Board and entertained a motion to approve the appointment. Commissioner Rodgers reported he does not mind serving but the VA is still trying to figure out his hearing aid issues. *It was moved by Commissioner Moore, seconded by Commissioner Coffield, and unanimously passed to approve the appointment of Mayor Whichard-Brown to the MidEast Commission Board.*

Administrative Updates
The Town Administrator reported the one-year extension with the CDBG-Downtown Revitalization grant is to expire soon. The Bowen Signs Building owner is not interested in moving forward with the CDBG grant. The Patriot House owner is interested in continuing. She and the contracting foreman met with staff and requested a six-month extension as they are concerned the project will not be completed in time. Staff met with the owner of the Mitchell Building last week and the owner expressed interest in moving forward but had none of the paperwork and things in place required that is needed to move forward. There are several steps that he doesn't believe he will get even close to completion in the next 6 months. The State wants to see progress. Zack Dickerson spoke with the State Historic Preservation office. Since the grant is a main street grant, the building would have to be brought to the

historical codes and requirements. The opinion of the State Historic Preservation is the building could not be brought up to those standards and is not eligible for the grant funds. The Town is waiting for an official letter from the Historic Preservation office and will reach out to Mr. Mitchell at that time. Commissioner Chesson requested the Bowen Sign building and the Mitchell building to be torn down at the same time to hopefully save money. Commissioner Rodgers reported he agreed with Commissioner Chesson as citizens don't understand the legalities involved in this process and are aggravated with what seems to be a lack of progress. *It was moved by Commissioner Moore, seconded by Commissioner Coffield, and unanimously passed to give staff the authority to draft a letter on behalf of the Patriot House for a six-month extension and requesting additional funds to assist Patriot House with the remodel required to meet code requirements.*

The Town Administrator reported the library has another air conditioning unit malfunctioning. There are funds left in the trust to cover the repair or replacement and will report back once quotes are received from the library.

He has received a map from Dominion Power concerning the potential placements of the street lights in the Annexation Area A. He is currently working on letters to send to the property owners as the Board will hold a meeting to discuss. The Town Administrator has requested a more detailed map. Dominion staff is working from home and do not have access to the records but will forward soon.

There are over 35 applicants for the CDBG-Neighborhood Revitalization grant the Town is hopeful to receive. The Committee met today to prioritize the list based on reported needs. Site visits of the homes is the next step. Commissioner Rodgers reported concern of the lack of advertising. Commissioner Chesson reported the grant was in the local newspaper, Town website and the Town's Facebook page. The Mayor questioned if the Town has applied for the grant yet and this seems like putting the cart before the horse. The Town Administrator reported the grant application requires some sort of breakdown of actual needs and each was informed the grant has not been received and being placed on the list does not guarantee their home will be chosen. The Town Administrator reported an additional Public Hearing is a requirement prior to the application submission.

The Police and Fire Department projects have begun. The construction is contracted for completion within the next 300 day after the start date.

The Town Administrator reported the Recreation director has requested to open the park to add Travel Baseball as 14 teams have signed up. The original plan was to not allow travel baseball until June 26. If the State goes into Phase 3, the Travel Baseball will be able to begin as of June 27th.

Commissioner Moore requested an update on the old Magnuson Hotel as it is an eyesore. The Planning Administrator reported speaking with the owner earlier today as he wanted a new sign. The Town Administrator reported the Town can only force him to remove the concrete and mow the grass. The Planning Administrator reported he gave the owner one week to mow the grass before code enforcement proceedings will begin. The Mayor requested a letter to be sent immediately. Commissioner Chesson requested a copy to be hand-delivered to the business and Magnuson Hotel to be held to the letter of the law moving forward.

ADJOURNMENT

There being no further business, the Mayor declared the meeting adjourned at 6:34 p.m.

Submitted By: Approved By:

Christina Craft, CMC
Town Clerk

Richard Brown
Mayor

TO: John O'Daniel

Date Submitted: 6/10/2020

SUBJECT: Budget Amendment

Date of Council Action: 6/15/2020

I hereby request that the budget for the General 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 budget funds to repair the E-21 Pierce Pumper Engine in the Fire Department that had fire damage due to electrical issues and was out of service.
We have received insurance funds in the amount of $11,244.00 March 26, 2019 -- 2019 budget year. That is why Fund Balance is used as a revenue source. We also received $ 59,858.15 December 18, 2019, this budget year.

The following accounts will be increased/decreased.

	Account No	Title	Department	Amount
Revenue Accounts:				
	103600.3635	Insurance Claims		$ 59,858.15
	103900.3910	Undesignated Fund Balance		$ 11,246.85
				$ 71,105.00
Expense Accounts:				
	105300.1600	Repair Equipment	Fire Department	$ 71,105.00
				$ 71,105.00

Department Head P. Michael Poole

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

Linda W Harrison
Finance Officer

ACTION OF TOWN ADMINISTRATOR

✓ Approved for Council Action

_____ Disapproved

John O'Daniel
Administrator

TO: John O'Daniel | Date Submitted: 6/10/2020

SUBJECT: Budget Amendment | Date of Council Action: 6/15/2020

I hereby request that the budget for the General 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 appropriate funds to cover unexpected Worker's Comp and Unemployment Expenditures in the Cemetery Department.

The following accounts will be increased/decreased:

	Account No	Title	Department	Amount
Revenue Accounts:				
	103900.3910	Undesignated Fund Balance		$ 3,890.00
				$ 3,890.00
Expense Accounts:				
	106400.5400	Insurance	Cemetery	$ 2,800.00
	106400.5400	Insurance	Cemetery	$ 1,090.00
				$ 3,890.00

Department Head

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:

Yes No

Linda W Harrison
Finance Officer

ACTION OF TOWN ADMINISTRATOR

✓ Approved for Council Action

_____ Disapproved

Administrator

TO: John O'Daniel

Date Submitted: 6/10/2020

SUBJECT: Budget Amendment

Date of Council Action: 6/15/2020

I hereby request that the budget for the General 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 appropriate funds to cover any permitting and application fee for the curtain burner. The curtain burner was approved in the 2020/2021 budget and would be purchased in that fiscal year. We may start the permitting in this year to help speed up the process for cleaning up many areas and saving costs at the landfill. This was discussed at the June 2, 2020 Board meeting.

The following accounts will be increased/decreased:

	Account No	Title	Department	Amount
Revenue Accounts:				
	103900.3910	Undesignated Fund Balance		$ 8,000.00
				$ 8,000.00
Expense Accounts:				
	105800.7400	Capital Outlay Equipment	Sanitation	$ 8,000.00
				$ 8,000.00

Department Head

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:

Yes No

Finance Officer

ACTION OF TOWN ADMINISTRATOR

✓ Approved for Council Action

_____ Disapproved

Administrator

TO: John O'Daniel

Date Submitted: 6/10/2020

SUBJECT: Budget Amendment

Date of Council Action: 6/15/2020

I hereby request that the budget for the General 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 appropriate funds to cover salary costs and increases to capital outlay equipment.

The following accounts will be increased/decreased:

	Account No	Title	Department	Amount
Revenue Accounts:				
	103900.3910	Undesignated Fund Balance	Police	$ 35,000.00
				$ 35,000.00
Expense Accounts:				
	105100.0200	Regular Salaries	Police	$ 20,000.00
	105100.7400	Capital Outlay Equipment		$ 12,200.00
	105100.5400	Insurance		$ 2,800.00
				$ 35,000.00

Department Head

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:

Yes No

Linda W Harrison
Finance Officer

ACTION OF TOWN ADMINISTRATOR

✓ Approved for Council Action

_____ Disapproved

Administrator

TO: John O'Daniel

SUBJECT: Budget Amendment

Date Submitted: 6/10/2020

Date of Council Action: 6/15/2020

I hereby request that the budget for the General 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 appropriate funds to cover unexpected Worker's Comp for the Rescue Department.

The following accounts will be increased/decreased:

	Account No	Title	Department	Amount
Revenue Accounts:				
	103900.3910	Undesignated Fund Balance		$ 9,902.63
				$ 9,902.63
Expense Accounts:				
	105400.5400	Insurance	Rescue	$ 9,902.63
				$ 9,902.63

Department Head

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:

Yes No

Finance Officer

ACTION OF TOWN ADMINISTRATOR

✓ Approved for Council Action

Disapproved

Administrator

Community Development Block Grant – Neighborhood Revitalization (CDBG – NR Grant)

The Town of Williamston plans to apply for the CDBG-NR grant. There is an **extremely** short turnaround in the grant application process. If you would like to be considered in this grant and meet the requirements for assistance with home repairs, please call (252-792-5142) or email Christina Craft at christinacraft@townofwilliamston.com by 5 pm Friday, June 12, 2020.

Requirements:

- Must own and occupy the residence.
- Must continue to own and occupy the residence 6 years after receiving the grant
- Must live within the city-limits of Williamston
- Must meet income requirements:

Persons in Family	1	2	3	4	5	6	7	8
Income Limit	$32,550	$37,200	$41,850	$46,500	$50,250	$53,950	$57,700	$61,400

* Persons in family- all individuals living in the home
* Total income for all individuals living in the home

The grant funding can be used for a variety of revitalization projects. Some housing rehabilitation options include:

- Emergency Repairs
- Rehabilitation of home
- Reconstruction
- Replacement Housing

At this point, we do not require any contracts just want interested and eligible parties. I am not extremely knowledgeable of this grant as I am not one of the ones working on the application. I do know there will be site visit and contract at some point. Right now, we just need names, contact information (phone and address), and what type of work is needed. To be eligible, you must own your home, live within the city limits, and meet the income requirements. There is a stipulation that the recipient must continue to live in the home for a minimum of 6 years after the repairs are done.

Christina Craft
Town Clerk

Williamston
NORTH CAROLINA

Memo

To: Town of Williamston Board of Commissioners

From: Christina Craft, Town Clerk

Date: June 10, 2020

The Land and Water Conservation Fund (LWCF) requires the Gaylord Perry Park Renovation to be listed in the Capital Improvement Plan (CIP). The renovation was not included in the CIP approved on June 4th as the project was previously moved from the CIP to a Capital Project Ordinance. The CIP has been updated to include the Gaylord Perry Park Renovation as per the requirement of the LWCF grant. This change does not change the budget in any manner.

I have included only the pages with changes and have hi-lighted those changes. If you approve this change and would like the CIP booklet approved at the June 4th meeting updated, please bring the booklet to the meeting on June 15th and I will gladly update the books to reflect this change.

TABLE OF CONTENTS

Page

INTRODUCTION
What is a CIP? 3
Why Long Term Planning? 3
Financial Planning 4
Operational Planning 4
Accountability Benefits 4
CIP Process 5
What This CIP Contains 6
Understanding Project Scoring 6

SUMMARIES
Summary of Capital Improvement Expenditures w/Revenue Sources - FY 2020-21 8
General Fund - Chart Overview of FY 2020-21 Expenditures and Funding Sources 9
Total Revenue by Funding Source Chart 10
Enterprise Fund - Chart Overview of FY 2020-21 Expenditures and Funding Sources 11
Summary Departmental Expenditures w/ Revenue Sources FY 2021-2025 12
General Fund – Projects FY 2021-2025 13-15
Enterprise Fund – Projects FY 2021-2025 16

ADMINISTRATION 17-20
PLANNING 21-24
POLICE 25-27
FIRE/RESCUE/RRT 28-34
PARKS AND RECREATION 35-44
PUBLIC WORKS 45-56
PUBLIC BUILDING 57-63
WATER 64-83
SEWER 84-91

SUMMARY OF 2020/2021 CAPITAL IMPROVEMENTS WITH REVENUE SOURCE

Description	Dpt	Total Request per Project	General Fund Operating Revenue	General Fund Balance	Installment Financing	Lease Purchase	Capital Project Ordinance	Storm Water Enterprise Fund	Powell Bill	Enterprise Fund Operating Revenue	Total Department	Total Fund
GENERAL FUND												$891,403
POLICE											$139,658	
Patrol Vehicles	PD	$139,658	$139,658									
PARKS AND RECREATION											$601,525	
Gaylord Perry Park												
Gym Air Conditioning	R	$77,000		77,000								
Park Renovation	R	$524,525					524,525					
PUBLIC WORKS											$150,220	
Sanitation												
Dump Truck	PW	$53,300	53,300									
Air Curtain Burner	PW	$96,920			96,920							
TOTAL GENERAL FUND		$891,403	$192,958	$77,000	$96,920	$0	$524,525	$0	$0	$0		

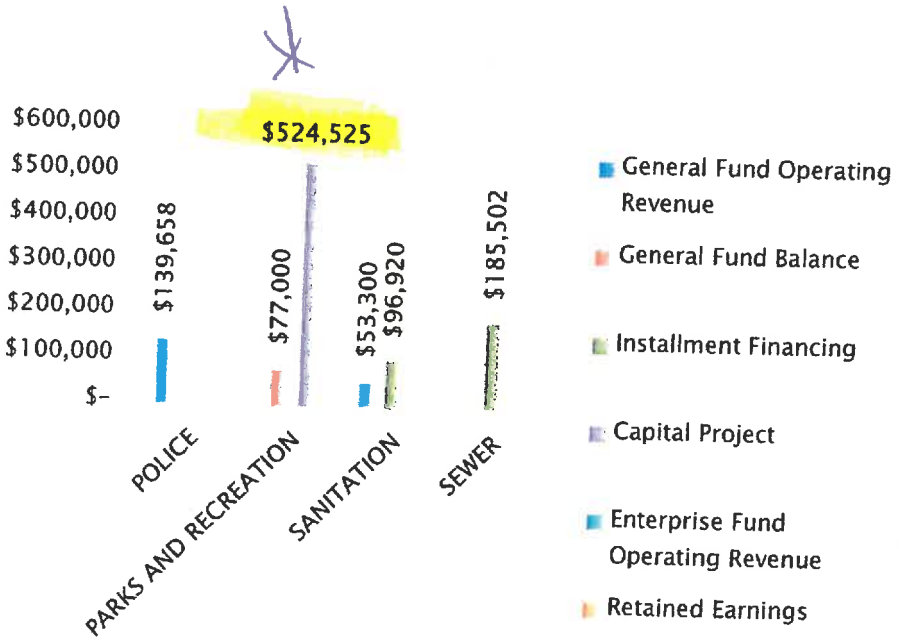
Description	Dpt	Total Request per Project	General Fund Operating Revenue	General Fund Balance	Installment Financing	Retained Earning	Capital Project Ordinance	Loan Proceeds	Storm Water Enterprise Fund	Enterprise Fund Operating Revenue	Total Department	Total Fund
ENTERPRISE FUND												
WATER											$81,056	$266,558
Mobile Lite Collector	W	$11,314								11,314		
Backflow Device/WWTP	W	$24,329								24,329		
Ralph Taylor Road Water Main	W	$45,413								45,413.00		
SEWER											$185,502	
Wastewater Aerators & Controls	SW	$185,502			$185,502							
TOTAL ENTERPRISE FUND		$266,559	$0		$185,502	$0	$0	$0	$0	$81,056	$266,559	
GRAND TOTAL ALL FUNDS		$1,157,962	$192,958	$77,000	$282,423	$0	$524,525	$0	$0			$1,357,961

Dpt Key: P=Planning PD=Police Dept FR=Fire Dept R=Parks & Recreation PW=Public Works A=Administration SW=Sewer W=Water

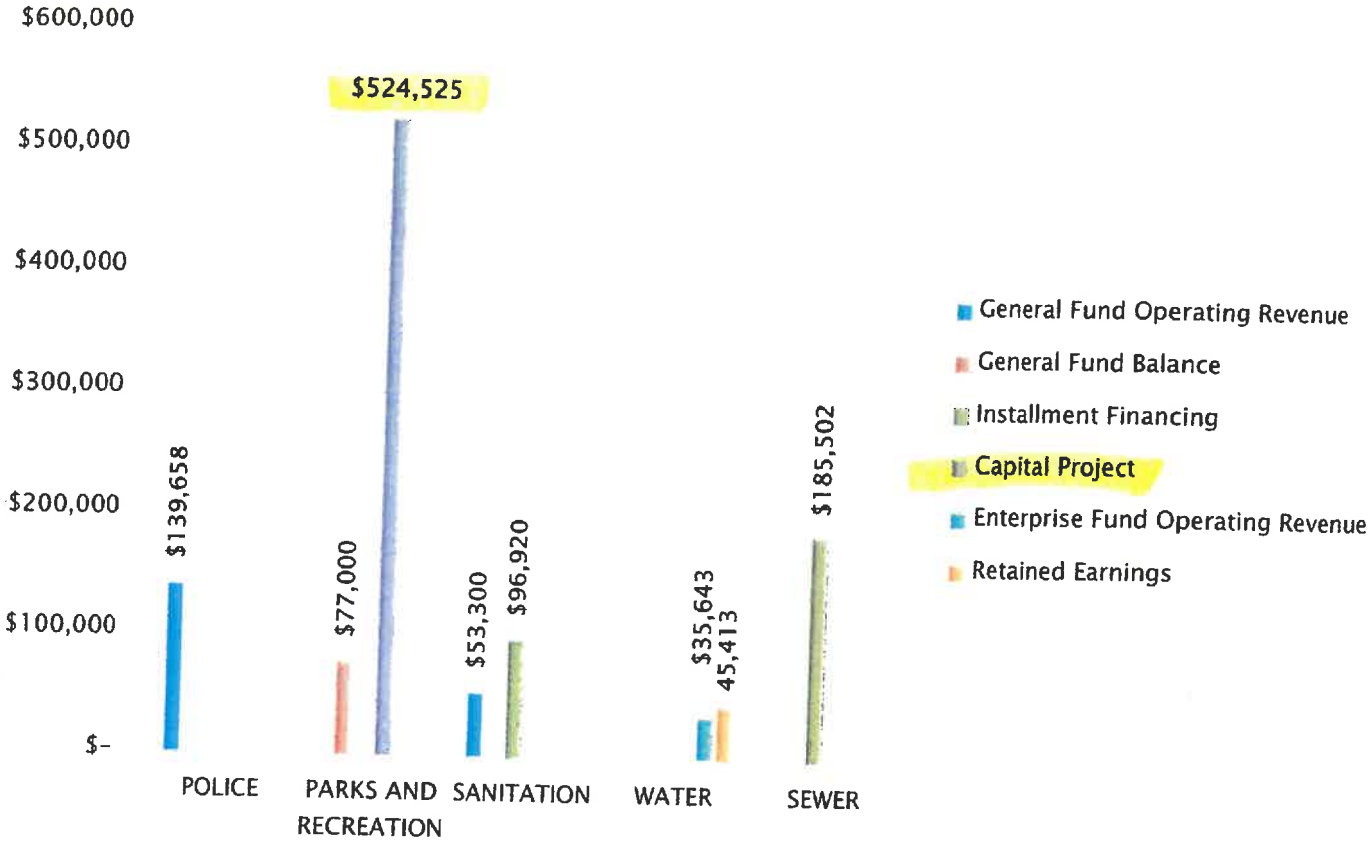
2020/2021 CAPITAL IMPROVEMENTS – GENERAL FUND

CAPITAL IMPROVEMENTS – BUDGETED EXPENDITURES

Department	
Police	$ 139,658
Recreation	$ 601,525
Sanitation	$ 150,220
	$ 891,403



TOTAL REVENUE BY SOURCE



SUMMARY OF EXPENDITURES FOR ALL DEPARTMENTS WITH REVENUE SOURCES

Expenditures	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/2
Administration	-	-	-	-	
Planning	-	773,229	-	-	
Police	139,658	95,433	146,728	100,264	154,1
Fire/Rescue/RRT	-	172,711	160,053	30,327	1,134,8
Parks & Recreation	601,525	50,153	51,162	14,081	107,5
Public Works	150,220	825,087	136,201	-	119,5
Public Building	-	47,326	-	-	
TOTAL GENERAL FUND	**891,403**	**1,963,939**	**494,144**	**144,672**	**1,516,18**
Water	81,056	6,346,944	207,106	44,153	
Sewer	185,502	211,380	-	-	
TOTAL ENTERPRISE FUND	**266,559**	**6,558,324**	**207,106**	**44,153**	
TOTAL GENERAL AND ENTERPRISE FUNDS	**$ 1,157,962**	**$ 8,522,262**	**$ 701,250**	**$ 188,825**	**$ 1,516,188**

General and Enterprise Funding Sources	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Installment Financing	282,423	213,786	271,073	100,264	1,257,969
Lease Purchase	-	-	-	-	-
General Fund Op. Revenues	192,958	439,731	369,799	156,672	429,376
Water/Sewer Op. Revenues	81,056	362,211	207,106	44,153	-
Grants	-	3,985,503	-	-	-
Powell Bill Funds	-	-	-	-	-
Retained Earnings	-	3,639,264	-	-	-
Grant/Loan	-	-	-	-	-
Fund Balance	$77,000				
Project Ordinance	524,525				
Total Funding	**$ 1,157,962**	**$8,640,495**	**$847,978**	**$301,089**	**$1,687,345**

FIRE/RESCUE/RRT

Expenditures	Priority*	CURRENT COST	TOTAL COST (IF PAID IN TARGETED FISCAL YEAR)	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Utility Truck	2	$45,000	$53,491	$0	$53,491	$0	$0	$0
Ambulance	2	$172,000	$185,282	$0	$90,354	$94,928	$0	$0
SCBA(Self Contained Breathing Appar	1	$110,000	$119,866	$0	$28,866	$29,588	$30,327	$31,085
Lifepak 15 Heart monitor / Defibrillat	1	$35,000	$35,537	$0	$0	$35,537	$0	$0
Ladder Truck	3	$1,000,000	$1,103,813	$0	$0	$0	$0	$1,103,813
TOTAL EXPENDITURES		**$1,374,250**	**$1,510,880**	**$0**	**$172,711**	**$160,053**	**$30,327**	**$1,134,898**

PARKS AND RECREATION

Expenditures	Priority*	CURRENT COST	TOTAL COST (IF PAID IN TARGETED FISCAL	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Gaylord Perry Park								
Gym Air Conditioning	2	$77,000	$77,000	$77,000	$0	$0	$0	$0
Park Renovation	2	$524,525	$524,525	$524,525	$0	$0	$0	$0
Godwin Coppage Park								
Concrete Slab under bleachers	2	$12,000	$12,000	$0	$6,000	$6,000	$0	$0
ennis Courts/West End								
Add 2 Additional Tennis Courts	3	$80,000	$107,591	$0	$0	$0	$0	$107,591
Trucks								
Trucks	2	$26,000	$57,416	$0	$27,999	$29,417	$0	$0
Maintenance Equipment								
72" Rotary Mower	2	$15,000	$16,153	$0	$16,153	$0	$0	$0
Ballfield Machine/Bunker Rake	2	$12,000	$15,745	$0	$0	$15,745	$0	$0
Gator	2	$11,000	$14,081	$0	$0	$0	$14,081	$0
TOTAL EXPENDITURES		**$757,525**	**$824,511**	**$601,525**	**$50,153**	**$51,162**	**$14,081**	**$107,591**

Town of Williamston Capital Improvement Plan | 2021-2025

DEPARTMENT: Parks and Recreation

* Entire page to be added

Project Name: Park Renovation

Type:	Maintenance/Replacement	**Department:**	Parks and Recreation
Useful Life:	30	**Contact:**	Allen Overby
Externally Mandated:	N	**Priority:**	2
Growth Related:	N	**Service Related:**	Y
Promotes Green Initiative:	N	**Project Cost:**	$524,525

Description: Renovation of the Gaylord Perry Park

Justification: Proposed new elements include a picnic shelter with restrooms, a skate park, an adult fitness area, a new playground, renovation of existing outdoor basketball courts and ballfield.

CAPITAL COST BY YEAR:

Current Cost:	$524,525
FY 20/21	$524,525
FY 21/22	$0
FY 22/23	$0
FY 23/24	$0
FY 24/25	$0
TOTALS	$524,525

REVENUE SOURCES	General Fund Operating Revenue	PARTF Grant	Total
FY 20/21	$262,525	$262,000	$524,525
FY 21/22	$0	$0	$0
FY 22/23	$0	$0	$0
FY 23/24	$0	$0	$0
FY 24/25	$0	$0	$0
TOTALS	$262,525	$262,000	$524,525

SUMMARY OF CAPITAL PROJECT FOR PARKS AND RECREATION DEPARTMENT

Expenditures	Priority*	CURRENT COST	TOTAL COST (IF PAID IN TARGETED FISCAL	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Gaylord Perry Park								
Gym Air Conditioning	2	$77,000	$77,000	$77,000	$0	$0	$0	$0
Park Renovation _	2	$524,525	$524,525	$524,525	$0	$0	$0	$0
Godwin Coppage Park								
Concrete Slab under bleachers	2	$12,000	$12,000	$0	$6,000	$6,000	$0	$0
Tennis Courts/West End								
Add 2 Additional Tennis Courts	3	$80,000	$107,591	$0	$0	$0	$0	$107,591
Trucks								
Trucks	2	$26,000	$57,416	$0	$27,999	$29,417	$0	$0
Maintenance Equipment								
72" Rotary Mower	2	$15,000	$16,153	$0	$16,153	$0	$0	$0
Ballfield Machine/Bunker Rake	2	$12,000	$15,745	$0	$0	$15,745	$0	$0
ator	2	$11,000	$14,081	$0	$0	$0	$14,081	$0
TOTAL EXPENDITURES		$757,525	$824,511	$601,525	$50,153	$51,162	$14,081	$107,591

Funding Sources				FY 20/21	FY 21/22	FY 22/23	FY 22/23	FY 24/25
Installment Financing				$0	$27,999	$29,417	$0	$0
Lease Purchase								
General Fund Op. Revenues				$0	$22,153	$21,745	$14,081	$107,591
Water/Sewer Op. Revenues								
Grants					$0	$0	$0	$0
Powell Bill Funds								
Retained Earnings								
Grant/Loan								
Fund Balance				$77,000				
Capital Project Ordinance				$524,525				
Total Funding				$601,525	$50,153	$51,162	$14,081	$107,591

TO: John O'Daniel

Date Submitted: 6/10/2020

SUBJECT: Budget Amendment

Date of Council Action: 6/15/2020

I hereby request that the budget for the General 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 appropriate funds to cover salary costs for bonus pay for first repsonders.

The following accounts will be increased/decreased:

	Account No	Title	Department	Amount
Revenue Accounts:				
	103900.3910	Undesignated Fund Balance	Police	$ 10,000.00
				$ 10,000.00
Expense Accounts:				
	105100.0200	Regular Salaries	Police	$ 10,000.00
				$ 10,000.00

Department Head

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:

Yes No

Finance Officer

ACTION OF TOWN ADMINISTRATOR

✓ Approved for Council Action

Disapproved

Administrator

The Executive Director shall prepare and submit the annual budget for the Commission. In addition he/she shall submit an estimate of the annual membership fees of member governments by the March Board meeting.
The Executive Director shall execute any contracts and grants for activities and programs as required and included in the approved budget.
The Executive Director shall make a complete report on the finances, activiti and programs of the Commission to the Board annually.
The Executive Director shall make any other reports to the Board and Executive Committee as directed.

ARTICLE VIII
DUTIES OF THE MID-EAST COMMISSION BOARD

he Board is empowered to determine and establish policy and take such actions on tho ıich will best carry out the purposes and responsibilities as provided for in these bylaw :s are the following:

Establish policy.
Adopt and approve the annual program of work setting forth the goals, objective and work activities.
Adopt and approve the annual budget.
Determine the annual membership dues.
Approve all grants and funding.
Approve all professional staff positions, salaries and pay classification plans.
Select officers of the Board annually.
Direct the work and activities of advisory committees and give final approval to such committee actions and recommendations.

ARTICLE IX
OFFICERS

ECTION 1. The officers of the Board shall consist of a Chairman, a First Vice a Second Vice Chairman, a Secretary and a Treasurer; all of whom are to be elected ıy the Board.

Martin County Schools
"Working Together... Making a Difference!"

300 North Watts Street
Williamston, North Carolina 27892
252-792-1575 (Telephone) 252-792-1965 (Fax)
www.martin.k12.nc.us

BOARD MEMBERS
Barbara Council, Chair
Gene Scott, Vice Chair
Gail Cargile
Kenneth Harrell
Van Heath
Keisha Manson-Rodgers
Renee Purvis

SUPERINTENDENT
Chris Mansfield Ed.D.

June 4, 2020

Dear Town of Williamston Officials,

In years past, we have been honored to have officials from the Town of Williamston attend commencement exercises. You have always been very supportive of our graduating seniors during this very special moment in their lives. This year, unfortunately, we are having to plan our commencement exercises differently due to the COVID-19 outbreak.

We will not be able to host outside dignitaries at our commencement exercises. We are limiting attendance at our commencement exercises to just the graduates and their four guests. We are limiting attendance in an effort to exercise social distancing and maintain the safety of our graduates, staff, and parents.

Again, we appreciate all the support you have demonstrated to our schools and graduates in the past and are hopeful that we can return to more traditional commencement celebrations in the future.

Please stay safe.

With warm regards,

Dr. Chris Mansfield
Superintendent

INFORMATIONAL

REGULAR BOARD OF COMMISSIONERS MEETING
NC TELECENTER, 415 EAST BLVD #130, WILLIAMSTON, NC
TUESDAY, JUNE 2, 2020 5:30 P.M.
AGENDA

	Agenda Item	Time	Action	Page(s)
I	**Mayoral Procedures**			
	(1) Call to Order RR moment of silence	5:30		
	(2) Pledge of Allegiance	5:31		
	(3) Opening Prayer Cobb	5:32		
II	**Discussion/Adjustment to the Agenda** (Please include removal and transfer of any Consent Agenda items from Consent Agenda to Regular Agenda that need full discussion)	5:33	X	
III	**Consent Agenda** (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.)	5:34	X	
	(1) Approval of the Minutes of March 2, 28 and 31, 2020 and May 4, 2020 Meetings			1-15
IV	**Public Hearings**	5:36		
	(1) Ordinance 2020-11 Relating to Non-Residential Building or Structure Code John O'Daniel			
	(2) Fiscal 2020 Budget John O'Daniel			
V	**Public Comment**	5:50		
VI	**Old Business**			
	(1) Consideration of Distillery and Outdoor Seating Ordinance 2020-10 John O'Daniel	6:05	X	16-22
	(2) Consideration of Debris Management Contract Renewal John O'Daniel	6:08	X	23-41
	(3) Discussion of Yard Debris Storage Kerry Spivey	6:11		
	(4) Discussion of Mosquito Spraying Kerry Spivey	6:14		
	(5) Town Utility Operations John O'Daniel	6:17	X	42-43
	(6) Annexation Area "A" Street Light Update John O'Daniel	6:20	X	44
	(7) Consideration of RRT Contract Extension and Renewal Update	6:23	X update	

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

June 2, 2020

The Board of Commissioners of the Town of Williamston met in regular session on Tuesday, June 2, 2020 at 5:30 p.m. in the NC Telecenter located at 415 East Boulevard, Williamston, NC.

PRESENT Mayor Joyce Whichard-Brown
Commissioners: Mayor Pro Tem Ronell Rodgers, Al Chesson, Alton Moore, Jerry Knox and William Coffield
Town Administrator: John O'Daniel
Town Clerk: Christina Craft
Finance Officer: Linda Harrison
Town Attorney: Daniel Manning
Recreation Director: Allen Overby

ABSENT None

CALL TO ORDER AND INVOCATION
The Mayor called the meeting to order and welcomed everyone. Commissioner Rodgers led the pledge of allegiance followed by a moment of silence. Commissioner Coffield offered the invocation.

WELCOME
The Mayor welcomed everyone.

AGENDA APPROVED
The Mayor asked if there were any adjustments to the Regular Agenda or if the Board wished any items to be removed or added the Regular Agenda. *It was moved by Commissioner Moore, seconded by Commissioner Chesson, and unanimously passed to approve the regular agenda as presented.*

The Mayor asked if there were any adjustments to the Consent Agenda or if the Board wished any items to be removed or added to the Census Agenda. The Town Administrator requested the May 2, 2020 minutes be removed from the Consent agenda and be added to New Business to allow the Board more time to review and voted on when the Board reconvenes on May 4, 2020. He requested the addition of Jason Steward's appointment to the Planning Board/Board of Adjustments to the Consent Agenda. He also requested the addition to the Consent Agenda for Williamston Downtown, Inc. to use the Town's easement to install the mural in the Barnes Plaza. He reported Item #7 under Old Business (RRT Contract Extension and Renewal Update) is an update to the Board but will not require action by the Board. The Mayor questioned if Old Business Item #6 (Annexation Area "A" Street Light Update requires action. The Town Administrator reported it is an update but would like a vote or consensus to provide Board Direction to staff. Commissioner Rodgers questioned the PreStorm Debris Contract draft letter as it includes a date on it and states the Board voted unanimously. The Town Administrator reported the letter is a draft and would only be sent if the Board approves it tonight. Commissioner Rodgers expressed concerned that it has a date on it and would like to know if this is the normal standard. The Town Administrator reported the letter was drafted prior to allow the Board to review a draft of what would be sent if approved. *It was moved by Commissioner Coffield, seconded by Commissioner Moore, and unanimously passed to approve the consent agenda as amended.*

Items approved in the Consent Agenda are as follows:
(1) Minutes of the March 2, 28 and 31, 2020 meetings

PUBLIC HEARINGS
(1) ORDINANCE 2020-11 RELATING TO NON-RESIDENTIAL BUILDING OR STRUCTURE CODE
The Mayor opened the public hearing. Town Administrator reported the purpose of the Public Hearing is to address the proposed Ordinance 2020-11 Relating to Non-Residential Building or Structure Code. In the past, the code enforcement ordinance only addresses residential structures that are delipidated or need code enforcement. This ordinance extends the code enforcement to non-residential buildings. Commissioner Coffield questioned if this ordinance addresses buildings in the downtown area. The Mayor questioned if there were any public comments from citizens who are virtually attending the meeting. The Town Clerk reported difficulties unmuting the public.

Commissioner Chesson reported this ordinance is needed to address buildings such as the Mitchell Photography building which has partially collapsed. The Town Administrator reported anyone online that are not able to be heard due to technical difficulties should email their comments to the Town Clerk or provide comments in writing prior to the reconvening of this meeting on June 4, 2020. These comments will be distributed to the Board prior to any decision. Chief Peaks reported he is able to unmute on his side and recommended other attendees unmute themselves if they would like to speak. Jason Steward reported, as a property owner on Main Street, the Mitchell Building is an eye sore and deters other businesses from relocating to the downtown area. He looks forward to the removal of the building as it will promote more businesses to relocated to our downtown. The Town Clerk read comments received through the GoToMeeting application. Steven Manning commented to voice agreement with the measure and agreement with Commissioner Chesson's remarks. Commissioner Moore questioned if the ordinance will also address the old Holiday Inn as the lot looks like a landfill. The Town Attorney reported the ordinance could also address that issue. Commissioner Rodgers reported he questioned the same issue in prior meetings regarding the hotel and was told the owner could not be contracted. He questioned who pays the water bill and collect money from tenants if he can not be contacted. The Town Administrator reported the person that owns it and the person that manages it may not be the same person. Staff have reported difficulties contacting the owner. Commissioner Rodgers reported if the businesses are to be treated just as citizens in the water issue, the businesses should be held to the same standard with the trash on the property as citizens. Commissioner Chesson reported he agreed with Commissioner Rodgers and hopes this ordinance grants the ability to force the property owner to clean the area. The owner of the property in question, even if reached, refuses to do anything with the property. It is very important to have this ordinance in place to move forward. Collins Crowe and Brad Harrison commented on the GoToMeeting application that they agree with Commissioner Chesson. David Smith commented via the application that he concurred as we must prevent further decline by neglectful ownership. With no further comments, the Mayor closed the Public Hearing.

(2) Budget Presentation

The Town Administrator presented a proposed balanced budget. He and the Finance Officer had to cut over $1 million in expenses with the input from the department heads. The budget has combined funds for all funds totaling $11,272,008. The General Fund is budgeted for $6,311,142. Water and Sewer Fund is budgeted for $4,419,616. The Power Bill Fund is budgeted for $486,250. Storm Water Fund is budgeted at $55,000.

The budget includes a 15% increase in the health insurance premiums as well as a 1.2% increase in the retirement system contribution on behalf of the employees. The retirement increase raises the contribution from approximately 6% to 8 or 9% so the 1.2% increase is larger expense than the percentage reflects. He is working towards obtaining a grant to cover the Gaylord Perry gym air conditioner to hopefully reduce the amount of Fund Balance budgeted for this project. The budget includes funding for all debt services. The Police Department is receiving 3 vehicles per the rotation schedule. There were two items that were previously included in the draft budget, a computer for the Planning Department ($1,000) and additional contributions for the Fire and Police construction projects ($22,957). We plan to transfer $100,000 in the 2020 budget year to continue funding Other Post-Employment Benefits (OPEB). We continue to pay OPEB for current retirees (approximately $115,000) out of our annual operating budget.

The town is not using fund balance to cover operating costs, but has budgeted fund balance to pay for the Gaylord Perry Park air conditioner and Powell Bill (Fund Balance) for the cost of a street sweeper. This is worthy of note as so many rural entities have used and continue to use fund balance to balance their budget. Our goal is to increase our fund balance by $50k in 2020/2021 budget. The Local government Commission (LGC) expects municipalities to carry a fund balance to cover 6 months of expenditures in case of unexpected emergencies and Williamston has met the LGC requirements. As of the end of the 2019 Fiscal year, the fund balance in the General Fund was 68.2% of our annual expenditures which is equivalent to 8.2 months. This combined with our plans to use Fund Balance (General Fund) in future budgets to help pay for the new Police Department, Fire Department addition and park improvements highlights the need to protect and build the Fund Balance every year.

The budget includes a 10-cent property tax increase and a 25-cent increase in water fees per 1,000 gallons. The water rate increase is to dover the MCRWASA fees due to the loss of Parkdale Mills. Major emergencies (line repairs) may warrant budget amendments. There is also a 2% Cost of Living Adjustment (COLA). He reviewed the five-year capital improvement plan.

The Town Administrator reported that any citizen who wished to make comments that are unable to do so during this public hearing to email or drop off a hard copy to the Town Clerk at Town Hall prior to June 4th and all comments will be forwarded to the Board. Commissioner Chesson requested the Town Administrator's budget message to be added to the website. The Mayor questioned if any online participants would like to make a comment. There was one request from an unknown participant to place the budget message on the Town website. With no other comments, the Mayor closed the Public Hearing.

PUBLIC COMMENT

As the meeting was held virtually for the public, the Mayor asked each of the online participants if they would like to speak. No public comments were received.

OLD BUSINESS

Approval of Distillery and Outdoor Seating Ordinance 2020-10

The Town Administrator reported Ordinance 2020-10 Distillery and Outdoor Seating was presented by Zoning Administrator Braddy and a public hearing was held to discuss. There was concern expressed by Board members about alcohol being served outside the establishment and the Zoning Administrator submitted renderings to highlight a resemblance of how the this would be accomplished. The Mayor reported the pictures show a "no alcohol beyond this point" signs on the outside of the fencing. The Town Administrator reported the alcohol would not be allowed outside of the fencing area. Commissioner Knox reported the Board does not want people drinking in public. Commissioner Rodgers questioned if other municipalities allow this. The Town Administrator reported it is common in other towns and the outdoor dining will also encourage people with leashed animals to be able to dine outside. Commissioner Moore questioned if the business owner would be the one responsible to ensure no alcohol leaves the area. Commissioner Chesson reported the Town would need to be as business friendly within the confines of the law. Many small towns allow this and seem to prosper. The Town Attorney reported the business is required to work within the confines of their state permit and the ALE offices will monitor. Commissioner Rodgers questioned if the police department could work with the businesses to make certain citizens are not overserved. Commissioner Chesson reported the police would step in if anyone is seen trying to drive away under those circumstances. *It was moved by Commissioner Chesson, seconded by Commissioner Coffield, and unanimously passed to approve Ordinance 2020-10 to allow Distillery and Outdoor Seating. This ordinance is hereby attached with the minutes of this meeting and incorporated in the Town's Ordinance Book for future reference.*

Approval of Prestorm Debris Management Contract Renewal

The Town Administrator reported the Town is under a tight deadline pm the debris management contract renewal as if not approved by June 15, the Town will have to put the contract out for bid. A prestorm debris management contract ensures there will be a company that will assist after a hurricane if the damage is beyond what staff can manage. There is no cost until cleanup is required. The contract was originally signed with Phillips and Jordan Inc in June of 2018 and allows for one additional year term and the negotiated CPI increase of 2.65%. Commissioner Moore reported while he understood the town is under a tight deadline, is this good practice to wait this late to bring to the Board this late or should this have been done months ago? The Town Administrator reported this should have been brought before the Board prior to this meeting. The contract is one that is handled by the Fire Department. Commissioner Moore questioned if this will be handled the same way next year. He also questioned the draft letter that was pre-written and hoped it will not happen in the future. The Town Administrator reported the contract will be brought before the Board in a timelier matter moving forward. The letter is not to be sent until after the Board approves and was only in the agenda to demonstrate to the Board what will be sent if the Board approves but agreed to not present draft letters in the future. Commissioner Coffield questioned the price of 100-ton crane which has an 8-hour minimum for $1200 per hour. Commissioner Chesson reported if the Town ever needed a 100-ton crane, the Town will have suffered enormous damage that it has never been seen in the past. The fees will most likely be reimbursed by FEMA. He believes the last time this contract was activated was Hurricane Fran and the cost was reimbursed by FEMA. The Town Administrator reported, if the Town doesn't have the contract in place, the price will be much higher and availability of the contractors uncertain. Commissioner Rodgers questioned if other companies have tried to get this contract. The Town Administrator reported the Town can legally stay with the company until the end of the current contract. At that time, the Town will move forward with the bidding process. Commissioner Rodgers questioned if the Town should move forward with the high rates quoted. The Town Administrator reported the proposed rates have a 2.65% increase from the rates received when the contract was signed in 2018. The Mayor questioned the 100-ton crane cost with an 8-hour minimum. The Town Administrator

reported the normal machine usage would be trucks and a knuckle-boom. The Finance Officer reported there were monitors during cleanup to ensure the costs were recorded properly and the only equipment used were the trucks. The pricing was reviewed in comparison to other companies prior to signing the contract in 2018. The Public Works Director reported by the time the Town needs a 100-ton crane, the cost will be the least of the Town's problems. He believes the crane used for the Skewarkee Gut project was a much smaller size. The firm is a very capable firm. The likelihood of ever needing the full capabilities is very low. The Finance Officer reported the cost will be much greater without a contract. *It was moved by Commissioner Chesson, seconded by Commissioner Moore, and unanimously passed to approve a one-year extension of the Prestorm Debris Management Contract renewal with Phillips and Jordan, Inc as submitted.*

Yard Debris Storage

The Public Works Director reported concern of a pile of debris on Town-owned property on the east end of Main Street that is unsightly and needs to be cleaned. However, the property is one of very few opportunities to maneuver the yard waste pickup. There is a location by the waste water treatment utilized for the wood chipping process. Prior to the Corona virus situation, there was a large amount of rain which made the area impossible to use temporarily and then the chipper broke down. As a sustainability community, the department has been utilizing the area to avoid the $40/ton fee at the landfill. Both areas are currently backlogged. The end result of the virus situation and waiting for the fabrication of the chipper part needed is the department has begun hauling debris to the landfill. Staff and the Board with great scrutiny have gone over each line item of the budget. In the past month, approximately 76 tons have been carried to the landfill at a cost of over $3,000 that was not budgeted. The plan is to move away from the aging chipper and begin utilizing an air curtain burner at a $100,000, plus $7500 to navigate through the permitting process. The chipper part has been received and will soon be installed to catch up with the debris. He asked for Board direction as to whether allow staff time to process the materials or to move the debris to the landfill at an additional cost of approximately $6,000 per month. Commissioner Rodgers reported while he understands, he wanted to speak like the citizens speak to him. It is right off not on Main Street and the truck's tires are muddy and leaving mud in Henderson Street. Another concern is if it will pose a health risk like increase in mosquitos, snakes and other vermin. It was also noted all the debris is pushed towards Allman Drive as opposed to Biggs Street and don't understand why as they are citizens too. The Public Works Director reported while the citizens take their own positions as to the use of the piece of property, there is no reason for pushing debris on one side or the other of the property except to make best use of the property. The department is very unhappy and understand the discontent of having to stage any debris in the area. As much as he is ready to have the debris removed, everyone is suffering difficult times with COVID-19 and has delayed the process. The level of discomfort for all is raised during this event. The department would not create a situation that would cause a level of danger or health concern to any neighborhood. Unless you are in a highly trafficked area of Williamston, it is not uncommon to see an animal or snake. Snake population is attracted to areas with their food source such as frogs or mice. Commissioner Moore questioned if the air curtain burner is the answer to the question. The Public Works Director reported the wood chipper was the first fix for the situation when the landfill cost went from zero to $40/ton. The wood chipper was used and bought the Town time to determine a long-term answer. The savings from the reduction of landfill fees paid for the chipper in a matter of a couple of years. The air curtain burner will hopefully be the answer for the next 10 years and will pay for itself in the reduction of landfill fees. He would like to have an environmental planner at a cost of $7,500 involved to determine if the air curtain burner is a smokeless burner and to assist with the permitting process. The State will view the burner as an incinerator which is a Title V permitting process and would like to get permitted prior to the purchase. There will also be annual fees to maintain the permit. Once the permitting process is completed and fees paid, then the equipment can be purchased. The Public Works Director reported if there was an area on the outskirts of town, it would have been utilized. Commissioner Rodgers reported the staff understands the concerns of the citizens and the Town is working towards clearing the property. He wants to upgrade Williamston and make it as attractive as possible. The Public Works Director reported the property was cleaned off when the Town obtained the property as it was used prior as a dumping ground. The property was cleared and built up. Current events have brought us back to the unsightly mess we have today. Commissioner Chesson reported the Board has previously agreed to purchase the air curtain burner and would like to move forward with the permitting process to expedite the process. The Town Administrator reported the permitting process could begin if funds are available if the Board agrees. If there are any hurdles in the permitting process, this can be brought back to the Board. *It was the consensus of the Board to move forward with the $7,500 permitting process if the funds are available in the current year to expedite the process.*

Mosquito Spraying
The Public Works Director reported the department sprays when complaints are received as the department must be careful spraying chemicals in our neighborhoods. The Town does not spray communities as a preventative measure. The operation is more of a responsive operation. The chemical must come in contact with the mosquito to kill it and the denser the population, more mosquitos are killed. Environmental issues such as wind must also be taken into consideration. If there is wind, the chemical will blow away and be ineffective. The chemicals are sprayed usually in the early morning hours. There are usually more mosquitos in the evening but more people are outside during those hours and will be exposed to the chemicals. The Mayor questioned how long the chemical stays in the air. The Public Works Director reported the chemical will drift slowly and dissipate. If the temperatures are high, the chemical dissipates faster. The concentrations are generally considered safe. Commissioner Rodgers questioned if special masks are used by staff while spraying chemicals. The Public Works Director reported those types masks are restricted to Fire/Rescue and staff stays inside a truck. The Mayor questioned if the public could be notified when staff plans to spray. The Public Works Director reported this would be very difficult as the environmental issues like wind conditions are very hard to predict.

Town Utility Operations
The Town Administrator reported the Governor has extended the Executive Order regarding utility suspension. There are approximately 250 accounts that are delinquent at this time. He plans to bring a plan to the Board next month for review as staff will need to put notice on the bills. He also plans to work with the local newspaper to make citizens aware.

Annexation Area "A" Street Light Update
The Town Administrator reported he has discussed the addition of street lights in the area with Dominion Power. Dominion expressed concern putting investment in the area with no return. The project was considered in the past but owners did not sign the easements needed. Gary Sproat with Dominion Power spoke with his Right of Way agent and Dominion will not redraw the needed documents until there is some type of formal vote or survey completed by the Town that shows people are willing to sign right of way agreements. Commissioner Knox reported the owners were resistant to sign easements in years past. The Town Attorney reported he believes that is correct. The franchise is with Dominion and they have say in this matter. It would be different if the Town had their own power company. Commissioner Chesson questioned if the Town doesn't have a legal obligation to do the survey to see if this can be done. If unable to obtain the easements, then the Town no longer has the obligation to move forward. The Mayor reported at that time, the citizens in the affected area were upset over the annexation but feels the citizens will be more favorable at this time. The Town Administrator reported the need to hold a meeting with the Board and citizens in the area to discuss. The surveys that were brought to the Board recently were not precise enough to satisfy Dominion. Commissioner Chesson requested the maps generated by Dominion which shows the placement of the poles to all affected citizens to allow them 60 days to consider. Commissioner Rodgers questioned the number of poles and easements. The Town Administrator reported one pole may require up to three easements. One property owner could halt the pole placement. While there are a few poles that will be on private property towards the back of a field, most of the neighborhood line placement will be underground. The Town Administrator reported he would send a letter to all involved citizens to allow them 30 to 60 days to respond and hold a meeting with the citizens and Board. He was hopeful the State would be in Phase 3 of the Governor's COVID-19 reopening of NC plan and larger gatherings would be allowed. *It was the consensus of the Board to send a letter to the citizens in Annexation Area "A" and arrange a meeting between the Board and citizens to discuss in approximately two months.*

RRT Contract Extension and Renewal Update
The Town Administrator reported the State has chosen to extend the current RRT contract due to COVID. The Board had approved at a previous meeting to authorize Chief Peaks to apply to the State to continue to be the RRT for this region. Due to COVID, the State has decided to extend the current contract.

Consideration of Ordinance 2020-11 Relating to Nonresidential or Structure Code
The Mayor reported the Board will not act on this item until the Board reconvenes on June 4, 2020 to allow additional time for citizen input.

Ordinance 2020-12 FY 2020-21

The Mayor reported action will not be taken on this item until the Board reconvenes on June 4, 2020 to allow additional time for citizen input. Commissioner Chesson reported the Budget presented is a balanced departmental budget presented by a united staff. He was thankful for department heads and staff for putting this difficult budget together in a difficult situation. The staff did an outstanding job.

2021-2025 Capital Improvement Plan
The Mayor reported the Board will not act on this item until the Board reconvenes on June 4, 2020 to allow additional time for citizen input. The Town Administrator reported the plan high-lights the bigger projects that are planned for the next five years.

Resolution 2020-104 Setting Water and Sewer Rates for Fiscal Year 2020/2021
The Mayor reported the Board will not act on this item until the Board reconvenes on June 4, 2020 to allow additional time for citizen input. The Town Administrator reported this resolution reflects the $.25 increase in water rates per the proposed budget.

Resolution 2020-103 Setting Stormwater Fees for Fiscal Year 2020/2021
The Mayor reported the Board will not act on this item until the Board reconvenes on June 4, 2020 to allow additional time for citizen input. The Town Administrator reported no increase in the stormwater fees in the upcoming budget.

Approval of Scheduled Board Meetings for Fiscal Year 2020/2021
The Town Administrator requested Board approval for the scheduled board meetings for the upcoming fiscal year. *It was moved by Commissioner Chesson, seconded by Commissioner Coffield, and unanimously passed to approve the 2020/2021 Board Meeting Schedule as submitted.*

Approval of GFL Environmental Rate Increase
The Town Administrator reported the receipt of a letter requesting a CPI increase from GFL Environmental. This increase is allowed per the contract. *It was moved by Commissioner Coffield, seconded by Commissioner Chesson, and unanimously passed to approve the GFL Environmental 3.6% rate increase request as submitted.*

Administrative Update
The Recreation Director reported meeting with the Town Administrator, Chief of Police and Fire Chief to discuss the guidelines by the State and NC Department of Health and Human Services (DHHS) in regards to softball season. DHHS recommends limiting sports activities to those in which participants can maintain social distancing or close contact which is limited and brief, such as in golf, baseball and softball. He spoke to the Martin County Sheriff regarding mass gatherings. There have been many zoom meetings across the state to get clarification on the 25 mass gathering limitations as the Governor's order can be interpreted multiple ways in regards to sports. He presented three options for softball season. Option One will only allow for practice. Option Two will allow for practice and the Church League games as the Church League has very few spectators. Option Three will allow for softball tournaments. Sheriff Manning gave guidance to have no more than 25 spectators on each side of the field. Softball registration will have to be initiated and time for the teams to practice. The games would not begin until the week of July 13 and hopefully the State will be in Phase 3 of the COVID-19 restrictions at that time. There are not many spectators or parents at the practices but only one spectator per player would be allowed at the games. Game times would be staggered to reduce the crowds. Spectators would be allowed between the dugout and the outfield with the only exception of restroom usage. The bleachers would be off-limits for spectators. The team at bat would utilize the bleachers to allow for social distancing. The concession stand will be closed. All players will have to bring their own equipment, such as batting helmets. Other smaller towns have foregone the softball season. The Recreation Director feels it will be safe to proceed with softball season with following the guidelines set by the DHHS. Commissioner Chesson reported he supports Option 3 as participation is voluntary and limited due to the late start to the season. *It was the consensus of the Board to move forward with Option 3 to allow softball tournament with the limitations recommended.*

The Town Administrator reported the recreation facilities will be opened when the Governor's guidelines allow.

The Town Administrator reported the Tax Relief Order submitted and approved by the Board last month has been updated to show a lesser amount. When the property on 118 Pearl Street was sold, the full amount of back taxes owed was less than what the Board had previously approved.

He reported meeting with the engineering firm to discuss the CDBG-Neighborhood Revitalization grant application. He encouraged Board members to reach out to citizens as approximately 5 – 6 houses could possibly be brought up to code at no cost to the owner. There are eligibility requirements such as income, they must own and live in the home, the home must be located within Williamston's city limits and must agree to continue to live in and own the home for six years after the improvements are made. The Gaylord Perry Park air conditioning for the gym will also be included in the grant as it is a community grant. Commissioner Moore questioned if the Town puts a lien on the home. The Town Administrator reported he was uncertain whether the State or the Town would require the contract. The Town Attorney reported the Town has received similar funds and this is standard for this type of grant to ensure the home is not sold once upgrades are completed. The liability will decrease annual and the stipulation ends at the 6-year mark. A neutral selection committee will review and prioritize the applications received based on needs with applicant names omitted. An application firm has been contacted to administrate the grant. The grant also requires a public hearing to receive input on the grant application and another public hearing which will include a plan. The first public hearing will be scheduled for June 15, 2020 at the next scheduled Board meeting. The Mayor questioned what happens to the air conditioner if eligible housing applicants exceed the maximum amount. The Town Administrator reported the air conditioner will be included and the remainder will be for housing. The application deadline is in July 2020.

The Mayor recessed the meeting at 8 pm and will reconvene the meeting on Thursday, June 4, 2020 at 5:30 pm in the NC Telecenter to entertain motions on the May minutes, and Public Hearing items to include the Budget 2020/2021 and Ordinance 2020-11 Relating to Non-Residential Building or Structure Code. Citizens are encouraged to submit input on all items prior to the continuation of the meeting to the Town Clerk at City Hall.

MEETING RECONVENED Thursday, June 4, 2020

The Board of Commissioners of the Town of Williamston reconvened the June 2nd meeting on Thursday, June 4, 2020 at 5:30 p.m. in the NC Telecenter located at 415 East Boulevard, Williamston, NC.

PRESENT Mayor Joyce Whichard-Brown
Commissioners: Mayor Pro Tem Ronell Rodgers, Al Chesson, Alton Moore, Jerry Knox and William Coffield
Town Administrator: John O'Daniel
Town Clerk: Christina Craft
Finance Officer: Linda Harrison

ABSENT None

CALL TO ORDER AND INVOCATION
The Mayor reconvened the meeting to order and welcomed everyone. The Mayor requested a moment of silence for the state of affairs in the country. Commissioner Knox offered the invocation.

WELCOME
The Mayor welcomed everyone.

PUBLIC COMMENTS
The Clerk reported a public comment was received in writing from Fred Harrison, JR to state "the increase in the property tax rate by 10 cents is quite excessive and while well-meaning, the 2% COLA and 1/2% merit increases seem somewhat inappropriate for the difficult economic period we are now living in. While on surface this appears to be a sound budget, town council and staff are going to have to come to grips with the idea that Williamston's small, older and relatively poor citizen make-up can no longer support the level of services now in place and that a trend for reducing and scaling back is going to have to become the town's mantra in the new decade if the town has intention to keep and possibly grow its existing population.

Approval of Ordinance 2020-11 Relating to Non-Residential Building or Structure Code
It was moved by Commissioner Moore, seconded by Commissioner Chesson, and unanimously passed to approve Ordinance 2020-11 Relating to Non-Residential Building or Structure Code. This ordinance is hereby attached with the minutes of this meeting and incorporated in the Town's Ordinance Book for future reference.

Approval of FY 2020/2021 Budget Ordinance 2020-12
It was moved by Commissioner Knox, seconded by Commissioner Coffield, and unanimously passed to approve Budget Ordinance 2020-21 for Fiscal Year 2020/2021. This ordinance is hereby attached with the minutes of this meeting and incorporated in the Town's Ordinance Book for future reference.

Approval of 2021-2025 Capital Improvement Plan
It was moved by Commissioner Chesson, seconded by Commissioner Moore, and unanimously passed to approve the 2021-2025 Capital Improvement Plan.

Approval of Resolution 2020-104 Setting Water and Sewer Rates for Fiscal Year 2020/2021
It was moved by Commissioner Moore, seconded by Commissioner Chesson, and unanimously passed to approve Resolution 2020-104 Setting Water and Sewer Rates for Fiscal Year 2020-2021. This resolution is hereby attached with the minutes of this meeting and incorporated in the Town's Ordinance Book for future reference.

Approval of Resolution 2020-103 Setting Stormwater Fees for Fiscal Year 2020/2021
It was moved by Commissioner Moore, seconded by Commissioner Chesson, and unanimously passed to approve Resolution 2020-103 Setting Stormwater Fees for Fiscal Year 2020-2021. This ordinance is hereby attached with the minutes of this meeting and incorporated in the Town's Ordinance Book for future reference.

Approval of May 4, 2020 Meeting Minutes
It was moved by Commissioner Moore, seconded by Commissioner Chesson, and unanimously passed to approve the May 4, 2020 Board meeting minutes.

Approval of Prestorm Debris Management Contract Renewal
The Town Administrator requested the Board to revisit the Prestorm Debris Management Contract as the company has notified the town of waiving the CPI increase and maintaining the cost of the original contract signed in 2018. *It was moved by Commissioner Coffield, seconded by Commissioner Chesson, and unanimously passed to approve a one-year extension of the Prestorm Debris Management Contract renewal with Phillips and Jordan, Inc as submitted.*

Town Utility Operations
The Town Administrator reported staff have developed a utility payment plan. The plan is based on the Governor's Executive Order. In June, there will no late fees or utility cut offs. A letter will be sent to all business and customers that are behind on utility payments to educate all of the existence of the payment plan option. It is the customer's responsibility to request a payment plan. August will be the first month of normal billing with utility cut-offs and late fees allowed. Cutoffs in August will only be for the current amount due. The repayment plan is based on six-months or possibly less. The payment arrangement must be in place or the entire bill will become due on September 10th. Late fee will be added on September 21st and cut off for current and payment arrangement accounts on September 22nd. He requested Board approval to roll the unpaid accounts that were prior to the Governor's Executive order into the payment arrangement plan. Commissioner Rodgers reported the Governor's Executive Order was not about debt forgiveness and sees the fairness of the payment arrangement plan. The Town Administrator reported the Town cannot legally forgive the debt. Commissioner Moore reported the plan allows for current payment and will also require a partial payment for the amount in arrears. The Town Administrator reported if the Board approves the proposal as is, he will begin mailing the letters to give customers as much notice as possible. Commissioner Chesson questioned the number of delinquent accounts. The Town Administrator reported, as of today, there are 190 delinquent accounts. Commissioner Chesson reported this would be an average of $80 that would be paid monthly, in addition to the current bill. He stated he was normally all for late fees but is concerned when the person is struggling to make the payment with the addition of late fees. He is not in favor of late fees but needs to be fair across the board for everyone. The Finance Officer reported the software company has stated the arrears accounts could be set up and a separate general ledger account would be setup to track. The Town Administrator reported the plan will be amended and brought before the Board at the July meeting. *It was the*

consensus of the board to include the delinquent accounts from March into the payment plan and forego late fee in regards to payment arrangement accounts only.

Commissioner Chesson reported several months ago, the Board discussed the church debris pickup at the Skewarkee Church. Since that time, many churches have started putting yard debris in front of church. There have been lots of calls concerning the Town's policy of not picking up yard debris for churches and commercial businesses. He would like for the Board to consider and revisit picking up yard debris for small churches at the next meeting. He requested the Public Works Director to address this issue as there may be issues of which the Board is unaware. Commissioner Rodgers questioned if this would extend to the food pantry at his business. Commissioner Chesson reported these are the types of things he would like to have discussed. If the church hires an outside service for landscaping, the contracted service should be required to continue to dispose of the debris. The Mayor requested the discussion to be included on the July agenda for further discussion.

There being no further business, the Mayor declared the meeting adjourned at 6:12 p.m.

Submitted By:

Town Clerk

Approved By:

Mayor

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

March 2, 2020

The Board of Commissioners of the Town of Williamston met in regular session on Monday, March 2, 2020 at 5:30 p.m. in the Assembly Room at Town Hall.

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

ABSENT None

CALL TO ORDER AND INVOCATION
The Mayor called the meeting to order and welcomed everyone. Commissioner Moore led the pledge of allegiance. Commissioner Knox offered the invocation.

WELCOME
The Mayor welcomed Rene Purvis with the Board of Education and Robersonville Councilwoman Debra Armstrong and everyone present.

AGENDA APPROVED
The Mayor asked if there were any adjustments to the Regular Agenda or if the Board wished any items to be removed or added the Regular Agenda. The Town Administrator requested removal of Old Business Item #5 Williamston Comprehensive Land Use and Master Plan and addition of a Close Session for Attorney Client Privilege. The Mayor requested the text change from Boys and Girls Club under New Business Item #1 to read as Williamston Boys and Girls Club. *It was moved by Commissioner Chesson, seconded by Commissioner Coffield, and unanimously passed to approve the regular agenda as amended.*

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

Items approved in the Consent Agenda are as follows:

(1) Approval of the Minutes of the corrected minutes of January 24, 2020 meeting and minutes of February 3, 2020 meeting.
(2) Approval of Park Advisory Board Reappointments: Tammy Hall, Doug Baker, Glen Cargile, William Johnson, and Amy Pierce
(3) Capital Project Ordinance 2020-5: Police Department Facility Project
(4) Tax Relief Order

Year	Name	Remarks	Total
2014	Picot Steward Prop	Wrong Value imported from County	$ 152.00
2015	Picot Steward Prop	Wrong Value imported from County	$ 152.00
2016	Picot Steward Prop	Wrong Value imported from County	$ 152.00

PUBLIC HEARINGS
Reconfigure Traffic Pattern to 2-Way for Washington, South Elm and South Haughton Streets

The Town Administrator reported the purpose of this hearing is to allow for public comment concerning the consideration of the change from 1-way to 2-way traffic pattern for Washington, South Elm and South Haughton Streets. Kennis Wilkins reported he personally observed today with two vehicles that travelled side-by-side and had no impact on the parking spaces on the street which are located in front of the buildings. He feels the trees along the parking spaces could be removed and people could see to enter the road. There are three black businesses on that street and if you take away the parking areas, it would be detrimental to the businesses. Without the parking spaces, citizens will park across the road my private property. The road is not safe for pedestrians if the street is returned to 2-way traffic pattern. The Mayor questioned why the parking area across the street could not be utilized. Mr. Wilkins reported the parking lot is his personal property which is currently for sale. John Liddick reported the change in traffic pattern is not needed. The road will not be safe as a 2-way street as traffic drives very fast through the area. Lon Moore reported the loss of 250 feet of parking spaces that will be lost in change in traffic pattern is not necessary as there is currently 2-lanes. Changing the traffic pattern should not disturb any of the parking spaces in the area. The trees planted by the parking are not maintained and will scratch your car. Moses Matthews stated he was against the change in traffic pattern as is obtaining signatures to stop the change. Alonzo Brown stated he was against the traffic pattern change as it is a hazard. The trees are an issue as the trees have grown over the parking spaces. With no other citizen wishing to speak, the Mayor closed the Public Hearing.

Amendment to Zoning Ordinance: Micro-Winery and Micro-Distillery Text Amendment

The Town Planner and Zoning Administrator reported the purpose of this public hearing is to allow for citizen input concerning the consideration of a text amendment of the Microbrewery Ordinance to allow include Micro-Winery and Micro-Distillery in the Central Business District. This was passed unanimously at the last Planning Board meeting. Jason Steward, citizen of Williamston, spoke in favor in the past for the addition of the brewpub. He reported the Hookhand business is doing great and is a great business model. As he is the Martin County 911 Director and does not speak for the County but as a private citizen, he has noted no 911 calls related to the Hookhand business. The addition of micro-winery and micro-distillery would serve as a draw for Williamston as it draws people from all over the region. There is a micro-distillery trail map and there are none in northeastern North Carolina. There was a survey mentioned in the Comprehensive Plan at a previous meeting and the overwhelming response was to do something downtown. With no other citizen wishing to speak, the Mayor closed the Public Hearing.

Amendment to Zoning Ordinance: Outdoor Dining and Gathering

The Town Planner and Zoning Administrator reported the purpose of this public hearing is to allow for citizen input concerning the consideration of a text amendment to allow outdoor gathering with outdoor seating in commercial properties. Jason Steward spoke in support of this change for the same reasons he supports the change to allow micro-winery and micro-distillery text amendment.

PUBLIC COMMENT

Jillian Powell spoke on behalf of the Williamston Boys and Girls club. She reported she is a member and the club has given her many great opportunities. The club has taught her to lead with integrity. Alonzo Brown reported the Woodlawn Cemetery is a mess and needs to be monitored. There are dirt holes and pot holes in the cemetery and it needs to be cleaned up. The condemned building across the street is a concern. It is private property but the Board needs to demolish it.

OLD BUSINESS

CONSIDERATION OF TRAFFIC CHANGE FOR WASHINGTON, ELM AND HAUGHTON STREETS

The Town Administrator reported originally the roads were switched to one-lane during the Highway 125 project. As the project has been completed, the Board directed staff to reach out to NCDOT to verify the feasibility of returning the roads back to the two-directional traffic pattern. Jason Davidson, with the NCDOT, is available for any questions. There are two options which are to leave the traffic patterns as is or change to 2-way traffic which will eliminate multiple parking spaces due to NCDOT requirements. Commissioner Rodgers questioned if the NCDOT has given any consideration as to what the businesses will receive with the loss of the parking places. Mr. Davidson the Town originated this request and no mechanism in place for reimbursements. Commissioner Rodgers questioned what advantage is in place for the Town to move forward. Mr. Davidson reported NCDOT was requested by the Town to see, if this was passed by the Board, how this could be done as safely as possible as the Highway 125 connector is now in place and as a result, there is not as much traffic in Town. Commissioner Rodgers reported that a lot times things are not brought forth initially when it comes to items such as this and wanted to know if there

were any 5 to 10-year plans to develop that area. Mr. Davidson reported there are none other than resurfacing that he is aware of. Commissioner Rodgers wanted to be certain that it is in the noted that in this meeting it was stated there is no future 5 or 10-year plans to develop this area. Commissioner Chesson reported the Town didn't request to do the change but was checking to see if it was feasible. This was not meant to be adversarial but only fact finding. He does not support the change if it means any business inconveniences. Commissioner Coffield questioned if the trees on the streets were taken in consideration. Mr. Davidson reported the 250 feet parking restriction is federally mandated. Elm Street has a bad angle for a left-hand turn and the parking restriction would be a requirement if the Town chooses to move forward with this request. The Mayor reported she was in favor of the change until she heard the public speak and is now against the a change in the traffic pattern. *It was moved by Commissioner Rodgers, seconded by Commissioner Chesson, and unanimously passed to leave the traffic pattern as one-way for Washington, South Elm and Haughton Streets.*

Consideration of Board Travel Policy

The Town Administrator presented a travel policy for the Board's consideration. The policy was originally discussed at the January Budget Retreat and was tabled to the February meeting. The Mayor was unable to attend the February meeting and requested the policy to be brought back to the Board in March. Commissioner Moore reported the policy looks more professional but it is not there yet. He was concerned with the requirement of a doctor's note as 24-hour viruses do not require a trip to the doctor. Commissioner Rodgers expressed concern that the policy was only for the Board members. The Town Administrator reported the staff currently have a policy in place. Commissioner Moore reported since there has never been a policy in place, he didn't understand the urgency of a policy. The Town Administrator requested the Board to at least approve the form which directs the Town Clerk to register the Board for conferences and she will have the paperwork to support the purchases. The Town Administrator reported the doctor's note portion can be removed and the policy can be brought to the Board at the next meeting. The Mayor requested a motion to accept the Board Travel Policy as the reporting back to the Board and the doctor's note stipulation have been removed. *Commissioner Chesson made a motion to adopt the draft version with the stipulation that the doctor's note obligation be removed. Commissioner Knox seconded the motion. Commissioners Chesson and Knox voted to adopt the draft version with the removal of the doctor's note requirement. Commissioners Coffield, Rodgers and Moore voted against adoption of the policy. The Town Administrator reported he will provide an updated policy at the next meeting.*

Consideration of Travel Budget

The Town Administrator presented a travel budget for the Board's consideration. The budget includes $891 travel allowance for the Mayor and $816 travel allowance for each of the Commissioners. Commissioner Moore reported the amounts may sound like a lot of money but in comparison, other towns get a lot more. The Board is not spending a lot of money. He questioned why the same amount was proposed per commissioner when some do nothing. The cost for hotel and registration are out of the Board's control. The Town Administrator reported the samples he received from other towns are not of the same size nor on the same economic level. The policies were obtained for text only. Commissioner Chesson reported the amounts are based on historical and perceived costs. We are supposed to bring something of benefit back to the Town when we go to conferences. If I go, that's what I plan to do. Commissioner Moore reported he doesn't have a problem bringing back knowledge but some commissioners do not attend any out of town conferences. The Commissioners have no control over the cost of the hotel or conference. Commissioner Rodgers reported the Black Summit is not just for black elected officials and any of the Board can go so why should I report anything. The Town Administrator reported the purpose of sharing knowledge gained would save money and educate others. He and Commissioner Moore attended the NCLM conference last year and both agreed after the conference was not worth the cost. It is the Board's discretion what is attended. Commissioner Rodgers reported each that attends will bring back something different. The Town Administrator reported the amounts were divided without specific conferences listed so the Commissioner can choose what to attend with respect to the individual budget. *Commissioner Chesson made a motion to adopt the board travel policy as presented. Commissioner Knox seconded the motion. Commissioners Chesson and Knox voted to adopt the board travel budget. Commissioners Coffield, Rodgers and Moore voted against adoption of the board travel budget.* The Town Administrator requested direction from the Board as to what they want done. Commissioner Moore reported the budget will not be approved until June so there is time to discuss. The Finance Officer reported there is usually a balance budget ready to be presented by the April meeting and the budget is approved the first Monday in June. It is better to have finances in order by April as further direction will be needed as what funds will need to be cut to

accommodate additional expenditures. Commissioner Knox reported the budget is of great concern and all of these meetings have a cost. The Board needs to be careful in spending as the next budget projects an increase in taxes and an increase in water bills. Commissioner Rodgers reported he understands what Commissioner Knox is saying but this concern never comes up until it comes to certain items with certain demographics and when it comes to certain demographics, then all of the sudden the budget becomes a concern. One example is the West End Tennis courts, it was $18,000. When we discussed the air conditioning at the Gaylord Perry Park, it was $15,000 and it was a budget concern. Commissioner Knox reported he does not know what he is talking about but he intends to save money the best he can with taxes and water rates rising and is looking at this from a business standpoint. The Mayor questioned if the Board would like to have a special-called meeting. Commissioner Moore reported the Board could come to a consensus prior to the April meeting. Commissioner Chesson suggested the Board members meet individually with staff with concerns and present at the next meeting. The Mayor requested the Town Administrator set a time for a called meeting.

Consideration of Water Bill Late Fee

The Town Administrator presented a $5 delinquency fee on water accounts for the Board's reconsideration. This was previously discussed and approved at the Budget Retreat Meeting. The Mayor reported she has yet to receive a reason for this increase as the people who pay after the 19th have to pay a late fee. The Town Administrator reported this fee is to encourage citizens to pay on time instead of rushing in to pay on the 19th each month as this gives a false due date. The actual due date is the 10th of each month. Commissioner Rodgers reported the fee would be too much for many of the citizens. Commissioner Chesson reported the fee would encourage people to pay on time. The Town Administrator reported other towns have a much more stringent fee. The Mayor reported the Town has a $35 fee to turn the water back on. The Town Administrator reported the Town does not have a fee to turn the water back on. The Mayor reported the 10 days past the due date is a grace period. Commissioner Rodgers reported many have to eat dog food as they can't afford anything else and the $5 fee is too much. *It was moved by Commissioner Moore, seconded by Commissioner Coffield to not move forward with the $5 delinquency fee to the water bills. The Mayor asked for discussion. Commissioner Chesson reported the Town runs a utility just like the power company. We run a business and our accounts receivable is in excess of $150,000. We all have our heartstrings but this is a business decision and is something we are supposed to do for those of us who pay our bills on-time. Commissioner Moore reported he is a doer and wants to act on it. Commissioner Chesson reported that is a personal decision, not a business decision. Commissioner Coffield reported this is a second late fee. The Town Administrator reported this is a delinquency fee. The Mayor reported she sees the 10 days as a grace period. Commissioners Moore, Rodgers and Coffield voted in favor of not adding the $5 delinquency fee. Commissioners Knox and Chesson voted against the motion.*

NEW BUSINESS

Consideration of Cultural Allocation Requests

The Town Administrator reported a letter was sent to organizations that have received allocations in the past per Board direction. Representatives from several organizations are in attendance tonight to address the Board concerning their needs. He requests no funding decisions to be made tonight as this information will be used throughout the budget process.

Martin County Arts Council

Kathy Daly spoke on behalf of the Martin County Arts Council. She reported their funding comes from Grass Roots, Martin County and the Town of Williamston. The Grass Roots allocation has been cut. Last year, they hired an executive director who has done a phenomenal job but the workload is too much for one person. They hope to add an administrative assistant. The MCAC has exhibits every month. Presently, the African American Art Exhibit is on display. In April, there is a fine art show which shows the local talent. There are people who rent space. There is an annual photography show in June. There are many workshops to teach how to make jewelry and felting. We held the first Color Fun Run. There is an annual banquet for the council members. We did a Christmas Choral concert with close to 70 singers. The singers came to Williamston every week to practice for over a month.

Martin County Chamber of Commerce

Chase Conner reported the Chamber has recently moved into a building downtown Williamston. The Chamber of Commerce update the budget and noted the Town of Williamston has allocated funds in 2014/2015 to hold seminars

and would like to begin hosting events such as starting a business and historical credits. The Chamber plans to take over the Main Street Market which is a free community festival held in the Barnes Plaza. It was previously funded by a grant and would like the Town to help fund so the Chamber can expand on that program. There are five events that are currently being planned and four of the five are new events.

Martin Memorial Library
Patrick Fitzgerald, BHM Library director, reported the library is requesting the equivalent of the previous year's allocation. He reported the funding is used towards adult and children's programming. This library is one of the busiest in the system. The key is to keep children engaged. The funding also helps with salaries, upkeep of the grounds, computer use and circulate materials.

Williamston Boys and Girls Club
Kimberly Boyd reported the Williamston Boys and Girls Club is housed in the E. J. Hayes building. 100 children have been served in the last year with over 60 served every day. There are another 60 children on the wait-list. The reason we haven't added more children is due to staffing. We have hired another staff member and will expand very soon. Our goal and mission is to target children with the greatest need. We want the children to have every opportunity that is available to them. We stand shoulder to shoulder with the school system to identify challenges. They have partnered with a group in Raleigh to ensure children are reading effectively by the end of the third grade. Tutors are pushed into the school system to tutor children one on one in school and after school to elevate the reading level. The fourth and fifth grade is the next level which they hope to expand to provide tutoring for math. This is why the Club is requesting an increase to $20,000 allocation.

Consideration of Cemetery Timeline
The Town Administrator presented a proposal for consideration of the Board. The proposal will require the plots to be sold on the wooded side of the cemetery which is on the opposite side away from the homes on Gurganus Street. The Public Works Director reported the cemetery has been sectioned and dirt from the front portion of the property will be used to build up the lower wet section of the cemetery. Areas E and F are available but discouraged as the area is low and will need to be developed. There is an underground powerline in that area which is also a concern. Staff has never dictated prior to this as to where a citizen can purchase a plot so this is a new situation for us. The first sections proposed to sell plots will be closest A, C and D. Commissioner Coffield questioned what section closest to the Martin Luther King Drive was he referring to as the places that are marked are right in front of his house. The Town Administrator reported Section A is the front section on Martin Luther King Drive, closest to W. Pine Street. Commissioner Chesson reported the first consideration was Ms. Coffield's request to begin selling plots on the farthest side of the cemetery and the second consideration is what staff is able to do. Commissioner Coffield requested staff to work areas C and D and do not allow A and B to be developed until C and D are developed. The Public Works Director reported the biggest leap for him is to dictate where residents can buy plots and can see both sides. He reported it would create a challenge if plots in area E and F were sold prior to areas A and B as the dirt will have to be dealt with. Commissioner Coffield questioned if there are plans to put shrubbery outside the fence. The Public Works Director reported anything is possible. Fencing has been put into place already and he works at the Board's pleasure. If shrubbery is requested, shrubbery will be planted. The budget and manpower for the department is very thin. It is a challenge to survive on the current budget as the sale of plots does not cover the department's current expenses. He will research to see what is easy to maintain. Commissioner Rodgers questioned if this process of preparing the cemetery will affect property values. The Town Administrator reported the property has been listed as a cemetery for a long time. *Commissioner Chesson motioned to begin selling plots in C and D until it reaches 75% occupancy prior to selling plots in E and F and investigate the cost of phasing shrubbery that is easy to maintain and provides a hedge and a long-range capital plan to phase it over time, seconded by Commissioner Coffield and unanimously passed to approve the cemetery plan as presented.*

Approval of Audit Contract
The Town Administrator presented an audit contract for the year ending June 30, 2020 with Carr Riggs & Ingram. *Commissioner Knox made a motion to approve the audit contract with Carr, Riggs & Ingram, seconded by Commissioner Moore, and unanimously passed to approve the regular agenda as amended.*

Consideration of Offer to Purchase 118 Pearl Street

The Town Administrator reported a bid was received for the 118 Pearl Street. This property was foreclosed on with a delipidated building on it. The Town was hopeful to have the Fire Department burn the building on the property but the building was too close to an adjacent home. An advertisement has been run in the paper to allow for upset bids. If another deposit is received, an advertisement will have to be run again to allow for other upset bids. *Commissioner Chesson made a motion to accept the offer subject to the raised bidding procedures as required by the General Statutes and be brought back before the board to accept, seconded by Commissioner Knox, and unanimously passed.*

Approval of Demolition Ordinances

Town Planner and Zoning Administrator reported Code Enforcement demolition has begun for the 4 properties. All General Statute requirements were met regarding notifying property owners, holding public hearings, and the last requirement is to pass the ordinances which will give the authority to demolish the buildings. A separate vote for each ordinance is required. Commissioner Moore questioned as the Board was told the building on the 203 Morris Street was to be demolished by the end of the year. The Town Planner and Zoning Administrator reported the delay was in an effort to streamline the demolitions and hopefully have a cost-savings. Once the demolitions begin, it will take a couple of days and will hopefully be completed by the end of March.

Commissioner Chesson made a motion to pass Ordinance 2020-6 to demolish the building on 203 Morris Street, seconded by Commissioner Coffield, and unanimously passed.

Commissioner Moore made a motion to pass Ordinance 2020-7 to demolish the building on 405 Blount Street, seconded by Commissioner Rodgers, and unanimously passed.

Commissioner Rodgers made a motion to pass Ordinance 2020-8 to demolish the building on 416 Blount Street, seconded by Commissioner Coffield, and unanimously passed.

Commissioner Chesson made a motion to pass Ordinance 2020-9 to demolish the building on 416 New Avenue, seconded by Commissioner Coffield, and unanimously passed.

These ordinances are hereby attached with the minutes of this meeting and incorporated in the Town's Ordinance Book for future reference.

Approval of Letter of Support for Future I-87 RISE Project

The Town Administrator received a request from the NC Division of Transportation as they are applying for grant funds for the Future I-87 Resiliency, Innovation, Safety, Economy Project. *Commissioner Chesson made a motion to approve the Letter of Support for Future I-87 RISE project, seconded by Commissioner Knox, and unanimously passed.*

Consideration of Micro-brewery, Micro-winery, Micro-distillery and Brewpub Ordinance Text Amendment

The Town Planner and Zoning Administrator reported the changes to the text in the Zoning Ordinance will add verbiage adding the micro-winery and micro-distillery to the current ordinance. The Town Attorney reported a paper ordinance will have to be developed and brought to the Board for consideration. *Commissioner Chesson made a motion to request staff to bring an ordinance to the Board for approval, seconded by Commissioner Knox, unanimously passed.*

Consideration of Outdoor Dining and Gathering Areas Ordinance Text Amendment

The Town Planner and Zoning Administrator reported the changes to the text in the Zoning Ordinance will outdoor dining and gathering areas to the current ordinance. This is a marketing tool for current and future businesses. There will not be alcohol sales on a sidewalk as that is against the Town's current ordinance but will allow alcohol sales in behind or beside the business with proper permits. Commissioner Moore questioned if this is something that will help sale building downtown or is this something that could be revisited at a later time. The Town Planner and Zoning Administrator reported this will be a marketing tool to encourage future businesses. Commissioner Rodgers reported the Town needs to revisit this due to the alcohol and consumption. The Town Attorney reported a paper ordinance will have to be developed and brought to the Board for consideration at the next regular meeting. Commissioner Chesson requested staff to approach current businesses and potential businesses to see how it will affect the big picture.

Godwin Coppage Concession Stand Operations

The Parks and Recreation Director reported the softball park opened in 2007. The Town reviewed options regarding leasing the concession stand operations to a group. The Williamston Softball Fastpitch Association was created by local coaches and their two primary responsibilities was to help with softball tournaments and to run the concession

stand. That operation has worked well over the years. Ten percent of the funds was given to the Town and the rest went to the Association. The Association has agreed to donate some of those funds to assist the Town put concrete under the bleachers. Volunteer participation in the Association has dwindled over the years and the Association is not as active. With the increase in tournaments, the Association has not been able to maintain the concession operations due to lack of volunteers and have had to sublease to other nonprofits like school clubs. He reported he is considering the option of the Town taking over the concession stand operations. He wanted the Board to be aware of the future possibility of changes that may be needed. Commissioner Chesson reported the Town needs to consider another lease as Town employees should not assume that responsibility. Commissioner Moore questioned if the Town would receive the profit from the concession stand. The Recreation Director reported the Town would receive the profit but would increase the Town's expenses with staffing and supplies. Commissioner Moore questioned the Town's liability if it was leased. The Town Attorney did not foresee any issues with a lease as the Town would have a contract. Commissioner Chesson questioned if the Town would require a modest stipend in addition to liability insurance. The Recreation director reported the current lease requires a payment of ten percent of the proceeds plus insurance. If the Town required a set fee, this could cause a hardship to the contracted group as the number of tournaments is not consistent.

Approval of the State Hazmat Contract Proposal

The Fire Chief requested the Board approval to submit the technical proposal for the Town to continue the Hazmat Response Team. The Town began the Hazmat Response Team in 1995. The proposal will extend for the next four years and the State will extend for one year. The technical proposal is a request to receive a contract from the state of North Carolina to continue this service. Once the contract is received, it will be forwarded to the Town Attorney for review. He is working with the State Attorney's office to expedite this as it must be completed before July. He requested permission to sign on behalf of the Town of Williamston to ask for a contract. This will require a witness signature, the Town Clerk's signature and use of the Town's corporate seal. The contract will be brought to Board for approval once received. *Commissioner Knox made a motion to grant the Fire Chief permission to sign the technical proposal to continue with the Hazmat Response team on behalf of the Town, seconded by Commissioner Moore, and unanimously passed to approve the motion.*

DEPARTMENTAL REPORTS

Fire/Rescue

The Fire Chief provided the following report:

- There were 223 calls in the month of February
- Hazmat Team performed outreach services to Purdue, Bertie County and fielded technical responses.
- There have been 12 requests for fire alarms. As one house may require multiple alarms, it will not take long for the 52 alarms requisitioned to be used.
- The Martin County Fireman Association meeting was held in Oak City to discuss the water haul training the department will host in Williamston which will help with insurance rating.
- The department attended the Community Unity meeting.

Public Works

The Public Works Director provided the following report:

- He responded to the citizen complaint regarding drainage at the east end on the rail trail. The drainage appears to be unchanged. The water as it drains in the eastern direction does cross over by Baker Gas and crosses under the rail trail in two pipes. There was a heavy flow during the time and the water was not overrunning the bank. Commissioner Moore questioned if he had spoken with the homeowner. The Public Works Director reported he didn't know how to contact the citizen. The Town Administrator reported he did contact the citizen. She is one of the last houses in that area where the landscape flattens out and it is likely she may have water pool in the backyard in a hurricane or massive flooding. When the area was reviewed, it was during a 3-day heavy rain. Commissioner Chesson reported he walks the trail regularly and has not seen any issues.
- He responded to the citizen complaint regarding leaf and limb pickup at the Skewarkee Cemetery which is located beside the historic primitive Baptist church building and the Shamrock restaurant. Historically, the Town has picked up from that property per the Administrator at the time instructed to do so as it is in a very busy and visible area of the Town. The church property has been sold and is now listed as commercial

property. The policy of the Town is to not pick up leaf and limb from commercial property. The elderly 90-year-old gentleman voluntarily cleans the property and does a fine job and requested the Town continue to pick up the leaf and limbs. He made a passionate plea to the Board as it is a historical location. The Public Works Director instructed him that the church is now commercial property and will no longer offer the service. If any changes are to be made from the current position due to the policy in place, it will require Board direction. Commissioner Chesson questioned if he needs direction from the Board. The Public Works Director reported he is receptive to any direction and without direction, he will revert to Town Policy. Commissioner Chesson supports the decision to maintain the policy in place.

- The department is reviewing drainage issues on Chesson Drive. This area was the Town's plan for an industrial park and is exploring options for drainage in this area.
- There are concerns over Factory Street as it is a dirt road and the heavy rainfall presents a challenge to maintain the grade. A minimum rock coverage of the majority of the road of three inches will cost approximately $16,000 that was not specifically budgeted this year.

Parks & Recreation

The Parks & Recreation director reported the following:

- Basketball season ended last weekend.
- All-Star games will begin mid-March and teams have begun practice.
- Softball registration will begin next week.
- There are 14 tournaments scheduled for this year with one this weekend that has 18 teams registered. The tournaments bring lots of revenue for the businesses in the Town of Williamston.
- There are still two full-time positions open.
- He is hopeful to bring a grant before the Board to assist the Town's payment of the PARTF grant for the park. Park renovations can not begin prior to applying for the grant.

Police

The Police Chief reported:

- The department attended the Community Unity meeting. The Jamesville school will reschedule the Career Day.
- Several officers participated in Read Across America and read Dr. Seuss books to the third and fourth graders.
- The department along with other businesses sponsored books for the first and fourth graders in the Williamston elementary school. The books will distribute by our officers to each of the students.
- In response to the speeding complaint on East Franklin Street, he and the Town Administrator reviewed the report to the motor vehicle collision. Speed was not a factor but the sun blinded the driver. There have been complaints of speed in the area in the past and will give consideration to that area. As it is down a slope, it would be easy to reach higher speeds. The department has new radar detectors and are currently training staff. Proactive enforcement will hopefully be met with voluntary compliance in the area.
- He introduced two new officers, Courtney Adams and Garrett Goddard. They have been employed by the Town for a couple of months and all paperwork has been completed and assigned to training officers.
- Commissioner Coffield questioned if citizens are covered under Stand your Ground. The Police Chief reported NC version called Castle Doctrine. He urges citizens to take a concealed carry course to learn the laws of use of deadly force for protection as the course was designed by the Justice Academy and approved for Criminal Justice and NRA instructions to teach NC law to our citizens about what they can and can not do. There are several great instructors in the area.

Planning

The Town Planner and Zoning Administrator reported:

- Williamston has been reaccredited as a Main Street Community for 2020 and are thankful to the community members that have been supportive of the downtown revitalization efforts and to the committee members that have helped in this process.
- Owner initiated demolition of a residential structure at 112 Roanoke Ave after a structure fire a few months ago. The site has been cleaned up.

- Branding Workshop results have been rescheduled for a later date due to the presenters being ill. The new date will be posted on Facebook and emailed to interested parties.
- Tractor Supply received a Special Use Permit from the Planning Board of Adjustments to allow the installation of an LP Tank for distribution. No word on when the installation will take place.
- Cookout has begun work for their location at the old Sonic property. Contractors have not given us a date of completion as of yet.
- Williamston Downtown, Inc. Board Chair Greg Shepherd, along with other community members, have cleaned, repainted, and decorated the downtown trash cans.
- Town Planner met with the owner of the former Magnuson property and informed them the Town would be start code enforcement efforts to make the site more presentable to the public. A site visit with the property owner is scheduled for next Monday to go over what needs to be done.
- Town Planner spoke with a town citizen regarding comments made at the last public comment period in reference to the Riverfront Redevelopment District. They were informed that the sign out on the property is our ultimate vision however, no work has been done yet due to funding. Funds are currently in the CIP for this project.
- Section 8 and subsidized housing: a property owner has asked the thoughts and opinions from the Board regarding our ordinance for multi-family projects. Currently, the zoning ordinance does not allow units over units – meaning construction on new multi-family projects must be one story or townhome style units. The property owner has requested that the ordinance be changed to allow multi-story, multi-family projects for future section 8 and subsidized housing opportunities. Commissioner Chesson reported he will need more discovery information before he could weigh-in. The Town Planner and Zoning Administrator reported residential over businesses is allowed in the Central Business District but residential over residential is currently not allowed.

CLOSED SESSION
It was moved by Commissioner Moore, seconded by Commissioner Coffield and passed to go out of regular session into closed session to address Attorney-Client Privilege per N.C.G.S. 143-318.11(a)(3).

It was moved by Commissioner Chesson to go out of closed session and into regular session. The motion was seconded by Commissioner Coffield and passed.

ADJOURNMENT

There being no further business, the Mayor declared the meeting adjourned at 9:30 p.m.

Submitted By: Approved By:

Town Clerk

Mayor

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

March 28, 2020

The Board of Commissioners of the Town of Williamston met in emergency session on Saturday, March 28, 2020 at 7:30 p.m. in the Assembly Room at Town Hall.

PRESENT Mayor: Joyce Whichard-Brown
Commissioners: Mayor Pro Tem Ronell Rodgers, Alton Moore, and William Coffield
Town Administrator: John O'Daniel
Town Clerk: Christina Craft

ABSENT Commissioners Al Chesson and Jerry Knox

CALL TO ORDER AND INVOCATION
The Mayor called the meeting to order and welcomed everyone. Commissioner Coffield led the pledge of allegiance. Commissioner Rodgers offered the invocation.

WELCOME
The Mayor welcomed all present to the meeting.

AGENDA APPROVED
it was moved by Commissioner Rodgers, seconded by Commissioner Moore, and unanimously passed to approve the agenda as presented.

APPROVAL OF RECONNECTIONS OF ALL WATER ACCOUNTS CUT OFF DUE TO NONPAYMENT ON MARCH 24, 2020
The Mayor reported she called this meeting after listening to Governor Cooper yesterday, doctors on tv, Senator Butterfield today, who repeatedly sad to wash your hands, wash your hands, wash your hands. She reported citizens can't wash your hands, body, water to drink without water. Now, the entire state is under a stay at home order as of 5pm on Monday and what are people to do but get this disease if they don't have water. She called this emergency meeting because she wants water turned back on. After listening to Congressman Butterfield, he said in his presentation that all utilities will be paid. She instructed the Town Administrator call him to find out what that means that it will be paid.

The Town Administrator reported there are approximately 15 accounts that are currently turned off due to nonpayment. Commercial accounts are treated differently as they receive a warning and additional days. Mayor questioned why businesses get special treatment that our citizens do not receive. The Town Administrator reported he was just informed of this today but will have to research to see if this is in writing or normal practice. Mayor reported to not have a problem with it but she is here to serve the citizens. This is the first time this has ever been the case. People are dying and this is nothing to play with. These people can't wash their hands. They aren't supposed to go out but you know they will go out anyway. They haven't washed their hands and who knows when it will start spreading in Williamston. Commissioner Moore reported he thought the Town was on the same page and the town was following guidelines from the Governor. John reported the Governor has not mandated but suggested water not to be turned off. He sent an email to the Board prior to water disconnects as staff is required to continue the practice per policy unless Board direction is given. The Mayor and Commissioner Chesson responded to the email stating that water would be cut off this time as the bills were due the 10th but revisited for future billing. The Mayor stated hindsight is 20/20 and could kick herself for acting sooner as you have to wash your hands. Whether someone is getting over or what, we still have to try to keep this virus from spreading. The Town Administrator reported he is not opposed but requires Board direction. Commissioner Moore questioned how soon we can get water turned back on for all citizens. John stated staff would have to be called in to do reconnects prior to Monday. The Mayor questioned why Public Works can't just come in and do the cut-ons and wait for paperwork on Monday. John reported he would have to call someone in the billing department to make certain no citizen is missed as the billing timeframe has moved into a new monthly cycle. The Mayor stated she understands exactly, at this junction, we can't think about money as this not only an emergency meeting but is also an emergency to call Shenika and other staff. This is serious business. She does not want to have wait until Monday and wants the water turned on tonight or tomorrow. She entertained a motion to have the water turned on tonight or tomorrow morning and go through whatever channels to get Shenika and staff here to make this happen. *Commissioner Moore made*

a motion and wants to make sure this motion goes into the forward in the right direction, that is tonight as soon as this meeting is over to make sure the appropriate employees are called to make certain this water cut back on as soon as possible, seconded by Coffield and was unanimously passed. Commissioner Rodgers then commented that this meeting is not to discuss other matters but this is a sensitive matter. He reported the Board has to think of the Town and what is right as far as the citizens paying their bills. He questioned how is it right for the Town to want to get their citizens to pay their bills but also has to strike a balance with that and consider problems beyond the bills should people's water be cut off regarding hygiene and that could be terrible. This disease doesn't sit still. It moves in such a way now that I am afraid to trust anything or anyone. They need to be able to take care of their hygiene needs. The virus can live on fabric and they need to be able to wash their clothes. There are 6 cases in Bertie and 3 deaths from what I have heard from people in that area. Commissioner Coffield questioned if unable to contact Shenika, is there anyone else that can be called. John stated he would reach out to the Finance Officer and Public Works Director to arrange staff to begin working on this immediately.

ADJOURNMENT

There being no further business, the Mayor declared the meeting adjourned at 7:42 p.m.

Submitted By: Approved By:

_____ _____

Town Clerk Mayor

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

March 31, 2020

The Board of Commissioners of the Town of Williamston met in regular session on Tuesday, March 31, 2020 at 5:30 p.m. in the Assembly Room at Town Hall.

PRESENT Mayor Joyce Whichard-Brown
Commissioners: Mayor Pro Tem Ronell Rodgers, Al Chesson, Alton Moore, and Commissioner Jerry Knox. William Coffield was present via GoToMeeting application
Town Administrator: John O'Daniel
Town Clerk: Christina Craft
Town Attorney: Daniel Manning
Fire Chief: Michael Peaks

ABSENT None

The Town Clerk informed the Board the meeting is broadcasted live to the public through the use of the GoToMeeting application in an effort to maintain transparency to the public. Commissioner Coffield is the only participant that is not muted on the application during the meeting.

CALL TO ORDER AND INVOCATION
The Mayor called the meeting to order and welcomed everyone. Commissioner Moore led the pledge of allegiance. She requested a moment of silence for the Fire Captain. Commissioner Knox offered the invocation.

AGENDA APPROVED
The Mayor asked if there were any adjustments to the Regular Agenda or if the Board wished any items to be removed or added the Regular Agenda. The Town Administrator requested a text change under Old Business to change the description from Fire Engine to Ladder Truck Repair. *It was moved by Commissioner Chesson, seconded by Commissioner Knox, and unanimously passed to approve the regular agenda as amended.* Commissioner Rodgers expressed concern of postponing the entire agenda until after the corona virus pandemic is over. Commissioner Chesson reported the urgency of the meeting is the repairs needed on the ladder truck. The actions related to the budget may be discretionary. The Town Administrator reported a few items were moved from the April meeting schedule to receive input and the other items on the April meeting could be pushed to a later date. The staff does need direction on a few items regarding the Town's response to the COVID-19 virus. The Mayor requested a show of hands to move forward with the agenda as presented.

OLD BUSINESS
Approval of Ladder Truck Repair
The Fire Chief reported he is requesting ladder truck repairs in the amount of $44,127 as the Town has only the one ladder truck which was purchased in 1999. On the latest inspection, it was found there is a corrosion issue on the truck. The warranty on the apparatus is for 20 years. The warranty does not cover damage from corrosion. A quote has been received 44,126.91. He reported there are six places on the base section of the ladder. The company will have to take the ladder apart by section. The repair company will remove the section of worst corrosion and weld a new section in its place. The ladder truck cannot be used in its full extent at this time. The truck is due for replacement per the Capital Improvement Plan in five years. It is dangerous to use on elevated areas without the repair. The Town Administrator reported a budget amendment would be brought before the Board at the next meeting if the Board approves the immediate repair. Commissioner Chesson was concerned how the ladder truck corroded as the vehicle is very well maintained and housed. The Fire Chief reported the truck is very well maintained with annual inspections and is washed and waxed regularly. He believes the corrosion was from the inside out. Commissioner Moore questioned if the truck had undercoating on it. The Fire Chief reported this is not an issue that is seen on a regular basis and is not aware if the vehicle was purchased with undercoating. *It was moved by Commissioner Moore, seconded by Commissioner Knox, and unanimously passed to approve the ladder truck repair as requested.*

Approval of Board Travel Policy

The Town Administrator reported the board travel policy has been amended per Board's direction. The policy includes a form that will need to be completed to authorize the Town Clerk to register Board members for conferences and obtain hotel rooms. The Mayor reported the policy states no luxury accommodations are allowed. As far as conferences, she requested to be booked at the host hotel for conferences. The Town Administrator reported the host hotel is the first option for accommodations. The Mayor reported she has had to stay in places other than the host hotel which is unacceptable. The Town Clerk reported the host hotel is the first option but the blocked rooms for the event are limited and, if the blocked rooms are full, she makes reservations at other suggested hotels suggested by the event sponsors. Registrations are not done until requested by the member. The Mayor reported the second to the last paragraph of the policy lists employees. The Town Administrator reported he will change "employees" to read "elected officials." *It was moved by Commissioner Moore, seconded by Commissioner Chesson, and unanimously passed to approve the Board Travel Policy as amended.*

Approval of Board Travel Budget

The Town Administrator reported the travel budget was brought before the Board at the January Board Retreat. Commissioner Moore suggested in a previous meeting to increase the budgeted amounts to $1,500 per Board member. The presented budget incorporated the request which would begin in July 2020. While amounts were listed per conferences attended, the total amount per commissioner would be used to cover any local and away meetings the member choses to attend regardless of what was listed on the budget presented. Commissioner Chesson stated the uncertainty of the times we are in. The Fed in St. Louis is projecting 32% unemployment for this year. The unemployment rate in the 2008 and 2009 recession was 12%. The Town was preparing to purchase the building beside the Piggly Wiggly for a public safety building and cancelled. We don't know how people will be able to pay their bills as unemployment letters are just now being distributed. The 15 water accounts that were cut back on in the emergency meeting Saturday night was at a cost of $1,500. He recommends not adding anything further to the budget over the 2019/2020 amounts as the Town has current obligations for the renovation of the Fire Department, relocation of the Police Department and the Gaylord Perry Park improvements. Those amounts will still be a very hard budget to meet as the Town has not seen the seriousness of the situation. Commissioner Rodgers reported the loss of Park Dale industry and a decline in population has already affected the water rates and now people are unemployed. Commissioner Chesson reported the Board needs to give the staff some direction so staff will be able to present a balanced budget. The Mayor questioned if Commissioner Chesson was referring to other requests such as the Library, Arts Council and Williamston Boys and Girls Club. Commissioner Chesson reported he was referring to any increases in the upcoming budget over the amounts budgeted in 2019/2020 and wanted to other Board members to know why he plans to vote against any increases or additions. Commissioner Moore reported if the funds are in the budget and unused, the funds are still there. The Town Administrator reported all departments are required to stay within their budgets. If additional expenditures are noted, directors make special effort to decrease other spending in other line items to accommodate. Any funds unexpended are put into the emergency fund for emergencies like a pandemic or hurricane. Commissioner Moore reported there are funds made available to the town to assist in the pandemic. The Town Administrator reported there is a Cares Act but it appears to be designed for the larger populated towns. He reached out to Congressman Butterfield's office to see what options are available for Williamston. Commissioner Moore reported all water bills will still have to be paid. The Town Administrator was concerned if water accounts are allowed to go too many months, it will be very difficult for the customer to catch back up. The department heads work very hard as a team to keep expenses as low as possible. The Mayor requested a motion to accept the Board travel budget as presented. *Commissioner Chesson made a motion to keep the Board Travel Budget the same as 2019/2020, seconded by Commissioner Knox. The Town Administrator questioned if the motion refers to the gross amount and Commissioner Chesson confirmed it was for a gross amount. Commissioners Moore, Rodgers, Knox and Chesson voted in favor of maintain the same Board Travel Budget in 2020/2021 as is in place for 2019/2020. Commissioner Coffield voted against.*

Approval of Williamston Boys and Girls Club Budget Request

The Town Administrator reported the Williamston Boys and Girls Club did not submit their budget request by the deadline approved by the Board. The Mayor reported the Club claims they did send a request in but staff claims they did not. She questioned why the Club cannot submit a day late and the information was not submitted in the Board packets. The Town Administrator reported when anyone applies for a grant or funds, there is a deadline. Commissioner Chesson reported the Boys and Girls Club is a great organization and the Town needs to support it. Originally, the Town was requested to provide seed money for the three years. In their budget for 2020, there is a

$42,000 excess in revenue over expenses. Their total current assets are $3.4 million in current assets over liabilities. They have almost a $700,000 increase in cash for the year. The Boys and Girls Club are doing fine. He recommended keeping the same $15,000 allocation or even a modest decrease which is concurrent with the previous suggestion to remain at the current level for all organizations across the board. *It was moved by Commissioner Chesson, seconded by Commissioner Moore, and unanimously passed to approve $15,000 allocation for the Williamston Boys and Girls Club.* Discussions continued regarding other organizations that requested funds. The Town Administrator reported the Historical Society requested a reduced amount of $1,000. The Martin Memorial Library requested the same amount and will be budgeted at $102,000. The Martin County Arts Council requested an increase but plan to budget the same amount as previous year of $7,000. The Martin County Chamber of Commerce was a new request of $2,500 and our plan is to budget their full request.

NEW BUSINESS

Approval of Offer to Purchase 118 Pearl Street

The Town Administrator reported the Town received an offer to purchase 118 Pearl Street. Per Board direction, the bid was accepted and, per General Statue, the bid was advertised to allow for upset bids. No upset bid was received. The Town Attorney advised the Board to accept the bid subject to the bidder making payment of the 2019/2020 taxes if the transaction is completed prior to July 1, 2020. *It was moved by Commissioner Knox, seconded by Commissioner Chesson and unanimously passed to approve to accept offer to purchase the property at 118 Pearl Street for $1,500 subject to the buyer paying the 2019/2020 taxes.*

Consideration of Land and Water Conservation Fund (LWCF) Grant

The Town Administrator reported the Parks and Recreation Director has found a LWCF grant that may help fund the Gaylord Perry Park renovation. This grant can be used towards the Town's match requirement in the PARTF grant. He is requesting Board approval to apply for the grant and to designate the Mayor, the Park and Recreation Director and Town Administrator to represent the Town. *It was moved by Commissioner Chesson, seconded by Commissioner Moore and unanimously passed to apply for the LWCF grant and to designate the Mayor, Parks and Recreation Director and Town Administrator to represent the Town in this transaction.*

Discussion of Town Operations in the COVID-19 Response

The Town Administrator reported there are two COVID-positive individuals in Martin County. Currently, the Town has closed all Town-owned buildings to the public. It is a concern how to continue with current operations and maintain the safety of staff and citizens. The first plan is to send all nonessential staff home without pay which is not an optimal option. The second option is to send all nonessential staff home with pay which will cause morale issues. The third plan is to split the employees in two teams. One team will work one week, then be home a week with pay. If someone in a team contracts the virus, the entire staff will not be exposed. Staff would remain available if called upon on their week home for emergencies. The Fire and Police departments are the most challenging with splitting in teams. The Town Administrator recommends the last option. He and the Finance Officer are considering doing something extra for the first responders as they cannot stay home. The greater issue is if our entire staff is exposed, there is little hope for outside help as other agencies have the same issue is nationwide. He requested Board approval for the 50% staffing and to give him the discretion to make further changes if things get worse without having to request a Board meeting. The top priorities are the essential services such as police, fire/rescue, and water/sewer services. He requested the Mayor and Board communicate with staff solely through email and phone to reduce possible exposure. Commissioner Rodgers questioned the stress level of staff. The Town Administrator reported many staff members have small children in the home and are concerned of carrying the virus to their loved ones. Commissioner Moore questioned how the community will be advised on services that are to be reduced. The Town Administrator reported all changes are being posted on the website, Facebook and the Enterprise. Commissioner Chesson thanked the staff for the updates on Facebook as they have been well received. Commissioner Moore questioned if the Mayor will be kept in close communications about any changes. The Town Administrator reported he plans to keep the Mayor and entire board abreast of changes so all the Board is aware if questioned by citizens. The Town Administrator reported some agencies have stopped accepting cash payments. Our staff has been supplied with gloves and hand-sanitizer. Commissioner Rodgers questioned if the police department will enforce the governor's 5 o'clock rule. The Town Administrator reported the Police Department will continue to enforce the laws the best to their ability. Commissioner Chesson reported citizens are still allowed to shop for necessities while the stores are open. Even the National Guard does not have the manpower to stop and question everyone. The Mayor questioned if the Town is giving staff letters to prove why they are out. The Town

Administrator reported staff will use their ID badges. Commissioner Moore questioned the line item on his personal water bill for the Water Authority. The Town Clerk reported the bill was broken down in detail to help citizens understand the makeup of the monthly bill. The Water Authority is the amount charged by the Martin County Regional Water Authority which is where the Town purchases the water provided. Commissioner Moore reported Hamilton offers a level billing and auto-drafts for monthly payments. The Town Administrator reported Hamilton does not purchase the water from the Water Authority but has a well which makes it easier for them to allow that as the Town of Williamston has to purchase 100% of water used. Commissioner Moore questioned if the Town changed the length of time citizens were allowed to pay. The Town Administrator stated it was changed years ago to cut off for nonpayment after being one-month delinquent from two-month delinquent. The Governor issued an executive order today restricting all organizations providing utilities to not suspend any services for nonpayment, no late fees are to be charged and reasonable repayment plans are to be offered at the end of the order which was stated for the next 60 days. *Commission Chesson made a motion to approve the 50% staffing plan as presented and to authorize the Town Administrator to work with Department Heads to make changes as warranted during the duration of the COVID-19 outbreak.*

ADJOURNMENT

There being no further business, the Mayor declared the meeting adjourned at 8:00 p.m.

Submitted By:

Approved By:

Town Clerk

Mayor

ORDINANCE NO. 2020-10

AN ORDINANCE AMENDING THE ZONING ORDINANCE
OF THE TOWN OF WILLIAMSTON

WHEREAS the Williamston Planning Board has recommended the following amendments to the Williamston Zoning Ordinance and the Town has held a public hearing on the 2nd day of March, 2020 to consider these amendments, no objection having been received to the proposed amendments;

BE IT THEREFORE ORDAINED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF WILLIAMSTON that the Zoning Ordinance of the Town of Williamston be amended as follows:

1. A new word definition is added as follows:

   Micro-distillery: a facility for the production of less than 50,000 U.S. gallons of craft distilled spirits of alcoholic beverages per year that is limited in its location, size, and operation in accordance with the provisions of Section 6-14.1(f).

2. A new word definition is added as follows:

   Micro-winery: A facility for the production of less than 50,000 gallons of wine that is limited in its location, size, and operation in accordance with the provisions of Section 6-14.1(f).

3. That Section 6-14.1(f) be added to Permitted Uses for a CBD (Central Business District) as follows:

   f. Micro-breweries, Micro-distilleries, Micro-Wineries and Brewpubs:

   1. The principal use shall be the production of malt beverages, distilled spirits, or wine for retail sales for on-premises and off-premises consumption in accordance with ABC permit requirements set forth in G.S. 18B-1001 as amended and issuance of on-premises malt beverage, distilled spirit, or wine permit for breweries, distilleries, or wineries as authorized by G.S. 18B-1104 as amended and all other laws pursuant to G.S. 18B as amended.

   2. Accessory uses may include and are limited only to: retail sales, food and beverage consumption, live entertainment, tasting room, event room, and loading area.

      2a. Loading area must be located on side or rear of structure.

3. The portion of the building devoted to operating equipment shall not exceed 5,000 square feet.

4. A minimum of 25% of the floor area shall have operating equipment that produces malt beverages, distilled spirits, or wine for retail sales. This percentage shall be satisfied at the time a Zoning and Fire inspection is conducted and shall be manufactured thereafter.

5. A micro-brewery, micro-distillery, winery, or brewpub shall not require a membership, cover or minimum charge for admittance or service.

6. No outside storage is allowed.

7 Existing conforming use conventional restaurants may add, subject to an additional permit, a brewpub operation as an accessory use provided they comply with the following:

   (a) The restaurant must be located within the CBD (Central Business District) zoning district, subject to an approved special use permit.

   (b) The area of the restaurant devoted to operating brewing equipment shall not exceed 30% of the area of the restaurant including the area devoted to operating brewing equipment.

   (c) Malt beverages produced for retail sales for on-premises and off-premises consumption shall comply with ABC permit requirements set forth in G.S. 18B-1001 as amended and issuance of on-premises malt beverage permit for breweries as authorized by G.S. 18B-1104 as amended and all other laws pursuant to G.S. 18B as amended.

   (d) The restaurant and the microbrewery accessory use shall not require a membership, cover or minimum charge for admittance or service.

4. The following provisions pertaining to outdoor dining and gathering areas shall be added to and apply to Section 6-12.1 (Office and Institutional), Section 6-13.1 (Neighborhood Commercial), Section 6-14.1 (Central Business District), Section 6-15.1 (Downtown Commercial), Section 6-16.1 (Highway Commercial), and Section 6-17.1 (Commercial Highway Mixed Use):

   (A) Outdoor dining or gathering areas including tables, chairs, and other furnishings for restaurants or other businesses shall be located no closer than ten feet to any property line or right of way and shall not obstruct any exits from the premises.

(B) Plans for outdoor dining or gathering areas shall be approved by the Zoning Administrator prior to installation and should include a scaled drawing or site plan illustrating the proposed boundary for the outdoor dining or gathering area of the associated restaurant, including but not limited to property lines, sidewalks, curb lines, lighting, trees, planters, street signs, benches, and fire hydrants. The drawing shall illustrate the section of sidewalk, public alley, or personal property to be used for the outdoor dining or gathering area and the section to be kept clear for pedestrian use, and depict the proposed materials and placement of tables, chairs, and barriers on the sidewalk or public alley.

(C) The business owner shall provide evidence of a valid insurance policy that will indemnify the Town for any damage to the sidewalk or public alley and for any damages for which the Town might incur liability because of property damage or personal injury arising out of the use of the sidewalk or public alley for seating purposes.

(D) The business owner shall indemnify and hold harmless the Town and its officers, agents, and employees from any claim arising from the operation of the outdoor dining and gathering area.

ALCHOHOLIC CONSUMPTION IN OUTDOOR DINING AND GATHERING AREAS

(A) Alcoholic beverage consumption may be allowed in outdoor dining or gathering areas for restaurants, microbreweries, or brewpubs with a valid zoning permit issued by the Town of Williamston and applicable ABC permits which allow on-site consumption and include the outdoor dining and gathering areas within the premises of the ABC permit(s).

(B) All outdoor dining or gathering areas allowing alcoholic beverage consumption shall meet the following requirements:

(1) The portion of the outdoor dining or gathering area where alcohol is or may be served shall be delineated by clearly visible barriers made of wood, rope, or other suitable material and shall not have more than two designated points of ingress and egress.

(2) Signs shall be posted, visible at all designated exit points from the outdoor dining or gathering area, that it is unlawful to remove alcoholic beverages in open or unsealed containers from the premises. The restaurant, microbrewery, or brewpub operators shall be responsible for insuring that no alcohol is served or consumed outside the designated area.

5. The following provisions shall be added to and apply to Section 6-14.1 pertaining to CBD (Central Business District):

OUTDOOR DINING AND GATHERING AREAS IN THE DOWNTOWN DISTRICT.

Notwithstanding any other provision to the contrary:

(A) For outdoor dining or gathering areas located on sidewalks in front of restaurants or other businesses located in the Central Business District Zone, tables, chairs, and other furnishings shall be placed a minimum of six feet from any travel lane.

(B) Tables, chairs, and other furnishings shall be placed in such a manner that at least five feet of unobstructed paved space of the sidewalk, measured from any permanent or semi-permanent object, remains clear for the passage of pedestrians and provides adequate passing space that complies with the Americans with Disabilities Act.

(C) Restaurants or other businesses located on a DOT maintained street must also follow all applicable requirements set forth by G.S. 136-27.4.

Adopted this the _____ day of _____, 2020.

_____
Mayor

_____
Clerk

Williamston
NORTH CAROLINA

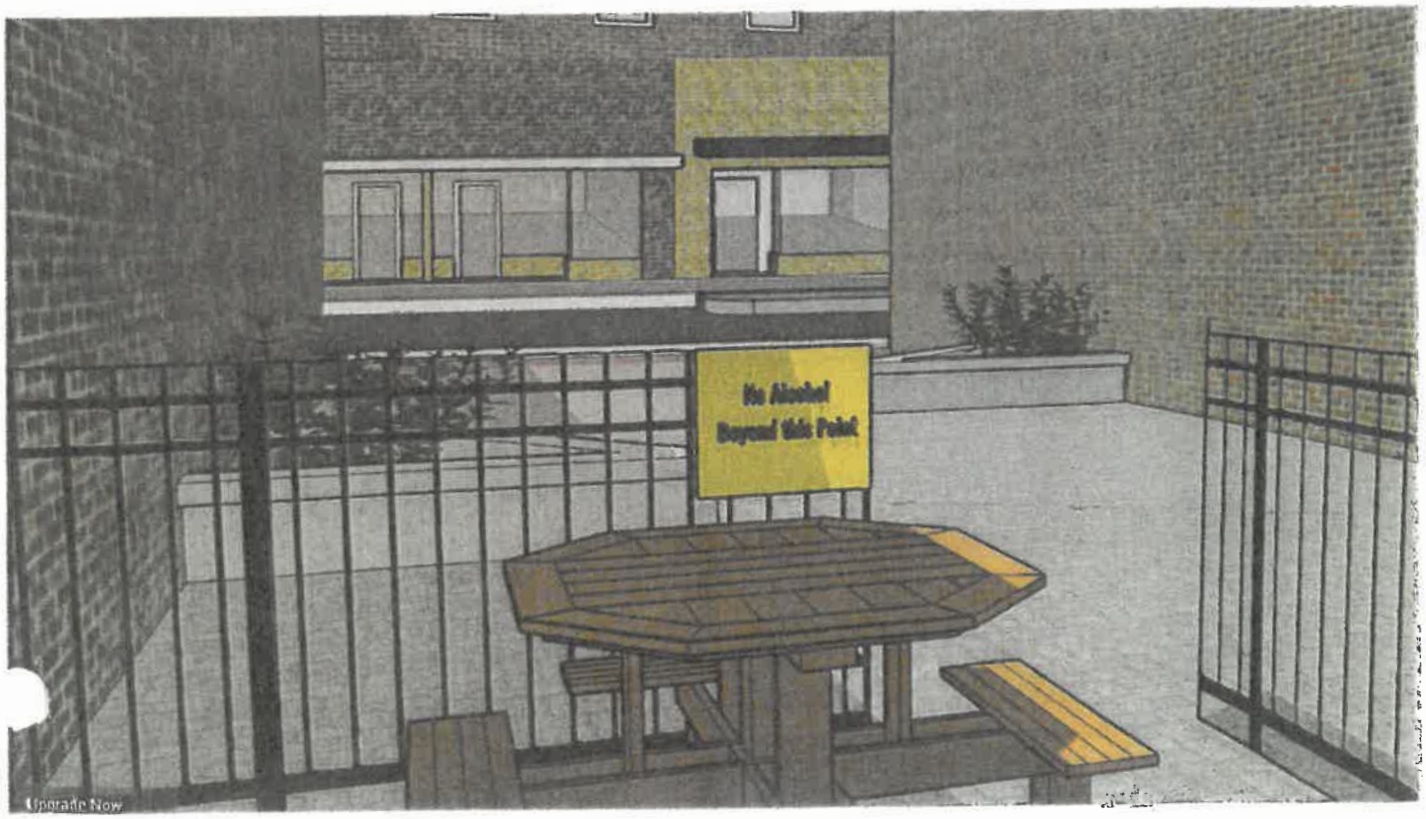
CERTIFICATION

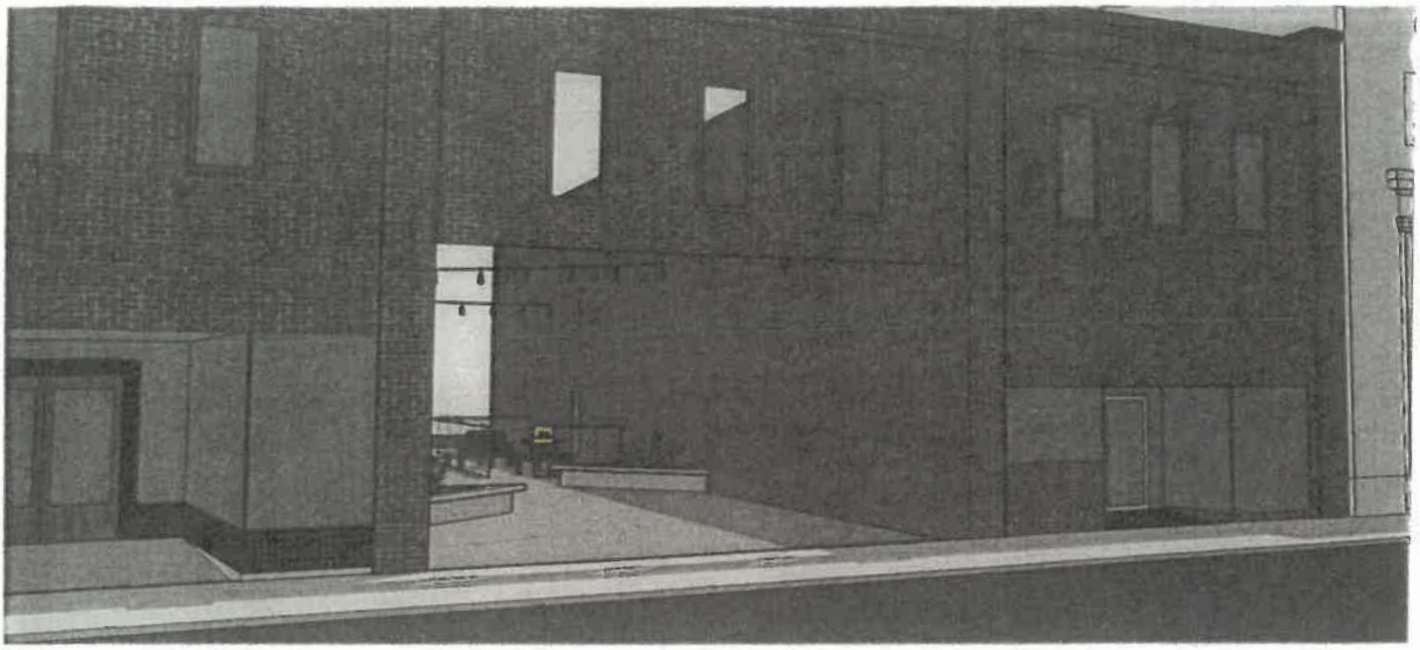
The undersigned, CHRISTINA CRAFT, Clerk, Town of Williamston, certifies that the above is a true copy of that certain Ordinance of the Board of Commissioners of the Town of Williamston made and entered on the _____ day of _____, 2020.

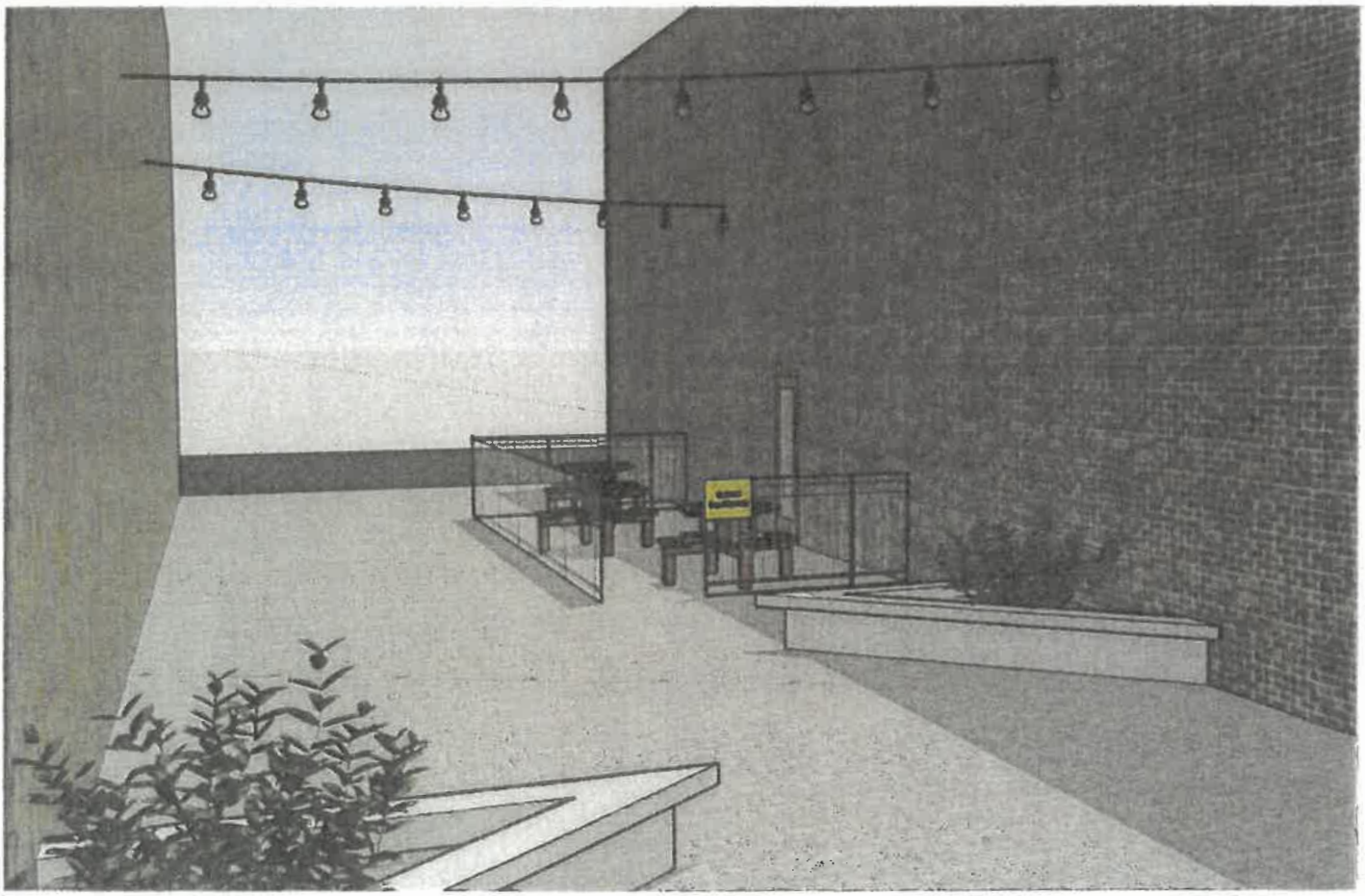
This the _____ day of _____, 2020.

_____
CHRISTINA CRAFT
TOWN OF WILLIAMSTON
NORTH CAROLINA


No Alcohol
Beyond This Point


No Alcohol
Beyond This Point
Upgrade Now





Williamston
NORTH CAROLINA

June 2, 2020

Mr. Tommy Webster
Disaster Services Operations Manager
Phillips & Jordan, Inc.
10201 Parkside Drive
Knoxville, TN 37922

Re: PreStorm Debris Contract

Dear Mr. Webster:

It is currently time for the Town of Williamston to offer an annual renewal of the PreStorm Contract for Debris Management Services. The Town of Williamston contracted Phillips and Jordan Inc. in June of 2018. The term of this contract allows for the extension of the agreement for an additional one year term with the approval of the Town's Governing Board and written concurrence of both parties on any negotiated changes to the terms and specifications in the contract. The Town of Williamston Board of Commissioners voted unanimously on June 2, 2020 to extend the contract for one additional year term and the negotiated CPI increase of 2.65%.

To meet the requirements of this renewal and recertification, please provide any pertinent or relevant information regarding the following or any other information that might affect your firms' ability to provide the services in this contract, such as:

- Changes in ownership
- Changes in corporate status with the State of North Carolina
- License Sanctions or debarment
- Changes in financial ability to provide the proposed services to the Town of Williamston
- Changes in Contractor's Payment and Performance Bond capabilities
- Changes in personal committed to this contract
- Assignment of this contract to another entity
- Provide and include a current ACORD Form 25 for this contract period

Thank you for your continued service to our Town.

Joyce Whichard-Brown
Mayor

PO Box 505 | Williamston, NC 27892 | (252) 792-5142 | Fax (252) 792-5225

Pre Storm - Contract for Debris Management Services

THIS CONTRACT is made this the 18 day of June, 2018, by and between **Phillips and Jordan INC** (herein referred to as "**Contractor**") and the **Town of Williamston** a political subdivision of the State of North Carolina (herein referred to as "**Town**").

RECITALS

WHEREAS, it is foreseen that it may be in the public interest to provide for the expedient removal of storm debris within the corporate limits of **The Town** plus recovery Technical Assistance to the appointed and elected officials resulting from a future storm or manmade event; and

WHEREAS, the **Town** has in the past suffered the full force and effects of major storms and the resulting destruction brought upon **Town** by such storms or manmade disasters; and

WHEREAS, the Public Health and Safety of all the citizens will be at serious risk; and

WHEREAS, the immediate economical recovery of the **Town** and its citizens is a major concern and the primary priority for recovery; and

WHEREAS, the availability of experienced prime storm debris contractors may be severely limited; and

WHEREAS, **Contractor** has the experience, equipment, manpower, permits and licenses to perform all storm related debris services; and

WHEREAS, the **Town** and the **Contractor** have agreed to the Scope of Services, prices, terms and conditions as set out in this Contract; and

THEREFOR, in consideration of the single sum of One Hundred Dollars ($100.00) and for other considerations acknowledged by both parties, said parties do agree to the following stipulations and conditions.

1.0 SERVICES

1.1 Scope of Contracted Services:

The **Contractor** shall provide all expertise, personnel, tools, materials, equipment, transportation, supervision and all other services and facilities of any nature necessary to execute, complete and deliver the timely removal and lawful disposal of all ***eligible storm-generated debris (herein referred to as "debris")***, not to include hazardous and industrial waste materials and within the time specified in Section 3.3 of this Contract. Emergency push, debris removal and demolition of structures will be limited to: 1) That which is determined to eliminate immediate threats to life, public health, and safety; 2) That which has been determined to eliminate immediate threats of significant damage to improved public or private property; and 3) That which is considered essential to ensure the economic recovery of the affected community to the benefit of the community at large.

These contracted services shall provide for the cost effective and efficient removal and lawful disposal of debris accumulated on all public, residential and commercial properties, streets, roads, other rights-of-way and public school properties, including any other locally owned facility or site as may be directed by the **Town.** Contracted services will only be performed when requested and as designated by the **Town.**

The Contractor shall load and haul the debris from within the legal boundaries of the municipality to a site(s) specified by the **Town** as set out in Section 4.8 of this Contract.

1.2 Emergency Push / Road Clearance:
The Contractor shall accomplish the cutting, tossing and/or pushing of debris from the primary transportation routes as identified by and directed by the **Town** This operational aspect of the scope of contracted services shall be for the first 72 (plus or minus) hours after an event. Once this task is accomplished, the following additional tasks will begin as required.

1.3 Right-of-Way (ROW) Removal:
The Contractor shall remove all debris from the ROW of the **Town** when directed to do so by the **Town**. The Contractor shall use reasonable care not to damage any **Town** or private property not already damaged by the storm event. Should any property be damaged due to negligence on the part of the Contractor, the **Town** may either bill the Contractor for the damages or withhold funds due to the Contractor.

1.4 Right-of-Entry (ROE) Removal *(if implemented by the* Town*)*:
The Contractor will remove ROE debris from private property with due diligence, as directed by the **Town**. The Contractor also agrees to make reasonable efforts to save from destruction items that the property owners wish to save, (i.e., trees, small buildings, etc.) The Contractor will exercise caution when working around public utilities (i.e., gas, water, electric, etc.). Every effort will be made to mark these utilities but the **Town** does not warrant that all will be located before debris removal begins, nor does the Contractor warrant that utility damages will not occur as a result of properly conducting the contracted services.

1.5 Demolition of Structures *(if implemented by the* Town*)*:
The Contractor will remove structures designated for removal by and at the direction of the **Town**. The Contractor agrees to remove in a timely manner all structures as determined by the **Town** as set out in Section 1.1 of this Contract.

1.6 Private Property Waivers:
The **Town** will secure all necessary permissions, waivers and Right-of-Entry Agreements from property owners as prescribed by the Government for the removal of debris and/or demolition of structures from residential and/or commercial properties, as set out in Sections 1.4 and 1.5 above.

1.7 Disaster Recovery Technical Assistance:
The Contractor will provide Disaster Recovery Technical Assistance to elected and appointed officials within the **Town**. This service shall include Debris Program Management Assistance. This is the concept of complete recovery management support where the Contractor would assist a local government applicant on all aspects of the recovery process. Contractor personnel cannot assume the sovereign duties and functions of the **Town** officials and therefore, these services shall be provided by the Contractor through a consulting firm acceptable to the **Town** and in the form of guidance and consultation.

2.0 PERFORMANCE OF SERVICES

2.1 Description of Service:
The Contractor agrees to perform the contracted services in a professional and workmanlike manner and in compliance with all applicable laws, ordinances, rules, regulations and permits. Only the highest quality workmanship will be acceptable. Services, equipment and workmanship not conforming to the Contract documents or meeting the approval of the **Town** may be rejected. Replacements and/or rework, as required, will be accomplished at no additional cost to the **Town**.

2.2 Cost of Services:

The Contractor shall bear the costs of performing all contracted services hereunder, as directed by the **Town**, including but not limited to that which is set out in Section 1.0, plus applicable permit and license fees and all maintenance costs required to maintain its vehicles and other equipment in a condition and manner adequate to accomplish and sustain all contracted services as set out in this Contract.

2.3 Matters Related to Performance:

2.3.1 Subcontractor(s):

The Contractor may utilize the service of subcontractors and shall be responsible for the acts or omissions of its subcontractors to the same extent the Contractor is responsible for the acts and omissions of its employees. The Contractor shall ensure that all its subcontracts have and carry the same major provisions of this Contract and that the work of their subcontractors is subject to said provisions. Nothing contained in this Contract shall create any contractual relationship between any subcontractor and the **Town**. The Contractor shall supply the names and addresses of subcontractors and materials suppliers when requested to do so by the **Town**.

2.3.2 Indemnification:

The Contractor agrees to indemnify, hold harmless and defend the **Town** from and against any and all liabilities, suits, actions, legal proceedings, claims demands, damages, costs and expenses (including attorney's fees) rising out of any act or omission of the Contractor, its agents, subcontractors or employees in the performance of this Contract.

2.3.3 Insurance(s):

The Contractor agrees to keep the following Insurance in full force and effective during the term of this Contract. The Contractor must also name the **Town**, as additional insured, while working within the boundaries of the **Town**.

2.3.4 Worker's Compensation:

This coverage is required if the Contractor employs individuals on either a full or part-time basis to perform the contracted services.

- Coverage A Statutory State Requirements
- Coverage B $1,000,000

2.3.5 Automobile Liability:

Bodily Injury	$1,000,000 each person	$1,000,000 each accident
Property Damage	$1,000,000 each accident	

2.3.6 Comprehensive General Liability:

Bodily Injury	$1,000,000 each person	$2,000,000 aggregate
Property Damage	$1,000,000 each accident	$2,000,000 aggregate

2.3.7 Insurance Cancellation / Renewal:

The Contractor will notify the **Town** at least thirty (30) days in advance of cancellation, non-renewal or adverse change to the required insurance. New certificates of insurance are to be provided to the **Town** at least ten (10) days following coverage renewals or changes.

3.0 STANDARDS OF PERFORMANCE

3.1 Contractor Representative:
The Contractor shall have a knowledgeable and responsible Representative report to the **Town's** designated Contract Representative within 24 hours following the execution of this Contract. The Contractor Representative shall have the authority to implement all actions required to begin the performance of contracted services as set out in this Contract and the Contractor's General Operations Plan.

3.2 Mobilization:
When the written Notice to Proceed has been received by the Contractor and/or the on-site Contractor Representative, he/she will make all necessary arrangements to mobilize a minimum of 50% of the required resources within 48 hours and 100% of the required resources within 72 hours to commence and conduct these contracted services.

3.3 Time to Complete:
The Contractor shall complete all directed work as set out in Section 1.0 of this Contract will be determined once extent of damage has been determined working days and in accordance with Section 5.8 of this Contract.

3.4 Completion of Work:
The Contractor shall be responsible for removal of all debris up to the point where remaining debris can only be described as storm litter and additional collection can only be accomplished by the use of hand labor.

3.5 Extensions (optional):
In as much as this is a "time is of the essence" based Contract; the commencement of contracted services will be as set out in Section 3.2. If the completion of this Contract is delayed by actions of the **Town**, then and in such event the time of completion of this Contract shall be extended for such additional time within which to complete the performance of the Contract as is required by such delay. This Contract may be extended by mutual consent of both the **Town** and the Contractor for reasons of additional time, additional services and/or additional areas of work.

3.6 Term of Contract:
The term of the Contract shall be for two (2) consecutive years beginning on the date of acceptance by and signatures of the **Town** and Contractor, whichever comes later. There shall be an option to extend for an additional two (2), one (1) year terms with the approval of the Town's Governing Board.

3.7 Contract Renewal:
This Contract may be renewed for an additional year after a written concurrence of both parties on any negotiated changes to the terms and specifications contained in this Contract. Section 7.0 and Addendum 1 of this Contract may be reviewed on an annual basis, at which time amended unit costs may be submitted by the Contractor to the **Town** to reflect the current disaster recovery market value of all contracted services in this Contract. Such amendments shall become part of this Contract after both parties sign any such written amendment(s).

3.8 Contract Termination:
This Contract shall terminate upon 30 days written notice from either party and delivered to the other party, as set out in Section 8.1 of this Contract.

4.0 GENERAL RESPONSIBILITIES

4.1 Other Agreements:
The **Town** may be required to enter into agreements with Federal and/or State agencies for disaster relief. The Contractor shall be bound by the terms and conditions of such agreements.

4.2 Town Obligations:
The **Town** shall furnish all information and documents necessary for the commencement of contracted services, to include a valid written Notice To Proceed. A representative will be designated by the **Town** to be the primary point of contact for inspecting the work and answering any on site questions prior to and after activation of this Contract via a written Notice To Proceed. The **Town** is responsible for issuing all Public Service Announcements (PSA) to advise citizens and agencies of the available debris services. The Contractor may assist the **Town** with the development of debris-based PSA(s), if requested.

4.3 Conduct of Work:
The Contractor shall be responsible for planning and conducting all operations in a satisfactory workmanship manner. The Contractor shall exhibit respect for the citizens and their individual private properties. All operations shall be conducted under the review of a **Town** Representative. The Contractor shall have and require strict compliance with a written Code of Ethics.

4.4 Supervision:
The Contractor will supervise and/or direct all contracted services. The Contractor is solely responsible for the means, methods, techniques, safety program and procedures. The Contractor will employ and maintain on the work site a qualified supervisor who shall have full authority to act on behalf of the Contractor and all communications given to the supervisor by the **Town's** Authorized Representative shall be as binding as if given to the Contractor.

4.5 Damages:
The Contractor shall be responsible for conducting operations in such a manner as to cause the minimum damage possible to existing public, private and commercial property and/or infrastructure. Contractor shall also be responsible for any damages due to the negligence of its employees and subcontractors as set out in Sections 1.2 through 1.5 of this Contract.

4.6 Other Contractor(s):
The Contractor shall acknowledge the presence of other contractors involved in disaster response and recovery activities by the federal, state and local government and of any private utility, and shall not interfere with their work.

4.7 Ownership of Debris (optional):
All debris, including regulated hazardous waste, shall become the property of the Contractor for removal and lawful disposal. The debris will consist of, but not limited to vegetative, construction and demolition, white goods and household solid waste.

4.8 Disposal of Debris:
Unless otherwise directed by the **Town**, the Contractor shall be responsible for determining and executing the method and manner for lawful disposal of all eligible debris, including regulated hazardous waste. The primary location of the reduction and disposal site(s) shall be determined by the Town and Contractor. Other sites may be utilized as directed and/or approved by the **Town**.

5.0 GENERAL TERMS AND CONDITIONS

5.1 Geographic Assignment:

The geographic boundary for work by the Contractor's crews shall be as directed by the **Town** and will be limited to properties located within the **Town's** legal boundaries.

5.2 Multiple, Scheduled Passes (optional):
The Contractor shall make scheduled passes at the direction of the Town and/or unscheduled passes of each area impacted by the storm event. The **Town** shall direct the interval timing of all passes. Sufficient time shall be permitted between subsequent passes to accommodate reasonable recovery and additional debris placement at the ROW by the citizens and the **Town**.

5.3 Operation of Equipment:
The Contractor shall operate all trucks, trailers and all other equipment in compliance with any/all applicable federal, state and local rules and regulations. Equipment shall be in good working condition. All loading equipment shall be operated from the road, street or ROW using buckets and/or boom and grapple devices to collect and load debris. No equipment shall be allowed behind the curb or outside of the public ROW unless otherwise directed by the **Town**. Should operation of equipment be required outside of the public ROW, the **Town** will provide a Right-of-Entry Agreement, as set out in Section 1.6 of this Contract.

5.4 Certification of Load Carrying Capacity:
The Contractor shall submit to the **Town** a certified report indicating the type of vehicle, make and model, license plate number and/or trailer VIN number, assigned debris hauling number and measured maximum volume, in **cubic yards**, of the load bed of each piece of equipment to be utilized to haul debris.

The measured volume of each piece of equipment shall be calculated from the actual physical measurement performed by the **Town** and Contractor Representative(s). A standard measurement form certifying actual physical measurements of each piece of equipment shall be an attachment to the certified report(s) submitted to the **Town**.

5.5 Vehicle Information:
The maximum load capacity of each hauling vehicle will be rounded to the nearest whole **cubic yard (CY)**. (Decimal values of .1 through .4 will be rounded down and decimal values of .5 through .9 will be rounded up.) The measured maximum load capacity (as adjusted) of any vehicle load bed will be the same as shown on the trailer measurement form and painted on each numbered vehicle or piece of equipment used to haul debris. All vehicles or equipment used for hauling will have and use a Contractor approved tailgate and sideboards will be limited to those that protect the load area of the trailer.

5.6 Security of Debris During Hauling:
The Contractor shall be responsible for the security of debris on/in each vehicle or piece of equipment utilized to haul debris. Prior to leaving the loading site(s), the Contractor shall ensure that each load is secure and trimmed so that no debris extends horizontally beyond the bed of the equipment in any direction. All loose debris shall be reasonably compacted and secured during transport. As required, the Contractor will survey the primary routes used by the Contractor and recover fallen or blown debris from the roadway(s).

5.7 Traffic Control:
The Contractor shall mitigate impact on local traffic conditions to all extents possible. The Contractor is responsible for establishing and maintaining appropriate traffic control in accordance with the latest Manual of Uniform Traffic Control Devices. The Contractor shall

provide sufficient signing, flagging and barricading to ensure the safety of vehicular and pedestrian traffic at all debris removal, reduction and/or disposal site(s).

5.8 Work Days/Hours:
The Contractor may conduct debris removal operations from sunup to sundown, seven days per week. Any mechanical, debris reduction operations may be conducted from sunup to sundown, seven days per week. Adjustments to work days and/or work hours shall be as directed by the **Town** following consultation and notification to the Contractor.

5.9 Hazardous and Industrial Wastes:
The Contractor shall set aside and reasonably protect all hazardous or industrial materials encountered during debris removal operations for collection and disposal in accordance with the Contractor's Hazardous and Industrial Materials Cleanup and Disposal Plan. The Town will contract under separate contract for the removal, cleanup, and disposal of Hazardous Waste and Materials. The Town may use the contracting services of a firm specializing in the management and disposal of such materials and waste, if/when directed by the **Town**.

5.10 Stumps:
All hazardous/eligible stumps identified by the **Town** will be pulled, loaded, transported, stored, reduced and disposed in accordance with the standards of this Contract. All stumps will be documented, invoiced and paid in accordance with FEMA Hazard Stump Extraction and Removal Policy 9523.11 and Section 7.3 of this Contract.

5.11 Utilizing Local Resources:
The Contractor shall, to every extent possible, give priority to utilizing resources within the **Town**. Debris Contract local preferences will include, but not limited to, procurement of services, supplies and equipment, plus awarding service subcontracts and employment to the local work force.

5.12 Work Safety:
The Contractor shall provide and enforce a safe work environment as prescribed in the Occupational Safety and Health Act of 1970, as amended. The Contractor will provide such safety equipment, training and supervision as may be required by the **Town** and/or Government. The Contractor shall ensure that its subcontracts contain a similar safety provision.

5.13 Inspection and Testing:
All debris shall be subject to adequate inspection by the **Town** or any public authority in accordance with generally accepted standards to ensure compliance with the Contract and applicable federal, state and local laws. The **Town** will, at all times, have access to all work sites and disposal areas. In addition, authorized representatives and agents of the Government shall be permitted to inspect all work, materials, invoices and other relevant records and documentation.

5.14 Other Agencies:
The term "Government" as used in this Contract refers to those governmental agencies, which may have a regulatory or funding interest in this Contract.

6.0 REPORTS ,CERTIFICATIONS and DOCUMENTATION

6.1 Accountable Debris Load Forms:
The **Town** shall accept the serialized copy of the Contractor's debris reporting ticket(s) as the certified, original source documents to account for the measurement and accumulation of the

volume of debris delivered and processed at the reduction and/or disposal site(s). The serialized ticketing system will also be used in the event of additional debris handling for volume reduction and/or the possible requirement for a debris transfer station(s). These tickets shall be used as the basis of any electronic generated billing and/or report(s).

6.2 Reports:
The Contractor shall submit periodic, written reports to the **Town** as requested or required, detailing the progress of debris removal and disposal. These reports may include, but not limited to:

6.2.1 Daily Reports:
The daily reports may detail the location where passes for debris removal were conducted, the quantity of debris (by type) removed and disposed and the total number of personnel crews engaged in debris management operations and the number of grinders, chippers and mulching machines in operation. The Contractor will also report damages to private property caused by the debris operation or damage claims made by citizens and such other information as may be required to completely describe the daily conduct of the Contractor's operations.

6.2.2 Weekly Summaries:
A summary of all information contained in the daily reports as set out in Section 6.2.1 of this Contract or in a format required by the **Town**.

6.2.3 Report(s) Delivery:
The scheduling, point of delivery and receiving personnel for the debris operations report(s) will be directed by the **Town** in consultation with the Contractor.

6.2.4 Final Project Closeout:
Upon final inspection and/or closeout of the project by the **Town**, the Contractor shall prepare and submit a detailed description of all debris management activities to include, but not limited to the total volume, by type of debris hauled, reduced and/or disposed, plus the total cost of the project invoiced to the **Town**. If requested, any other additional information as may be necessary to adequately document the conduct of the debris management operations for the **Town** and/or Government.

6.3 Additional Supporting Documentation:
The Contractor shall submit sufficient reports and/or documentation for debris loading, hauling, disposal, and load capacity measurements as may be required by the **Town** and/or Government to support requests for debris project reimbursement from external funding sources.

6.4 Report Maintenance:
Contractor will be subject to audit by federal, state and local agencies pursuant to this Contract. The Contractor will maintain all reports, records, debris reporting tickets and contract correspondence for a period of not less than three (3) years.

6.5 Contract File Maintenance:
The Contractor will maintain this Contract and the invoices that are generated for the contracted services for a period of five (5) years or the period of standard record retention of the **Town**, whichever is longer.

7.0 UNIT PRICES and PAYMENTS

7.1 Unit Price for Emergency Push / Road Clearance:
The Contractor will invoice the **Town** and be paid for this contracted service in accordance with the rates as set out in Addendum 1 (Sections B and C).

7.2 Unit Price for Debris:
The unit price per **cubic yard** includes all costs for mobilization, loading, transportation, storage, reduction, disposal, overall project management and de-mobilization (plus ROE site work, if applicable) as directed by the **Town** in accordance with the rates as set out in Addendum 1 (Sections A).

7.3 Billing Cycle:
The Contractor shall invoice the **Town** on a **30 day** basis reflecting the close of business on the last working day of the billing period. Serialized debris reporting tickets and disposal site verification of the actual **cubic yardage** for each load of debris or approved itemized stumps will support all invoices.

7.4 Payment Responsibility:
The **Town** agrees to accept the Contractor's invoice(s) and supporting documentation as set out in Section 6.3 of this Contract and process said invoices for payment within **10** business days. The **Town** will advise the Contractor within five (5) working days of receiving any debris service invoice that requires additional information for approval to process for payment.

7.5 Ineligible Work:
The Contractor will not be paid for the removal, transportation, storage, reduction and/or disposal of any material or stumps as may be determined by the **Town** and/or Government as ineligible debris.

7.5.1 Eligibility Inspections:
The Contractor and **Town** will inspect each load to verify the contents are in accordance with the accepted definition of eligible debris, as set out in Section 1.1 of this Contract.

7.5.2 Eligibility Determinations:
If any load is determined to contain material that does not conform to the definition of eligible debris, the load will be ordered to be deposited at another landfill or receiving facility and no payment will be allowed for that load and the Contractor will not invoice the **Town** for such loads.

7.6 Unit Price/Service Negotiations:
Unknown and/or unforeseen events or conditions may require an adjustment to the stated unit prices in Sections 7.1, 7.2 and 7.3 of this Contract. Any amendments, extensions or changes to the scope of contracted services or unit prices are subject to full negotiation(s) between the **Town** and the Contractor and subject to the review of the Government.

7.7 Specialized Services:
The Contractor may invoice the **Town** for costs incurred to mobilize and demobilize specialized equipment required to perform services in addition to those specified under Section 1.0 of this Contract. Additional specialized services will only be performed if/when directed by the **Town**. The rate for specialized mobilization and demobilization shall be fair and reasonable as determined by the **Town**.

8.0 MISCELLANEOUS

8.1 Notice:
Whenever in this Contract it is necessary to give notice or demand by either party to the other, such notice or demand shall be given in writing and forwarded by certified or registered mail and addressed as follows:

To Contractor at: 10201 Parkside Drive Suite 300
(Address)

Knoxville Tn. 37922
(City, State, Zip Code)

Phillips and Jordan INC

To **Town** at: P.O Box 506
(Address)

Williamston, North Carolina 27892
(City, State, Zip Code)

8.2 Applicable Law:
The laws of the **State of North Carolina** shall govern this Contract.

8.3 Entire Contract:
This Contract (including any schedules or exhibits attached hereto) constitutes the entire Contract and understanding between the parties with respect to the matters contained herein. This Contract supersedes any prior contracts and/or understandings relating to the subject matter hereof. This Contract may be modified, amended or extended by a written instrument executed by both parties as per Sections 7.7 and 8.1 of this Contract.

8.4 Waiver:
In the event one of the parties waives a default by the other, such a waiver shall not be construed or deemed to be a continuing waiver of any subsequent breach or default of the other provisions of this Contract, by either party.

8.5 Severability:
If any provision of this Contract is deemed or becomes invalid, illegal or unenforceable under the applicable laws or regulations of any jurisdiction, such provision will be deemed amended to the extent necessary to conform to applicable laws or regulations. If it cannot be so amended without materially altering the intention of the parties, it will be stricken and the remainder of this Contract will remain in full force and effect.

IN WITNESS WHEREOF, the Contractor has caused this Contract to be signed in its corporate name by its authorized representative and the **Town** has caused this Contract to be signed in its legal corporate name by persons authorized to execute said Contract as of the day and year first written above on page one.

Dudley Orr
(Contractor)

By: Dudley Orr

Title: Vice-President
Contracting Agent

Joyce Whichard-Brown
(Town of Williamston)

By: Joyce Whichard-Brown
Joyce Whichard-Brown

Title: Town Mayor
Mayor

ATTEST:

Name – Title
William C. Mitchum, Jr.
Contract Administrator

Town Clerk

Attachments: Addendum 1- Pricing

SEAL

ADDENDUM 1 **PRICING**

A. DEBRIS REMOVAL, PROCESSING AND DISPOSAL.

ITEM	DESCRIPTION OF SERVICE	COST	UNIT
1	Mobilization and Demobilization (Lump Sum)	$5,000.00	Lump Sum
2	Debris Removal from Public Property (Right-of-Way) and Hauling to Temporary Debris Storage and Reduction Site (TDSRS)	$12.50	CY
3	Debris Removal from Temporary Debris Storage and Reduction Site (TDSRS) and Hauling to Final Disposal Site	$12.50	CY
4	Debris Removal from Public Property (Right-of-Way) and Hauling directly to Final Disposal Site	$12.50	CY
5	Management of TDSRS	$3.00	C/Y
6	Processing (Grinding/Chipping) of Debris at TDSRS or Final Disposal	$3.00	CY
7	Processing (Burning) of Debris at TDSRS or Final Disposal Site	$3.00	CY
8	Pick Up and Haul of White Goods to Disposal Site within County	$140.00	UNIT
9	Pick Up and Disposal of Hazardous Material	$25.00	LB
10	Freon Management and Recycling	$60.00	UNIT
11	Dead Animal Collection, Transportation and Disposal	$20.00	LB
	Hazardous Stump Removal & Hauling to Disposal Site		
14	24.1 inch diameter to 47.99 inch diameter	$500.00	STUMP
15	48 inch diameter and greater	$850.00	STUMP
	*The following items shall be billed on a **Time and Material (T&M)** basis according to Schedules B & C on the following pages:*		
16	Emergency Road Clearance	T&M	
17	Debris removal from water bodies (bays, rivers, streams, canals, lakes)	T&M	
18	Debris Removal from Private Property (Right-of-Entry Program) and Publicly Owner Property (other than Right-of-Way)	T&M	
19	Leaning Trees/Hanging Limbs/Tree-off Program	T&M	
20	Demolition of Structures	T&M	
21	Disaster event Generated Hazardous Wastes Abatement; Biohazardous Wastes Abatement	T&M	

ADDENDUM 1 PRICING

B. EQUIPMENT RATES.

Equipment Description	Unit	Unit Price
JD 544 Wheel Loader with debris grapple	Hour	$125.00
JD 644 Wheel-Loader with debris grapple	Hour	$145.00
Extendaboom Forklift with debris grapple	Hour	$115.00
753 Bobcat Skid Steer Loader with debris grapple	Hour	$115.00
753 Bobcat Skid Steer Loader with bucket	Hour	$100.00
753 Bobcat Skid Steer Loader with street sweeper	Hour	$85.00
30 - 50 HP Farm Tractor with box blade or rake	Hour	$65.00
2 - 2 1/2 cu. yd. Articulated Loader with bucket	Hour	$130.00
3 - 4 cu. yd. Articulated Loader with bucket	Hour	$150.00
JD 648E Log Skidder, or equivalent	Hour	$150.00
CAT D4 Dozer	Hour	$125.00
CAT D6 Dozer	Hour	$165.00
CAT D8 Dozer	Hour	$250.00
CAT125 - 140 HP Motor Grader	Hour	$165.00
JD 690 Trackhoe with debris grapple	Hour	$250.00
JD 690 Trackhoe with bucket & thumb	Hour	$130.00
Rubber Tired Trackhoe with debris grapple	Hour	$250.00
JD 310 Rubber Tire Backhoe with bucket and hoe	Hour	$250.00
Rubber Tired Excavator with debris grapple	Hour	$250.00
210 Prentiss Knuckleboom with debris grapple	Hour	$175.00
Self-Loader Scraper Cat 623 or equivalent	Hour	$250.00
Hand Fed Debris Chipper	Hour	$150.00
300 - 400 Tub Grinder	Hour	$580.00
800 -1,000 HP Diamond Z Tub Grinder	Hour	$700.00
30 Ton Crane	Hour	$300.00
50 Ton Crane	Hour	$600.00
100 Ton Crane (8 hour minimum)	Hour	$1200.00
40 - 60' Bucket Truck	Hour	$225.00
Service Truck	Hour	$95.00
Water Truck	Hour	$50.00
Portable Light Plant	Hour	$18.00
Equipment Transports	Hour	$125.00
Pickup Truck, unmanned	Hour	$15.00
Self-loading Dump Truck with knuckleboom and debris grapple	Hour	$230.00
Single Axle Dump Truck, 5 - 12 Cu. Yd.	Hour	$85.00
Tandem Dump Truck, 16 - 20 Cu. Yd.	Hour	$95.00
Trailer Dump Truck, 24-40 Cu. Yd.	Hour	$115.00
Trailer Dump Truck, 41-60 Cu. Yd.	Hour	$130.00
Trailer Dump Truck, 61 - 80 Cu. Yd.	Hour	$135.00
Power Screen	Hour	$180.00
Stacking Convevor	Hour	$40.00
Off Road Trucks	Hour	$155.00

ADDENDUM 1 PRICING

C. **LABOR AND MATERIAL RATES.**

Personnel Description	Unit	Unit Price
Operations Manager	Hour	$98.00
Superintendent with truck, phone & radio	Hour	$92.00
Foreman with truck, phone & radio	Hour	$85.00
Safety/Quality Control Inspector with vehicle, phone & radio	Hour	$75.00
Inspector with vehicle, phone & radio	Hour	$65.00
Climber with gear	Hour	$68.00
Saw Hand with chainsaw	Hour	$52.00
Laborers & Flagmen	Hour	$48.00
Timekeeper	Hour	$48.00
HazMat Professional	Hour	$92.00
Household HazMat Inspection & Removal Crew	Hour	$85.00
Materials Description	**Unit**	**Unit Price**
Fill Dirt for Stump Holes - Purchased, Placed, and Shaped	CY	$30.00

CPI for All Urban Consumers (CPI-U)
Original Data Value

Series Id: CUUR0000SA0
Not Seasonally Adjusted
Series Title: All items in U.S. city average, all urban consumers, not
Area: U.S. city average
Item: All items
Base Period: 1982-84=100
Years: 2010 to 2020

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	HALF1	HALF2
2010	216.687	216.741	217.631	218.009	218.178	217.965	218.011	218.312	218.439	218.711	218.803	219.179	217.535	218.576
2011	220.223	221.309	223.467	224.906	225.964	225.722	225.922	226.545	226.889	226.421	226.230	225.672	223.598	226.280
2012	226.665	227.663	229.392	230.085	229.815	229.478	229.104	230.379	231.407	231.317	230.221	229.601	228.850	230.338
2013	230.280	232.166	232.773	232.531	232.945	233.504	233.596	233.877	234.149	233.546	233.069	233.049	232.366	233.548
2014	233.916	234.781	236.293	237.072	237.900	238.343	238.250	237.852	238.031	237.433	236.151	234.812	236.384	237.088
2015	233.707	234.722	236.119	236.599	237.805	238.638	238.654	238.316	237.945	237.838	237.336	236.525	236.265	237.769
2016	236.916	237.111	238.132	239.261	240.229	241.018	240.628	240.849	241.428	241.729	241.353	241.432	238.778	241.237
2017	242.839	243.603	243.801	244.524	244.733	244.955	244.786	245.519	246.819	246.663	246.669	246.524	244.076	246.163
2018	247.867	248.991	249.554	250.546	251.588	251.989	252.006	252.146	252.439	252.885	252.038	251.233	250.089	252.125
2019	251.712	252.776	254.202	255.548	256.092	256.143	256.571	256.558	256.759	257.346	257.208	256.974	254.412	256.903
2020	257.971	258.678												

Increase June 2018 to February 2020 (most current available). 2.65%

Source: Bureau of Labor Statistics

Generated on: March 18, 2020 (10:4 \M)

A. DEBRIS REMOVAL, PROCESSING AND DISPOSAL.

ITEM	DESCRIPTION OF SERVICE	COST	COST First Renewal 2020 CPI 2.65%	UNIT
1	Mobilization and Demobilization (Lump Sum)	$5,000.00	$5,132.50	Lump Sum
2	Debris Removal from Public Property (Right-of-Way) and Hauling to Temporary Debris Storage and Reduction Site (TDSRS)	$12.50	$12.83	CY
3	Debris Removal from Temporary Debris Storage and Reduction Site (TDSRS) and Hauling to Final Disposal Site	$12.50	$12.83	CY
4	Debris Removal from Public Property (Right-of-Way) and Hauling directly to Final Disposal Site	$12.50	$12.83	CY
5	Management of TDSRS	$3.00	$3.08	C/Y
6	Processing (Grinding/Chipping) of Debris at TDSRS or Final Disposal	$3.00	$3.08	CY
7	Processing (Burning) of Debris at TDSRS or Final Disposal Site	$3.00	$3.08	CY
8	Pick Up and Haul of White Goods to Disposal Site within County	$140.00	$143.71	UNIT
9	Pick Up and Disposal of Hazardous Material	$25.00	$25.66	LB
10	Freon Management and Recy cling	$60.00	$61.59	UNIT
11	Dead Animal Collection, Transportation and Disposal	$20.00	$20.53	LB
	Hazardous Stump Removal & Hauling to Disposal Site			
14	24.1 inch diameter to 47.99 inch diameter	$500.00	$513.25	STUMP
15	48 inch diameter and greater	$850.00	$872.53	STUMP
	The following items shall be billed on a Time and Material <T&M) basis according to Schedules B & C on the following pages:			
16	Emergency Road Clearance	T&M		
17	Debris removal from water bodies (bays, rivers, streams, canals, lakes)	T&M		
18	Debris Removal from Private Property (Right-of-Entry Program) and Publicly Owner Property (other than Right-of-Way)	T&M		
19	Leaning Trees/Hanging Limbs/Tree-off Program	T&M		
20	Demolition of Structures	T&M		
21	Disaster event Generated Hazardous Wastes Abatement; Biohazardous Wastes Abatement	T&M		

B. EQUIPMENT RATES.

Equipment Description	Unit	Unit Price	Unit Price First Renewal 2020 CPI 2.65%
JD 544 Wheel Loader with debris grapple	Hour	$125.00	$128.31
JD 644 Wheel-Loader with debris grapple	Hour	$145.00	$148.84
1 xtendaboom Forklift with debris grapple	Hour	$115.00	$118.05
753 Bobcat Skid Steer Loader with debris grapple	Hour	$115.00	$118.05
753 Bobcat Skid Steer Loader with bucket	Hour	$100.00	$102.65
753 Bobcat Skid Steer Loader with street sweeper	Hour	$85.00	$87.25
30 - 50 HP Farm Tractor with box blade or rake	Hour	$65.00	$66.72
2 - 2 1/2 cu. \ d. Articulated Loader with bucket	Hour	$130.00	$133.45
3 - 4 cu. vd. Articulated Loader with bucket	Hour	$150.00	$153.98
JD 648E Lop Skidder, or equivalent	Hour	$150.00	$153.98
CAT D4 Dozer	Hour	$125.00	$128.31
CAT D6 Dozer	Hour	$165.00	$169.37
CAT D8 Dozer	Horn	$250.00	$256.63
CAT125 - 140 HP Motor Grader	Hour	$165.00	$169.37
ID 690 Trackhoe with debris grapple	Hour	$250.00	$256.63
JD 690 Trackhoe with bucket & thumb	Hour	$130.00	$133.45
Rubber Tired Trackhoe with debris grapple	Hour	$250.00	$256.63
ID 310 Rubber Tire Backhoe with bucket and hoe	Hour	$250.00	$256.63
Rubber Tired Excavator with debris grapple	Hour	$250.00	$256.63
210 Prentiss Knuckleboom with debris grapple	Hour	$175.00	$179.64
Self-Loader Scraper Cat 623 or equivalent	Hour	$250.00	$256.63
Hand Fed Debris Chipper	Hour	$150.00	$153.98
300 - 400 Tub Grinder	Hour	$580.00	$595.37
800 -1,000 HP Diamond Z Tub Grinder	Hour	$700.00	$718.55
30 Ton Crane	Hour	$300.00	$307.95
50 Ton Crane	Hour	$600.00	$615.90
100 Ton Crane (8 hour minimum)	Hour	$1,200.00	$1,231.80
40-60' Bucket Truck	Hour	$225.00	$230.96
Service Truck	Hour	$95.00	$97.52
Water Truck	Hour	$50.00	$51.33
Portable Light Plant	Hour	$18.00	$18.48
Equipment Transports	Hour	$125.00	$128.31
Pickup Truck, unmanned	Hour	$15.00	$15.40
Self-loading Dump Truck with knuckleboom and debris grapp	Hour	$230.00	$236.10
Single Axle Dump Truck, 5 - 12 Cu. Yd.	Hour	$85.00	$87.25
Tandem Dump Truck, 16-20 Cu. Yd.	Hour	$95.00	$97.52
Trailer Dump Truck, 24-40 Cu. Yd.	Hour	$115.00	$118.05
Trailer Dump Truck, 41-60 Cu. Yd.	Horn	$130.00	$133.45
Trailer Dump Truck, 61 - 80 Cu. Yd.	Hour	$135.00	$138.58
Power Screen	Hour	$180.00	$184.77
Stacking Conveyor	Hour	$40.00	$41.06
Off Road Trucks	Hour	$155.00	$159.11

C. LABOR AND MATERIAL RATES,

PRICING

Personnel Description	Unit	Unit Price	Unit Price
Operations Manager	Hour	$98.00	$98.00
Superintendent with truck, phone & radio	Hour	$92.00	$92.00
Foreman with truck, phone & radio	Hour	$85.00	$85.00
Safety/Qualitv Control Inspector with vehicle, phone & radio	Hour	$75.00	$75.00
Inspector with vehicle, phone & radio	Hour	$65.00	$65.00
Climber with gear	Hour	$68.00	$68.00
Saw Hand with chainsaw	Hour	$52.00	$52.00
Laborers & Flagmen	Hour	$48.00	$48.00
Timekeeper	Hour	$48.00	$48.00
HazMat Professional	Hour	$92.00	$92.00
1 lousehold HazMat Inspection & Removal Crew	Hour	$85.00	$85.00
Materials Description	Unit	Unit Price	Unit Price
Fill Dirt for Stump Holes - Purchased, Placed, and Shaped	CY	$30.00	$30.00

Phase I

(Started May 11, 2020)

- Police and Fire Department return to normal staffing to address increase in demand for services
- Other departments (Admin, Planning, Public Works, Recreation) continue split shift work weeks
- All buildings are still closed to the public

Phase II

June 1- June 26, 2020 (Mirrors Governor's Phase II)

- **Police and Fire Departments** continue normal staffing to address increase in demand for services. Buildings remain closed to the public
- **Admin/ Town Hall/ Planning staff** will return to normal staffing. Residents will be encouraged to continue using the drop box and drive-thru window as Town Hall will continue to be closed to the public.
- **Parks and Recreation** will return normal staffing (excludes part-time employees). Parks and Recreation facilities will remain closed to the public and will be the last areas that are re-opened to the public.
- **Public Works** will return normal staffing and the building will remain closed to the public. We have installed a hand washing station outside of the public works facility.

We continue to provide blue surgical masks, sanitation products, end encouraged social distancing within all of our departments.

Phase III

To be Determined (Estimated: June 27, 2020 to mirror Governor's Phase III)

- Re-open town Facilities to the general public

Phase IV

To be Determined (Estimated: July 31, 2020)

- Re-open remaining town facilities to the general public

Phase 1

Stay At Home order remains in place, people can leave home for commercial activity

Those retailers and services will need to implement social distancing, cleaning and other protocols

Gatherings limited to no more than 10 people

Parks can open subject to gathering limits

Face coverings recommended in public

Restrictions remain in place for nursing homes and other congregate living settings

Encourage continued teleworking

Phase 2

At least 2-3 weeks after Phase 1

Lift Stay At Home order with strong encouragement for vulnerable populations to continue staying at home

Allow limited opening of restaurants, bars and other businesses that can follow strict safety protocols (reduced capacity)

Allow gathering at houses of worship and entertainment venues at reduced capacity

Increase in number of people allowed at gatherings

Open public playgrounds

Continue rigorous restrictions on nursing homes and congregate living settings

Phase 3

At least 4-6 weeks after Phase 2

Lessen restrictions for vulnerable populations with encouragement to continue practicing physical distancing

Allow increased capacity at restaurants, bars, other businesses, houses of worship and entertainment venues

Further increase the number of people allowed at gatherings

Continue rigorous restrictions on nursing homes and congregate care settings

Williamston
NORTH CAROLINA

MEMORANDUM

To: Mayor and Board of Commissioners

From: John O'Daniel, Town Administrator

Date: 5/27/2020

Re: Annexed Area Street Lighting Request

I reached out to Gary Sproat with Dominion Power regarding the streetlighting request that was presented to the board a few months back. After he reviewed the request and surveys he asked for additional information regarding the two types of lighting requested.

The first item was the request to light the neighborhood sign at the front entrance. I explained to him that we were only interested in street lighting and that we do not provide this type of lighting.

The second item was the actual street lights that were requested. To install these lights, we would need to get 30+ easements for the installation of lines and poles for the street lighting.

Gary spoke with his Right of Way Agent and Dominion will not be re-drawing these documents until there is some type of formal vote or survey completed by the Town that shows people are willing to sign right of way agreements. Dominion spent time before (right after the annexation) drawing up easements that were never signed, so they are not interested in spending more time on a project that may not move forward.

I would also like to remind you that the installation of each streetlight is estimated to cost at least $1,500. If we move forward we would be looking at installing 22-30 street lights for an upfront cost between $33,000-$45,000. This does not include the monthly charge per light that would continue as long as they are in use.

Thank you,

John O'Daniel

ORDINANCE NO. 2020-11
AN ORDINANCE RELATING TO A
NONRESIDENTIAL BUILDING OR STRUCTURE CODE

The Board of Commissioners of the Town of Williamston, North Carolina does hereby ordain that the following is added to the Code of the Town of Williamston as the Nonresidential Building or Structure Code:

Nonresidential Building or Structure Code

Sec. 1. Title.

This article shall be known and may be cited and referred to as the "Nonresidential Building or Structure Code."

Sec. 2. Purpose.

In order to protect the health, safety and welfare of the city and its citizens, it is the purpose of this article to establish minimum standards of maintenance, sanitation, and safety relating to nonresidential buildings or structures, as expressly authorized by North Carolina 'General Statute § 160A-439. This article provides for the repair, closing or demolition of nonresidential buildings or structures as a result of a public necessity caused by conditions that are dangerous to the public health, safety, and welfare.

Sec. 3. Definitions.

The following definitions shall apply in the interpretation and enforcement of this article:

(a) *"Basic structural elements"* means the parts of a building which provide the principal strength, stability, integrity, shape and safety of the building, including, but not limited to plates, studs, joists, rafters, stringers, stairs, sub-flooring, flooring, sheathing, lathing, roofing, siding, window frames, door frames, porches, railings, eaves, chimneys, flashing, masonry and all other essential components.

(b) *"Building"* means any structure, place, or any other construction built for the shelter or enclosure of persons, animals, chattels or property of any kind or any part of such structure, shelter or property.

(c) *"Enforcement Officer"* means a Town of Williamston code enforcement officer, building inspector, fire code inspector, zoning administrator or other employee designated by the Town Administrator to enforce the provisions of this article.

(d) "Nonresidential" means any building or structure or portion of a building or structure, occupied, formerly occupied, or intended to be occupied, in whole or in part, for a use other than a

dwelling, home, residing place, living space or sleeping space for one (1) or more human beings, either permanently or transiently.

(e) *"Occupant"* means any person who is a tenant or has actual possession of a nonresidential building or structure or part thereof.

(f) *Operator"* means any person who has charge, care, or control of a nonresidential building or structure, or part thereof.

(g) "Owner" means any person, firm, association or legal entity who alone, or jointly, or severally with others:

(1) Shall have title in fee simple to any nonresidential building or structure, with or without accompanying actual possession thereof; or

(2) Shall have charge, care or control of any nonresidential building or structure as owner or agent of the owner, or as executor, executrix, administrator, administratrix, trustee or guardian of the estate of the owner. Any such person thus representing the actual owner shall be bound to comply with the provisions of this article and of rules and regulations adopted pursuant thereto, to the same extent as if he were the owner.

(h) *"Parties or interest"* means all individuals, associations, and corporations who have interests of record in a nonresidential building or structure and any who are in possession thereof.

(i) *"Premises"* means any lot or parcel of land inclusive of any building or improvements located thereon.

(j) *"Safe"* means a condition which is not likely to do harm to humans or to real or personal property.

(k) *"Structure"* means anything construed or placed upon a property which is supported by the ground or which is supported by any other structure, except a currently operable licensed vehicle.

(l) *"Structurally sound"* means substantially free from flaw, defect, decay or deterioration to the extent that the building or structure or structural member is capable of adequately or safely accomplishing the purpose for which it was intended or designed.

(m) *"Unsafe"* means a condition which is reasonably likely to do harm to humans or to real or personal property if not corrected or stopped.

(n) *"Vacant manufacturing facility"* means any building or structure previously used for the lawful production or manufacturing of goods, which has not been used for that purpose for at least one year and has not been converted to another use.

(o) *"Vacant industrial warehouse"* means any building or structure designed for the storage of goods or equipment in connection with manufacturing processes, which has not been used for that purpose for at least one year and has not been converted to another use.

Section 4. Applicability and compliance.

(a) The provisions of this article shall apply to all nonresidential buildings or structures which are now in existence or which may be built within the corporate limits of the Town.

(b) Every nonresidential building or structure and the premises on which it is situated shall comply with the provisions of this article, whether or not such building or structure shall have been constructed, altered, or repaired before or after the enactment of this article, and irrespective of any permits or licenses which have been issued for the use or occupancy of the building or structure or for the installment or repair of equipment or facilities. This article establishes minimum standards for all nonresidential buildings and structures and does not replace or modify standards otherwise established for the construction, repair, alteration, or use of the building or structure, equipment or facilities contained therein.

Section 5. Maintenance standards for nonresidential building and structures.

All nonresidential buildings and structures shall be free of all conditions that are dangerous and injurious to the public health, safety, and welfare of occupants or members of the general public. Without limitation of the foregoing requirement, the existence of any of the following conditions shall be deemed to be dangerous to the public health, safety and welfare for which a public necessity exists for the repair, closing, or demolition of such building or structure and must be corrected in accordance with the provisions of this article:

(1) Interior walls, vertical studs, partitions, supporting members, sills, joists, rafters, or other basis structural members that list, lean, or buckle to such an extent as to render the building unsafe, that are rotted, deteriorated or damaged, and that have holes or cracks which might admit rodents.

(2) Exterior walls that are not structurally sound, free from defects and damages and capable of bearing imposed loads safely. Where a wall of a building has become exposed as a result of demolition of adjacent buildings, such wall must have all doors, windows, vents, or other similar openings closed with material of the type comprising the wall. The exposed wall shall be painted, stuccoed, or bricked and sufficiently weatherproofed to prevent deterioration of the wall.

(3) Floors or roofs which have improperly distributed loads, which are overloaded, or which have insufficient strength to be reasonably safe for the purpose used. Floors or

roofs shall have adequate supporting members and strength to be reasonably safe for the purpose used. Roofs shall be kept structurally sound and shall be maintained in such a manner so as to prevent rain or other objects from penetrating into the interior of the building.

(4) Such damage by fire, wind, or other causes as to render the building unsafe.

(5) Dilapidation, decay, unsanitary conditions, or disrepair, which is dangerous to the health and safety of the occupants or members of the general public.

(6) Lack of adequate ventilation, light, heating, or sanitary facilities to such extent as to endanger the health, safety or general welfare of the occupants or members of the general public.

(7) Buildings and structures including their environs that have accumulations of garbage, trash, or rubbish, which creates health and sanitation problems. All garbage and solid waste shall be in approved containers or stored in a safe and sanitary manner.

(8) Buildings and structures that have loose and insufficiently anchored overhanging objects, which constitute a danger of falling on persons or property.

(9) Buildings and structures including their environs that have insufficiently protected holes, excavations, breaks, projections, obstructions, and other such dangerous impediments on and around walks, driveways, parking lots, alleyways, and other areas which are accessible to and generally used by persons on or around the premises.

(10) Buildings and structures that have cracked or broken glass, loose shingles, loose wood, crumbling stone or brick, loose or broken plastic, or other dangerous objects or similar hazardous conditions. Exterior surfaces shall be maintained in such material or treated in such a manner as to prevent deterioration and repaired or replaced with like or similar material according to its original use.

(11) Buildings and structures that have objects and elements protruding from building walls or roofs, which are unsafe or not properly secured or which can create a hazard such as abandoned electrical boxes and conduits, wires, sign brackets and other brackets, and similar objects.

(12) Chimneys, flues, and vent attachments thereto which are not structurally sound. Chimneys, flues, gas vents, or other draft-producing equipment which are in use shall provide sufficient draft to develop the rated output of the connected equipment, shall be structurally safe, durable, smoke-tight, and capable of withstanding the action of flue gases.

For the purpose of making inspections, the enforcement officer is hereby authorized to enter, examine, and survey at all reasonable times, nonresidential buildings and structures. If entry upon the premises for purposes of investigation is necessary, such entry shall be made pursuant to a duly issued administrative search warrant in accordance with G.S. 15-27.2 or with permission of the owner, the owner's agent, a tenant, or other person legally in possession of the premises.

Sec. 9. Procedure for enforcement.

(a) Preliminary investigation. Whenever it appears to the enforcement officer that any nonresidential building or structure has not been properly maintained so that the safety or health of its occupants or members of the general public are jeopardized for failure of the property to meet the minimum standards established by this article, the enforcement officer shall undertake a preliminary investigation.

(b) Complaint and Hearing. If the preliminary investigation discloses evidence of a violation of the minimum standards established by this article, the enforcement officer shall issue and cause to be served upon the owner of and parties in interest in the nonresidential building or structure a complaint. The complaint shall state the charges and contain a notice that a hearing will be held before the enforcement officer at a place therein fixed, not less than ten (10) days nor more than thirty (30) days after the serving of the complaint; that the owner and parties in interest shall be given the right to answer the complaint and to appear in person, or otherwise, and give testimony at the place and time fixed in the complaint; and that the rules of evidence prevailing in courts of law or equity shall not be controlling in hearings before the enforcement officer.

(c) Procedure after Hearing.

(1) If, after notice and hearing, the enforcement officer determines that the nonresidential building or structure has been maintained in that the property meets the minimum standards established by this article, the enforcement officer shall state in writing findings of fact in support of that determination and shall issue and cause to be served upon the owner thereof a copy of said determination.

(2) If, after notice and hearing, the enforcement officer determines the nonresidential building or structure has not been properly maintained so that the safety or health of its occupants or members of the general public is jeopardized for failure of the property to meet the minimum standards established by this article, the enforcement officer shall state in writing findings of fact in support of that determination and shall issue and cause to be served upon the owner thereof an order in accordance with the provisions of subsection (c) (3) and (c) (4) of this section and subject to the limitations set forth in section 10.

(3) If the enforcement officer determines that the cost of repair, alteration, or improvement of the building or structure would not exceed fifty percent (50%) of its then current value, then the enforcement officer shall state in writing the findings of

fact in support of such determination and issue an order that requires the owner, within a reasonable time specified in the order, to either (i) repair, alter, or improve the nonresidential building or structure in order to bring it into compliance with the minimum standards established by this article or (ii) vacate and close the nonresidential building or structure for any use.

(4) If the enforcement officer determines that the cost of repair, alteration, or improvement of the building or structure would exceed fifty percent (50%) of its then current value, then the enforcement officer shall state in writing the findings of fact in support of such determination and issue an order that requires the owner, within a reasonable time specified in the order, to either (i) remove or demolish the nonresidential building or structure or (ii) repair, alter or improve the nonresidential building or structure to bring it into compliance with the minimum standards established by this article.

(d) Failure to Comply with Order and Ordinances.

(1) If the owner fails to comply with an order to either (i) repair, alter, or improve the nonresidential building or structure or (ii) vacate and close the nonresidential building or structure, the enforcement officer shall submit to the city council an ordinance ordering the enforcement officer to cause such nonresidential building or structure to be repaired, altered, or improved in order to bring it into compliance with the minimum standards established by this article or to be vacated and closed for any use. The property shall be described in the ordinance. If city council adopts the ordinance, the enforcement officer shall cause the building or structure to be vacated and closed for any use.

(2) If the owner fails to comply with an order to either (i)remove or demolish the nonresidential building or structure or (ii) repair, alter, or improve the nonresidential building or structure, the enforcement officer shall submit to the city council an ordinance ordering the enforcement officer to cause such nonresidential building or structure to be removed or demolished. No ordinance shall be adopted to require removal or demolition of a nonresidential building or structure until the owner has first been given a reasonable opportunity to bring it into conformity with the minimum standards established by the city council. The property shall be described in the ordinance. If city council adopts the ordinance, the enforcement officer shall cause the building or structure to be removed or demolished.

Sec. 10. Limitations on Orders and Ordinances – Historic Landmark or Historic District.

Notwithstanding any other provision of this article, if the nonresidential building or structure is designated as a local historic landmark, listed in the National Register of Historic

Places, or located in a locally designated historic district or in a historic district listed in the National Register of Historic Places and the city council determines, after a public hearing, that the nonresidential building or structure is of individual significance or contributes to maintaining the character of the district, and the nonresidential building or structure has not been condemned as unsafe, an order issued by the enforcement officer pursuant to Section 9 (c) (3) and an ordinance approved by city council pursuant to Section 9 (d) (1) may only require that the nonresidential building or structure be vacated and closed until it is brought into compliance with the minimum standards established by this article.

Sec. 11. Limitations on Orders and Ordinances – Vacant Manufacturing Facility or Vacant Industrial Warehouse.

Notwithstanding any other provision of this article, an order issued by the enforcement officer pursuant to Section 9 (c) (3) and an ordinance approved by city council pursuant to Section 9 (d) (1) may not require repairs, alterations or improvements to be made to a vacant manufacturing facility or a vacant industrial warehouse to preserve the original use. The order and ordinance may require such building or structure to be vacated and closed, but repairs may be required only when necessary to maintain structural integrity or to abate a health or safety hazard that cannot be remedied by ordering the building or structure closed for any use.

Sec. 12. Vacated and Closed Nonresidential Buildings or Structures.

(a) If the city council has adopted an ordinance or the enforcement officer has issued an order requiring the building or structure to be repaired, altered, or improved or vacated and closed and the building or structure as been vacated and closed for a period of two (2) years pursuant to the ordinance or order, then if the city council finds that the owner has abandoned the intent and purpose to repair, alter, or improve the building or structure and that the continuation of the building or structure in its vacated and closed status would be inimical to the health, safety, and welfare of the city in that it would continue to deteriorate, would create a fire or safety hazard, would be a threat to children and vagrants, would attract persons intent on criminal activities, or would cause or contribute to blight and the deterioration of property values in the area, then city council may, after the expiration of the two (2) year period, adopt an ordinance and serve such ordinance on the owner, setting forth the following:

(1) The ordinance shall require that the owner either (i) demolish and remove the nonresidential building or structure within ninety (90) days or (ii) repair, alter, or improve the nonresidential building or structure to bring it into compliance with the minimum standards established by this article within ninety (90) days.

(2) The ordinance shall require that if the owner does not either (i) demolish and remove the nonresidential building or structure within ninety (90) days or (ii) repair, alter, or improve the nonresidential building or structure to bring it into compliance with the minimum standards established by this article within ninety (90) days, then the

coordinator or officer shall demolish and remove the nonresidential building or structure.

(b) In the case of a vacant manufacturing facility or a vacant industrial warehouse, the building or structure must have been vacated and closed pursuant to an order or ordinance for a period of five (5) years before city council may take action under this section.

(c) If the owner fails to comply with the requirements of the ordinance within ninety (90) days, the enforcement officer shall demolish and remove the nonresidential building or structure.

Sec. 13. Methods of service of complaints and orders.

(a) Complaints or orders issued by the enforcement officer under this article shall be served either personally or by registered or certified mail and, in conjunction therewith, may be served by regular mail. When the manner or service is by regular mail in conjunction with registered or certified mail, and the registered or certified mail is unclaimed or refused, but the regular mail is not returned by the post office within ten (10) days after mailing, service shall be deemed sufficient. The person mailing the complaint or order by regular mail shall certify that fact and the date thereof, and such certificate shall be conclusive in the absence of fraud. If regular mail is used, a notice of the pending proceedings shall be posted in a conspicuous place on the premises thereby affected.

(b) If the identities of any owner or the whereabouts of persons are unknown and cannot be ascertained by the enforcement officer in the exercise of reasonable diligence, and the enforcement officer makes an affidavit to that effect, then the serving of the complaint or order upon the unknown owners or other persons may be made by publication in a newspaper having general circulation in that city at least once no later than the time at which personal service would be required under the provisions of this article. When service is made by publication, a notice of the pending proceedings shall be posted in a conspicuous place on the premises thereby affected.

Sec. 14. In rem action by the enforcement officer.

After failure of an owner of a nonresidential building or structure to comply with an order of the enforcement officer issued pursuant to the provisions of this article and upon adoption by the city council of an ordinance authorizing and directing the owner to do so, as provided by G.S. 160A-439(f) and Section 9 (d) of this article, the enforcement officer shall proceed to cause such nonresidential building or structure to be repaired, altered, or improved to comply with the minimum standards established by this article, or to be vacated and closed or to be removed or demolished, as directed by the ordinance of the city council. The enforcement officer may cause to be posted on the main entrance of any nonresidential building or structure which is to be vacated and closed a placard with the following words: "This building is unfit for any use; the use or occupation of this building for any purpose is prohibited and unlawful." Any person who

occupies or knowingly allows the occupancy of a building or structure so posted shall be guilty of a Class 3 misdemeanor.

Sec. 15. Costs, a lien on premises.

(a) As provided by G.S. 160A-439(i), the amount of the cost of any repairs, alterations, or improvements, or vacating and closing, or removal or demolition, caused to be made or done by the enforcement officer pursuant to this ordinance shall be a lien against the real property upon which such costs were incurred. Such lien shall be filed, have the same priority, and be enforced and the costs collected as provided by Article 10, Chapter 160A of the North Carolina General Statutes. The amount of the costs shall also be a lien on any other real property of the owner located within the city limits except for the owner's primary residence. The additional lien provided in this subdivision is inferior to all prior liens and shall be collected as a money judgment.

(b) If the nonresidential building or structure is removed or demolished by the enforcement officer, the enforcement officer shall offer for sale the recoverable materials of the building or structure and any personal property, fixtures, or appurtenances found in or attached to the building or structure and shall credit the proceeds of the sale, if any, against the costs of the removal or demolition, and any balance remaining shall be deposited in the superior court by the enforcement officer, shall be secured in a manner directed by the court, and shall be disbursed by the court to the person found to be entitled thereto by final order or decree of the court. Nothing in this section shall be construed to impair or limit in any way the power of the governing body to define and declare nuisances and to cause their removal or abatement by summary proceedings or otherwise.

Sec. 16. Ejectment.

If any occupant fails to comply with an order to vacate a nonresidential building or structure, the enforcement officer may file a civil action in the name of the city to remove the occupant. The action to vacate shall be in the nature of summary ejectment and shall be commenced by filing a complaint naming as parties-defendant any person occupying the nonresidential building or structure. The clerk of superior court shall issue a summons requiring the defendant to appear before a magistrate at a certain time, date, and place not to exceed 10 days from the issuance of the summons to answer the complaint. The summons shall be returned according to its tenor, and if on its return it appears to have been duly served and if at the hearing the enforcement officer produces a certified copy of an ordinance adopted by the city council pursuant to G.S. 160A-439(f) and Section 9 (d) to vacate the occupied nonresidential building or structure, the magistrate shall enter judgment ordering that the premises be vacated and all persons be removed. The judgment ordering that the nonresidential building or structure be vacated shall be enforced in the same manner as the judgment for summary ejectment entered under G.S. 42-30. An appeal from any judgment entered under this subsection by the magistrate may be taken as provided in G.S. 7A-228, and the execution of the judgment may be stayed as provided in G.S.

7A-227. An action to remove an occupant of a nonresidential building or structure who is a tenant of the owner may not be in the nature of a summary ejectment proceeding pursuant to this subsection unless the occupant was served with notice, at least thirty (30) days before the filing of the summary ejectment proceeding, that the city council has ordered the enforcement officer to proceed to exercise his duties under G.S. 160A-439(f) and Section 9 (d) to vacate and close or remove and demolish the nonresidential building or structure.

Sec. 17. Filing of ordinances.

An ordinance adopted by city council pursuant to Section 9 (d) or 12 of this article shall be recorded in the office of the Register of Deeds of Martin County and shall be indexed in the name of the property owner in the grantor index, as provided by G.S. 160A-439(f) and (g).

Sec. 18. Alternative remedies.

Neither this article nor any of its provisions shall be construed to impair or limit in any way the power of the Town of Williamston to define and declare nuisances and to cause their abatement by summary action or otherwise, or to enforce this article by criminal process as authorized by G.S. 14-4, and Section 22 of this article, and the enforcement of any remedy provided herein or in other ordinances or laws.

Sec. 19. Board of adjustment to hear appeals.

(a) All appeals which may be taken from decisions or orders of the enforcement officer pursuant to this article shall be heard and determined by the board of adjustment. As the appeals body, the board shall have the power to fix the times and places of its meetings, to adopt necessary rules of procedure and any other rules and regulations which may be necessary for the proper discharge of its duties.

(b) Appeals shall be subject to the following:

(1) An appeal from any decision or order of the enforcement officer may be taken by any person aggrieved thereby. Any appeal from the enforcement officer shall be taken within ten (10) days from the rendering of the decision or service of the order, and shall be taken by filing with the enforcement officer and with the board of adjustment a notice of appeal which shall specify the grounds upon which the appeal is based. Upon the filing of any notice of appeal, the enforcement officer shall forthwith transmit to the board all the papers constituting the record upon which the decision appealed from was made. When the appeal is from a decision of the enforcement officer refusing to allow the person aggrieved thereby to do any act, the enforcement officer's decision shall remain in force until modified or reversed. When any appeal is from a decision of the enforcement officer requiring the person aggrieved to do any act, the appeal shall have the effect of suspending the requirement until the hearing by

the board, unless the enforcement officer certifies to the board, after the notice of appeal is filed, that by reason of the facts stated in the certificate (a copy of which shall be furnished the appellant) a suspension of the requirement would cause imminent peril to life or property, in which case the requirement shall not be suspended except by a restraining order, which may be granted for due cause shown upon not less than one (1) day's written notice to the enforcement officer, by the board, or by a court of record upon petition made pursuant to G.S. 160A-446(f) and Sec. 19.

(2) The board shall fix a reasonable time for the hearing of all appeals, shall give notice to all the parties, and shall render its decision within a reasonable time. Any party may appear in person or by agent or attorney. The board may reverse or affirm, wholly or partly, or may modify the decision or order appealed from, and may make such decision and order as in its opinion ought to be made in the matter, and to that end it shall have all the powers of the enforcement officer, but the concurring vote of four-fifths of the members of the board shall be necessary to reverse or modify any decision or order of the enforcement officer. The board shall have power also in passing upon appeals, in any case when practical difficulties or unnecessary hardships would result from carrying out the strict letter of this article, to adopt the application of the article to the necessities of the case to the end that the spirit of the article shall be observed, public safety and welfare secured, and substantial justice done.

(3) Every decision of the board shall be subject to review by the Superior Court by proceedings in the nature of certiorari instituted within fifteen (15) days of the decision of the Board, but not otherwise.

Sec. 20. Temporary Injunction Remedy for Aggrieved Person

Any person aggrieved by an order issued by the enforcement officer or a decision rendered by the board of adjustment shall have the right within thirty (30) days after issuance of the order or rendering of the decision, to petition the Superior Court for a temporary injunction restraining the enforcement officer pending a final disposition of the cause, as provided by G.S. 160A-446(f).

Sec. 21. Conflict with other provisions.

In the event any provision, standard, or requirement of this article is found to be in conflict with any other ordinance or code of the city, the provisions which establishes the higher standard or more stringent requirement for the promotion and protection of health and safety of the citizens of the city shall prevail.

Sec. 22. Violations; penalty.

(a) It shall be unlawful for the owner of any nonresidential building or structure to fail, neglect, or refuse to repair, alter, or improve the same, or to vacate and close and remove or

demolish the same, upon order of the enforcement officer duly made and served in accordance with the provisions of this article, within the time specified in such order, and each day that any such failure, neglect or refusal to comply with such order continues shall constitute a separate and distinct offense. It shall be unlawful for the owner of any nonresidential building or structure, with respect to which an order has been issued pursuant to section 9 (c) of this article, to occupy or permit the occupancy of the same after the time prescribed in such order for its repair, alteration, improvement, or its vacation and closing, and each day that such occupancy continues after such prescribed time shall constitute a separate and distinct offense.

(b) The violation of any provision of this article shall constitute a misdemeanor, as provided by G.S. 14-4.

(c) In addition to or in lieu of the other remedies provided by this article, any owner of a nonresidential building or structure that fails to comply with an order of the enforcement officer within the time specified therein, shall be subject to a civil penalty in the amount of fifty dollars ($50.00) for the first offense, one hundred dollars ($100.00) for the second offense in the calendar year, and two hundred fifty dollars ($250.00) for the third and subsequent offenses in the calendar year. Each subsequent offense after the third will be subject to a civil penalty of $250.00. Each thirty (30) day period or part thereof in which a violation is allowed to persist will constitute a separate and district offense.

Sec. 23. All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Sec. 24. Any part or provision of this ordinance found by a court of competent jurisdiction to be in violation of the Constitution or laws of the United States or North Carolina is hereby deemed severable and shall not affect the validity of the remaining provisions of the ordinance.

Sec. 25. This ordinance shall become effective upon its adoption.

Adopted this the _____ day of _____, 2020.

_____
Mayor

_____
Clerk

CERTIFICATION

The undersigned, CHRISTINA CRAFT, Clerk, Town of Williamston, certifies that the above is a true copy of that certain Ordinance of the Board of Commissioners of the Town of Williamston made and entered on the _____ day of _____, 2020.

This the _____ day of _____, 2020.

_____
CHRISTINA CRAFT
TOWN OF WILLIAMSTON
NORTH CAROLINA

ORDINANCE 2020-12
TOWN OF WILLIAMSTON
FY 2020-2021 BUDGET ORDINANCE

BE IT ORDAINED by the Governing Board of the Town of Williamston, North Carolina:

Section 1: The following amounts are hereby appropriated in the General Fund for the operation of the Town Government and its activities for the fiscal year beginning July 1, 2020, and ending June 30, 2021, in accordance with the chart of accounts heretofore established for this Town:

Town Board of Commissioners	$ 58,505
Administration	$ 33,820
Planning	189,894
Public Buildings	46,091
Police Department	1,826,529
Fire Department	537,964
Rescue/EMS Department	895,513
RRT Department	69,000
Street Department	485,336
Sanitation Department	596,672
Recreation Department	587,066
Cemetery	114,524
Garage	208,198
Cultural	119,000
Debt Retirement	165,106
Economic & Physical Development	377,924
	$ 6,311,142

Section 2. It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

Taxes and Licenses:	
Current Year's Property Taxes	$ 2,737,565
Other Ad Valorem Tax Revenue	666,470
Local Option Sales Tax	890,000
Hold Harmless Reimbursements	300,000
Payment in Lieu of Taxes	4,000
Other Taxes and Licenses	473,450
User Charges and Fees:	
Recreation Activities	22,900
Cemetery Sales and Fees	55,000
EMS Service Charges	500,000
EMS Medicaid	70,000
Other Charges and Fees	23,000

Williamston
NORTH CAROLINA

PROPOSED BUDGET 2020 / 2021

SUMMARY OF REVENUES & EXPENDITURES
REQUESTED
BUDGET FY 2020-2021

REVENUES	General Fund	Enterprise Fund	Powell Bill	Storm Water	TOTAL
Taxes:					
Property Taxes	3,404,035				3,404,035
Local Option Sales Taxes	890,000				890,000
Powell Bill Funds			252,250		252,250
Hold Harmless Funds	300,000				300,000
Payments in Lieu of Taxes	4,000				4,000
Other Taxes & Licenses	473,450				473,450
User Charges & Fees:					
Water Services		2,453,000			2,453,000
Sewer Services		1,571,000			1,571,000
Recreation Fees	22,900				22,900
Cable Television	0				0
Cemetery Lot Sales	55,000				55,000
Other Charges & Fees	23,000	56,000			79,000
EMS Charges	500,000				500,000
EMS Medicaid	70,000				70,000
Storm Water				55,000	55,000
Other Revenues:					
Government & Local Grants	296,237				296,237
Retained Earnings	0				0
Interest on Investments	75,000	130,000		0	205,000
Construction Loan Proceeds	96,920			0	96,920
Miscellaneous	23,600	1,500			25,100
Transfers from Other Funds		22,614			22,614
Fund Balance Appropriated:					0
Future Economic Reserve	0				0
Powell Bill			234,000		234,000
Undesignated	77,000	0			77,000
Loan - Blue Frog		185,502			
TOTAL REVENUES	**6,311,142**	**4,419,616**	**486,250**	**55,000**	**11,272,008**
EXPENSES					
Personnel Services	4,617,212	719,778	0	0	5,336,990
Operating Expenses	1,845,185	1,915,534	486,250	55,000	4,301,970
Administration	(683,239)	683,239	0	0	0
Capital Outlay	366,878	266,558	0	0	633,436
Debt Retirement	165,106	834,507	0	0	999,613
Contingencies	0	0	0	0	0
Transfers to Other Funds	0	0	0	0	0
Capital Improvement Reserve	0	0	0	0	0
TOTAL EXPENSES	**6,311,142**	**4,419,616**	**486,250**	**55,000**	**11,272,008**

5/27/2021

(13) Exterior porches, landings, balconies, stairs, or fire escapes which are not structurally sound. All exterior porches, landings, balconies, stairs, and fire escapes shall be provided with banisters or railings properly designed and maintained to minimize the hazard of falling, and the same shall be kept sound, in good repairs, and free of defects.

(14) Cornices which are not structurally sound. Rotten or weakened portions shall be repaired and/or replaced. All exposed wood shall be treated or painted.

(15) Improperly attached gutters or down-spouts that are located so as to cause a hazard to pedestrian, vehicular traffic, or adjacent property.

(16) Advertising sign structures, attached or freestanding awnings, marquees and their supporting members, and other similar attachments and structures that cause a safety hazard to the occupants or members of the general public.

(17) All exterior surfaces that may cause unsafe conditions due to a lack of maintenance. Exterior surfaces shall be painted or sealed in order to protect the underlying surface from deterioration. All exterior surfaces that have been painted shall be maintained generally free of peeling and flaking. Where fifty percent (50%) or more of the aggregate of any painted surface shall have peeling or flaking or previous paint worn away, the entire surface shall be repainted in order to prevent further deterioration.

(18) Windows containing broken or cracked glass that could be in danger of falling or shattering. All windows must be tight-fitting and have sashes of proper size and design and free from rotten wood, broken joints, or broken or loose mullions.

(19) All openings originally designed as windows, doors, loading docks, or other means of egress or ingress which have been temporarily closed by boarding or other manner in a non-secure manner so as to allow unauthorized admittance. If an opening is temporarily closed by boarding to secure the building or structure, the boarding shall be trim fit, sealed to prevent water intrusion, and painted or stained to properly conform with the other exterior portions of the building and the building or structure shall be maintained in a state that secures the building or structure from any unauthorized admittance from humans, animals, or birds.

(20) Any combination of conditions which in the judgment of the enforcement officer renders any building or structure dangerous or injurious to the health, safety, or general welfare of occupants or members of the general public.

Section 6. Duties of Enforcement Officer.

The enforcement officer is hereby designated as the public officer to enforce the provisions of this article and to exercise the duties and powers herein prescribed. It shall be the duty of the enforcement officer.

(1) To investigate the conditions of nonresidential buildings and structures in the city and to inspect nonresidential buildings and structures located in the city in order to determine which nonresidential buildings and structures are not being maintained so that the health and safety of its occupants or members of the general public are jeopardized and for the purpose of carrying out the objectives of this article with respect to such nonresidential buildings and structures;

(2) To take such action, together with other appropriate departments and agencies, public and private, as may be necessary to effect the repair or demolition of nonresidential buildings and structures, which have not been properly maintained in compliance with minimum standards established by this article;

(3) To keep a record of the results of inspections made under this article and an inventory of those non-residential buildings and structures which have not been properly maintained in compliance with the minimum standards established b this article; and

(4) To perform such other duties as may be herein prescribed.

Sec. 7. Powers of the Enforcement Officer.

The enforcement officer is authorized to exercise such powers as may be necessary or convenient to carry out and effectuate the purpose and provisions of this article, including the following powers in addition to others herein granted:

(1) To investigate nonresidential buildings and structures in the city to determine whether they have been properly maintained in compliance with the minimum standards established by this article so that the safety or health of the occupants or members of the general public are not jeopardized.

(2) To administer oaths and affirmations, examine witnesses and receive evidence.

(3) To enter upon premises for the purpose of making examinations and inspections provided that such entries shall be made in accordance with law and in such manner as to cause the least possible inconvenience to the persons in possession; and

(4) To appoint and fix duties of such officers, agents, and employees as the enforcement officer deems necessary to carry out the purposes of this article.

Sec. 8. Inspections.

GENERAL FUND REVENUES

		General Fund	Powell Bill Fund
Property Taxes			
Current Year Tax	103100-3110	$ 2,737,565	
Vehicle Taxes	103100-3112	$ 300	
Vehicle Taxes - New	103100-3114	$ 250,000	
Prior Year Tax	103100-3115	$ 125,000	
Misc Property Tax Rev in w/o Years	103100-3116	$ 1,500	
Gap - Taxes	103100-3117	$ 1,500	
Fire District Funds	103100-3120	$ 258,000	
Amounts Refunded - Prop Taxes	103100-3160	$ -	
Amounts Refunded - Old Veh	103100-3161	$ -	
Amounts Refunded - New Veh	103100-3165	$ (1,000.00)	
Penalties & Interest	103100-3170	$ 40,000.00	
Interest - Vehicle Taxes - Old	103100-3171	$ 200.00	
Interest - Vehicle Taxes - New	103100-3175	$ 2,000.00	
Discounts	103100-3190		
Martin Co Tax Commission - Old	103100-3191	$ (30.00)	
Martin Co Tax Commission - New	103100-3195	$ (11,000.00)	
Advalorem Total		$ 3,404,035.00	
Local Option Sales Tax			
Sales Tax	103200-3230	$ 890,000.00	
Powell Bill funds			
License Plate Tax	153100-3114		$ 81,250.00
Powell Bill Funds	153300-3316		$ 165,000.00
Powell Bill Funds Invesment Earning	153600-3612		$ 6,000.00
Hold Harmless Funds			
Hold Harmless Reimbursements	103300-3330	$ 300,000.00	
Pymts In Lieu of Taxes			
Pymts in Lieu of Taxes	103400-3441	$ 4,000.00	
Other Taxes & Licenses			
Taxi Licenses	103200-3250	$ 50.00	
Gross Rec Tax - ST Rental	103200-3255	$ 10,000.00	
Beer & Wine Tax	103200-3270	$ 300.00	
Auto Licenses	103200-3280	$ 100.00	
Auto Licenses - New	103200-3285	$ 17,000.00	
Beer & Wine Tax	103300-3322	$ 25,000.00	
Utility Franchise Tax-Elecrtic	103300-3324	$ 325,000.00	
Telecommunications	103300-3325	$ 58,000.00	
Video Franchise Fee	103300-3326	$ 36,000.00	
Natural Gas	103300-3327	$ 2,000.00	
Total Other Taxes		$ 473,450.00	
Recreation Fees			
Recreation Rents	103500-3515	$ 3,000.00	
Recreation Youth Ins	103500-3517	$ -	
Recreation Programs	103500-3518	$ 9,900.00	
Recreation Memberships	103500-3519	$ 4,500.00	

GENERAL FUND REVENUES

		General Fund	Powell Bill Fund
Recreation Other	103500-3520	$ 5,500.00	
Total Recreation Fees		$ 22,900.00	
Cable Television			
Cable TV	103500-3525	$ -	
Cemetery Lot Sales			
Cemetery	103500-3521	$ 55,000.00	
Other Charges & Fees			
On Behalf of Payment F/R	103400-3491	$ 18,000.00	
Zoning	103500-3530	$ 3,000.00	
Police Dept - Bullet Proof Vest	103500-3535	$ 2,000.00	
Street Sweeper Contract	103500-3545		
Total Other Charges		$ 23,000.00	
EMS Charges			
EMS Collections	103500-3510	$ 500,000.00	
		$ -	
EMS Medicaid	103500-3511	$ 70,000.00	
EMS Medicaid - Payback	103500-3512	$ -	
Government & Local Grants			
Mosquito Control	103300-3329	$ -	
Control Sub & Fed Forfeited Tax	103300-3328	$ 10,000.00	
Tennis Courts M C Schools		$ -	
HAZMAT RRT 1	103300-3390	$ 69,000.00	
ABC Distribution	103400-3442	$ 20,000.00	
Rescue Squad - Martin County	103400-3443	$ 182,560.00	
Recreation - Martin County	103400-3444	$ 9,677.00	
Court Fees	103400-3445	$ 1,000.00	
Solid Waste Disposal	103400-3489	$ 4,000.00	
NCLM/NC Safety Grant	103400-3493	$ -	
Total Government & Local Grants		$ 296,237.00	
Installment Loans outside source	103600-3663	$ 96,920.00	
Loan for Air Curtain Burner		$ 96,920.00	
Interest on Investments			
Investment Earnings	103600-3610	$ 75,000.00	
Investment Earnings/Powell Bill	103600-3612	$ -	
Total Investment Earnings		$ 75,000.00	
Miscellaneous			
Sales of Fixed Assets	103600-3615	$ 10,000.00	
Rooks Trust Fund	103600-3620	$ 6,000.00	
Cash Over/Short	103600-3625	$ -	
Returned Checks	103600-3630	$ 100.00	
Insurance Claims	103600-3635	$ 5,000.00	
Fire Inspection Application Fee	103600-3640	$ 1,000.00	
Fire Code Permit	103600-3645	$ 500.00	
Miscellaneous Revenue	103600-3660	$ 1,000.00	
Total Miscellaneous Revenue		$ 23,600.00	

GENERAL FUND REVENUES

		General Fund	Powell Bill Fund
Fund Balance Appropriated			
Powell Bill	153900-3915	$ -	
Powell Bill - Street Sweeper			$ 234,000.00
Undesignated Air Conditioner		$ 77,000.00	
TOTAL GEN FUND REVENUES	**2020 - 2021**	**$ 6,311,142.00**	$ 486,250.00

ENTERPRISE FUND REVENUES

	Account #	
Water Services		
Water Services	303501-3511	$ 1,180,000.00
Water - MCRWASA Fee	303501-3512	$ 795,000.00
Watet District 1 - Water	303511-3501	$ 112,000.00
Watet District 1 - Water MCRWASA Fee	303511-3512	$ 45,000.00
Watet District 2 - Water	303512-3501	$ 227,000.00
Watet District 2 - Water MCRWASA Fee	303512-3512	$ 94,000.00
		$ 2,453,000.00
Sewer Services		
Sewer Services	303502-3512	$ 1,570,000.00
Watet District 2 - Sewer	303512-3502	$ 1,000.00
		$ 1,571,000.00
Other Charges and Fees		
Penalties - Water	303501-3513	$ 50,000.00
Taps and Connection Fees	303501-3514	$ 5,000.00
Penalties - Sewer	303502-3513	$ 500.00
Taps and Connection Fees	303502-3514	$ 500.00
		$ 56,000.00
Interest on Investments & Loans		
Investment Earnings	303602-3610	$ 130,000.00
Miscellaneous		
Sale of Fixed Assets	303601-3615	$ -
Returned Check Fee	303601-3640	$ 1,000.00
Miscellaneous	303601-3660	$ 500.00
		$ 1,500.00
Transfer from Other Funds		
	303602-3638	$ 22,614.00
Loan		
Loan for Waste Treatment Blue Frog		$ 185,502.00
TOTAL ENTERPRISE FUND REVENUES	**2020 - 2020**	**$ 4,419,616.00**

	Account #		
Storm Water Revenue	25-3501-3511	$	55,000.00
Installment Loans	25-3600-3665		
Investment Earnings	25-3600-3610		
Total Investment Earnings		$	55,000.00
Fund Balance Appropriated			
Undesignated		$	-
TOTALSTORM WATER REVENUES	**2020-2021**	$	55,000.00

SUMMARY OF EXPENDITURES - REQUESTED
FY 2020-2021

GENERAL FUND	Personnel Services	Operating Expenses	Admin. Expense	Capital Outlay	Debt Service	Contingency	Transfer to Other Funds	Capital Reserve	TOTAL
Town Board	38,791	19,714							58,505
Administration	567,942	149,117	(683,239)						33,820
Planning	146,954	42,940							189,894
Public Buildings	15,156	30,934							46,091
Police Dept.	1,463,887	222,984		139,658					1,826,529
Fire Dept.	378,823	159,141							537,964
Rescue/EMS	704,960	190,553							895,513
RRT	6,771	62,229							69,000
Street Dept.	302,180	183,155							485,336
Sanitation Dept.	367,248	79,204		150,220					596,672
Parks & Rec Dept.	356,333	153,733		77,000					587,066
Cemetery	93,344	21,180							114,524
Garage	174,821	33,377							208,198
Cultural Dept.		119,000							119,000
Econ. & Phys. Dev.		377,924							377,924
Debt Retirement					165,106				165,106
TOTALS	**4,617,212**	**1,845,185**	**(683,239)**	**366,878**	**165,106**				**6,311,142**
									6,311,142
POWELL BILL FUND									
Powell Bill		**486,250**							486,250
TOTALS		**486,250**							**486,250**
ENTERPRISE FUND									
Water Dept.	322,475	1,457,391	369,715	81,056	62,553				2,293,190
Water District I					42,991				42,991
Water District II					124,366				124,366
Sewer Dept.	397,303	458,143	313,524	185,502	604,597				1,959,069
TOTALS	**719,778**	**1,915,534**	**683,239**	**266,558**	**834,507**				**4,419,616**
STORM WATER FUND									
Storm Water		55,000							55,000
TOTALS		**55,000**							**55,000**
TOTAL ALL FUNDS	**5,336,990**	**4,301,970**		**633,436**	**999,613**				**11,272,008**

TOWN BOARD

Account Number	Account Description	6/30/2018 Budget	6/30/2018 Actual	6/30/2019 Budget	6/30/2019 Actual	6/30/2020 Budget	1/31/2020 Actual 1/29/19	2020/2021 Dept Request	Recommend	Cuts	Notes
10-4250-0100	SALARIES ELECTED OFFICIAL	34,286	34,015	34,975	33,893	35,328	21,642	36,034	36,034		
10-4250-0500	FICA							2,757	2,757		
10-4250-1020	BOARD TRAINING	3,500	3,261	7,205	4,815	4,853	45		-		
10-4250-1060	ELECTIONS	-	-	-	-	7,300	6,838		-		
10-4250-5400	GROUP INSURANCE							13,821	13,821		
10-4250-1021	TRAINING - Mayor							1,957	1,337	-620	delete Conf not attended
10-4250-1022	TRAINING - Comm Rodgers							496	1,262	766	add Black Summit
10-4250-1023	TRAINING - Comm Moore							1,262	1,262	-	
10-4250-1024	TRAINING - Comm Coffield							496	1,262	766	add Black Summit
10-4250-1025	TRAINING - Comm Chesson							200	-	-200	given up to bal budget
10-4250-1026	TRAINING - Comm Knox							200	-	-200	given up to bal budget
10-4250-1100	TELEPHONE							480	480	-	
10-4250-5300	DUES							710	150	-560	Delete Rotary
10-4250-5700	MISCELLANEOUS LOCAL EVENTS							92	140	48	+48 (rotary left over)
TOTAL		$37,786	$37,276	$42,180	$38,708	$47,481	$28,525	58,505	58,505	0	Rotary difference need

	2020 BUDGET	DEPT REQUEST	RECOMMENDED
Personnel Ser	35,328	38,791	38,791
Operating Exp	12,153	19,234	19,714
Admin Expense	0	-	-
Capital Outlay	0	-	-
Contingency 1%	0	-	-
TOTAL	47,481	58,025	58,505

ADMINISTRATION DEPARTMENT

Account Number	Account Description	6/30/2018 Budget	6/30/2018 Actual	6/30/2019 Budget	6/30/2019 Actual	6/30/2020 Budget	1/31/2020 Actual 1/29/19	2020/2021 Dept Request	2020/2021 Recommend	2020/2021 Cuts	2020/2021 Notes
10-4200-0200	REGULAR SALARIES	374,286	349,178	366,765	356,233	367,588	225,661	381,981	381,981	-	
10-4200-0300	TEMPORARY SALARIES	1,000	-	1,000	-	-	-	1,000	1,000	-	
10-4200-0500	FICA TAX	31,332	27,329	30,810	28,933	30,900	16,634	32,054	32,054	-	
10-4200-0600	GROUP INSURANCE	87,988	49,455	56,772	54,064	58,336	40,439	51,194	51,194	-	
10-4200-0650	GROUP INSURANCE-DEDUCTIBLE REFUNDED	55,000	43,490	80,000	59,636	80,000	15,047	80,000	60,000	20,000	Reduced based on historical tr
10-4200-0700	RETIREMENT	27,984	25,706	28,348	27,532	35,561	20,020	41,714	41,714	-	
10-4200-0900	PROFESSIONAL SERVICES	95,500	75,596	90,000	101,160	97,500	33,368	97,500	85,000	12,500	
10-4200-1000	EMPLOYEE TRAINING	8,500	5,376	11,000	3,975	6,000	2,900	11,950	9,700	2,250	
10-4200-1100	TELEPHONE	5,600	4,612	6,600	4,869	5,000	2,222	4,800	4,000	800	
10-4200-1200	POSTAGE	5,500	2,149	4,500	6,243	5,100	1,102	4,500	4,500	-	
10-4200-1400	TRAVEL/MEETINGS	4,500	5,572	5,000	5,644	6,000	1,322	4,200	4,200	-	
10-4200-1600	REPAIR EQUIPMENT	6,000	4,447	500	3	500	23	500	500	-	
10-4200-1700	REPAIR VEHICLES	-	-	-	-	-	-	-	-	-	
10-4200-2100	EQUIPMENT RENTS/LEASES	8,000	14,129	8,100	12,172	5,000	1,148	12,000	8,020	3,980	Copy-pro contract renewal
10-4200-2600	ADVERTISING	4,000	5,821	5,000	3,195	5,490	823	5,500	3,000	2,500	
10-4200-3100	AUTOMOTIVE SUPPLIES	500	425	900	288	500	157	400	400	-	
10-4200-3200	OFFICE SUPPLIES	6,000	5,488	7,500	6,472	5,000	1,904	6,000	4,450	1,550	
10-4200-3300	DEPARTMENT SUPPLIES	2,600	1,204	2,600	960	2,000	856	2,000	2,000	-	
10-4200-3400	BANK CHARGES	600	690	1,040	103	1,500	343	2,000	2,000	-	
10-4200-3800	GARBAGE COLLECTION	-	344	-	-	-	-	-	0	-	
10-4200-4500	CONTRACTED SERVICES	300	-	300	724	300	-	300	-	300	
10-4200-4501	GOVDEALS AUCTION FEES	2,000	352	2,000	646	2,000	1,129	2,000	1,500	500	
10-4200-4502	TAXES-TOWN OWNED PROPERTIES	-	1,002	-	244	500	41	200	200	-	
10-4200-5300	DUES	2,485	1,533	2,400	1,128	2,000	1,740	1,850	1,850	-	
10-4200-5400	INSURANCE	10,176	8,969	14,086	8,783	13,870	10,812	13,299	13,297	2	
10-4200-5700	MISCELLANEOUS	500	1,132	2,478	2,946	500	150	500	500	-	
10-4200-5900	HURRICANE DORIAN	-	-	-	-	-	-	-	-	-	
10-4200-7400	CAPITAL OUTLAY EQUIPMENT	-	-	5,056	5,056	-	-	-	-	-	
10-4200-7401	SMALL EQUIPMENT	5,000	5,583	4,000	2,987	10,276	6,332	4,000	4,000	-	
10-4200-9200	CONTINGENCY	1,770	-	5,227	1,007	-	-		-	-	
10-4200-9500	TRANSFER FR ENTERPRISE FU	-657,827	-657,827	-636,681	-636,681	-652,031	-380,351	-683,239	-683,239	-	
TOTAL		$89,294	-$18,246	$105,301	$58,322	$89,390	$3,822	78,202	$33,820	44,382	

	2020 BUDGET	DEPT REQUEST	RECOMMENDED
Personnel Ser	572,385	587,942	567,942
Operating Exp	169,036	173,499	149,117
Admin Expense	(652,031)	-683,239	-683,239
Capital Outlay	-	-	-
Contingency 1%	-	-	-
TOTAL	89,390	78,202	33,820

PLANNING

Account Number	Account Description	6/30/2018 Budget	6/30/2018 Actual	6/30/2019 Budget	6/30/2019 Actual	6/30/2020 Budget	1/31/2020 Actual 1/29/19	2020/2021 Dept Request	Recommend	Cuts	Notes
10-4300-0200	REGULAR SALARIES	140,713	113,291	108,832	104,585	111,491	67,450	113,927	113,927	-	
10-4300-0300	TEMPORARY SALARIES	-	-	-	-	-	-		-	-	
10-4300-0500	FICA TAX	10,765	8,584	8,326	8,209	8,529	4,811	8,715	8,715	-	
10-4300-0600	GROUP INSURANCE	13,997	9,092	13,445	10,711	12,087	8,042	13,817	13,817	-	
10-4300-0700	RETIREMENT	9,217	7,310	7,081	7,007	9,094	5,141	10,495	10,495	-	
10-4300-0900	PROFESSIONAL SERVICES	1,000	384	1,000	268	1,000	1,140	1,200	1,200	-	
10-4300-0910	MARKETING TOWN OF WILLIAM	5,500	5,458	6,000	3,705	6,500	1,140	6,000	5,000	1,000	
10-4300-1000	TRAINING	3,000	2,042	7,000	2,271	1,200	2,004	2,500	2,500	-	
10-4300-1100	TELEPHONE	1,100	1,159	1,100	1,414	1,500	816	1,500	1,500	-	
10-4300-1200	POSTAGE	600	347	600	853	600	175	600	600	-	
10-4300-1400	TRAVEL/MEETINGS	650	380	650	231	650	44	500	500	-	
10-4300-1600	REPAIR EQUIPMENT	3,000	110	3,000	7	3,000	46	2,500	1,000	1,500	Copy Pro
10-4300-1700	REPAIR VEHICLES	400	27	400	26	500	-	400	400	-	
10-4300-2600	ADVERTISING	500	827	500	54	600	265	600	600	-	
10-4300-3100	AUTOMOTIVE SUPPLIES	650	255	650	297	750	114	650	650	-	
10-4300-3200	OFFICE SUPPLIES	500	279	500	87	500	134	500	500	-	
10-4300-3300	DEPARTMENT SUPPLIES	500	398	500	248	600	45	500	500	-	
10-4300-3400	BANK CHARGES	-	-	-	-	-	-	-	-	-	
10-4300-4500	CONTRACTED SERVICES	1,000	-	25,500	25,650	2,000	99	2,000	2,000	-	
10-4300-4700	CODE ENFORCEMENT	12,000	9,838	26,000	19,909	31,000	4,275	25,000	24,000	1,000	
10-4300-5300	DUES	1,200	613	1,200	19	1,000	917	1,200	1,200	-	
10-4300-5400	INSURANCE WK COMP/AUTO	1,323	514	808	591	815	534	790	790	-	
10-4300-5700	MISCELLANEOUS	-	611	-	-	-	-	-	-	-	
10-4300-5900	HURRICANE DORIAN	-	-	-	-	-	-	-	-	-	
10-4300-7400	CAPITAL OUTLAY EQUIPMENT	20,000	-	15,425	-	-	-	-	-	-	
10-4300-7401	SMALL EQUIPMENT	2,000	24,183	2,500	3,891	-	-	1,000	-	1,000	Purchased in current budget
10-4300-9200	CONTINGENCY	349	-	429	-	-	-	-	-	-	
	TOTAL	$229,964	$185,702	$231,446	$190,033	$193,416	$97,190	$194,394	$189,894	4,500	

	2020 BUDGET	DEPT REQUEST	RECOMMENDED
Personnel Ser	141,201	146,954	146,954
Operating Exp	52,215	47,440	42,940
Admin Expense	-	-	-
Capital Outlay	-	-	-
Contingency 1%	-	-	-
TOTAL	193,416	194,394	189,894

PUBLIC BUILDINGS

Account Number	Account Description	6/30/2018 Budget	6/30/2018 Actual	6/30/2019 Budget	6/30/2019 Actual	6/30/2020 Budget	1/31/2020 Actual 1/29/19	2020/2021 Dept Request	2020/2021 Recommend	2020/2021 Cuts	2020/2021 Notes
10-5000-0200	REGULAR SALARIES	13,662	13,234	13,601	13,928	13,804	8,178	14,079	14,079	-	
10-5000-0500	FICA TAX	1,045	1,009	1,040	1,108	1,056	585	1,077	1,077	-	
10-5000-0600	GROUP INSURANCE	-	-	-	-	-	-	-	-	-	
10-5000-0700	RETIREMENT	-	-	-	-	-	-	-	-	-	
10-5000-1300	UTILITIES	12,000	11,661	13,000	13,042	13,000	6,915	13,000	13,000	-	
10-5000-1500	REPAIR BLDGS & GROUNDS	15,000	10,094	7,000	3,304	6,000	3,051	6,000	4,500	1,500	
10-5000-1600	REPAIR EQUIPMENT	1,000	1,606	1,000	-	-	616	500	500	-	
10-5000-3300	DEPARTMENT SUPPLIES	4,000	3,719	5,000	3,578	4,000	1,760	4,000	3,000	1,000	
10-5000-3400	BANK CHARGES	216	42	216	44	100	20	100	100	-	
10-5000-3600	UNIFORMS	100	-	-	-	-	-	-	-	-	
10-5000-3800	GARBAGE	1,200	973	1,000	1,710	1,500	1,065	2,000	2,000	-	
10-5000-4500	CONTRACT SERVICES	-	70	-	-	-	-	-	-	-	
10-5000-5400	INSURANCE	8,296	7,715	8,798	8,110	8,447	6,757	7,634	7,634	-	
10-5000-5700	MISCELLANEOUS	100	-	100	-	100	-	-	-	-	
10-5000-5900	HURRICANE DORIAN	-	-	-	-	-	-	-	-	-	
10-5000-7200	CAPITAL OUTLAY BUILDINGS	-	-	-	-	-	-	-	-	-	
10-5000-7401	SMALL EQUIPMENT	500	-	500	381	500	-	200	200	-	
10-5000-9200	CONTINGENCY	324	-	366	-	-	-	-	-	-	
	TOTAL	$57,443	$50,121	$51,621	$45,206	$48,507	$28,946	$48,591	$46,091		

	2020 BUDGET	DEPT REQUEST	RECOMMENDED
Personnel Ser	14,860	15,156	15,156
Operating Exp	33,647	33,434	30,934
dmin Expense	-	0	0
Capital Outlay	-	0	0
ontingency 1%	-	0	0
TOTAL	48,507	48,591	46,091

POLICE DEPARTMENT

Account Number	Account Description	6/30/2018 Budget	6/30/2018 Actual	6/30/2019 Budget	6/30/2019 Actual	6/30/2020 Budget	1/31/2020 Actual 1/29/19	2020/2021 Dept Request	Recommend	Cuts	Notes
10-5100-0200	REGULAR SALARIES	895,565	868,072	945,522	947,147	978,379	638,330	1,060,165	1,002,356	57,809	
10-5100-0300	TEMPORARY SALARIES	64,268	58,978	65,533	52,637	58,362	38,549	65,532	56,532	9,000	
10-5100-0400	SUPPLEMENTAL RETIREMENT	-	-	-	-	-	-		-	-	
10-5100-0500	FICA TAX	73,427	68,456	77,346	78,728	79,846	48,092	86,116	81,693	4,423	
10-5100-0600	GROUP INSURANCE	143,904	101,321	140,347	109,021	137,326	85,769	155,936	155,936	-	
10-5100-0700	RETIREMENT	124,838	117,630	133,987	134,007	151,120	106,915	176,536	167,370	9,166	
10-5100-0900	PROFESSIONAL SERVICES	18,000	26,084	18,000	17,674	20,000	14,796	22,000	20,000	2,000	
10-5100-1000	EMPLOYEE TRAINING	16,000	13,762	16,000	9,394	18,000	7,970	18,000	18,000	-	
10-5100-1100	TELEPHONE	11,000	12,684	11,000	12,821	11,000	8,999	13,000	13,000	-	
10-5100-1200	POSTAGE	500	149	500	307	500	263	500	500	-	
10-5100-1400	TRAVEL	1,000	160	2,000	53	2,000	199	2,000	1,500	500	
10-5100-1600	REPAIR EQUIPMENT	3,000	5,363	3,000	5,956	3,000	550	5,000	5,000	-	
10-5100-1700	REPAIR VEHICLES	13,000	10,590	10,000	13,477	11,500	10,189	13,000	13,000	-	
10-5100-2100	EQUIPMENT RENTS/LEASES	1,000	-	1,000	-	1,000	-	1,000	1,000	-	
10-5100-2600	ADVERTISING	500	135	500	-	500	-	1,000	500	500	
10-5100-3100	AUTOMOTIVE SUPPLIES	32,900	48,407	36,000	48,824	36,000	20,283	50,000	40,000	10,000	
10-5100-3200	OFFICE SUPPLIES	2,500	1,685	2,500	1,493	2,500	85	2,500	2,500	-	
10-5100-3300	DEPARTMENT SUPPLIES	8,000	6,777	8,000	10,551	8,000	2,536	10,000	10,000	-	
10-5100-3400	BANK CHARGES	2,594	586	1,594	621	700	274	700	700	-	
10-5100-3600	UNIFORMS	16,000	15,471	15,500	14,100	16,000	1,312	18,000	16,000	2,000	
10-5100-3800	GARBAGE COLLECTION	-	-	-	-	-	-		-	-	
10-5100-5300	DUES	1,400	1,162	1,400	1,204	1,400	806	1,400	1,400	-	
10-5100-5400	INSURANCE	43,197	38,255	60,613	46,576	47,261	40,886	45,984	45,984	-	
10-5100-5600	DRUG CONTROL	7,000	7,000	8,000	8,000	8,000	8,000	14,000	14,000	-	
10-5100-5601	DRUG & FED FORFEITURE TAX	13,500	13,789	-	-	-	-		-	-	
10-5100-5700	MISCELLANEOUS	1,700	1,352	2,000	1,117	2,000	842	2,500	2,000	500	
10-5100-5800	COMMUNITY INVOLVEMENT	1,500	1,073	1,500	1,365	1,500	165	1,500	1,500	-	
10-5100-5900	HURRICANE DORIAN	-	-	-	829	-	309		-	-	
10-5100-7400	CAPITAL OUTLAY EQUIPMENT	86,457	78,449	132,928	116,786	90,834	-	139,658	139,658	-	3 patrol vehicles
10-5100-7401	SMALL EQUIPMENT	12,900	4,033	21,050	19,434	15,900	3,089	39,650	16,400	23,250	Cut: 2 pistols, 1 taser, 4 cameras, 21 rifle optics
10-5100-7402	EQUIPMENT/DOJ GRANT FUNDS	-	-	-	-	-	-		-	-	
10-5100-9200	CONTINGENCY	2,072	-	2,202	-	-	-		-	-	
TOTAL		$1,597,722	$1,501,424	$1,718,022	$1,652,120	$1,702,628	$1,039,206	1,945,677	$1,826,529	$119,148	

	2020 BUDGET	DEPT REQUEST	RECOMMENDED
Personnel Ser	1,405,033	1,544,285	1,463,887
Operating Exp	206,761	261,734	222,984
dmin Expense	-	-	-
Capital Outlay	90,834	139,658	139,658
ontingency 1%	-	-	-
TOTAL	1,702,628	1,945,677	1,826,529

DEBT

Account Number	Account Description	6/30/2018 Budget	6/30/2018 Actual	6/30/2019 Budget	6/30/2019 Actual	6/30/2020 Budget	1/31/2020 Actual 1/29/19	2020/2021 Dept Request	2020/2021 Recommend	2020/2021 Cuts	2020/2021 Notes
10-5200-9700	DEBT RET 2010 -- POLICE CARS	-	-	-	-	-	94,233		-		
10-5200-9701	DEBT RET 2011 -- POLICE CARS	-	-	-	78,112	-	-		-		
10-5200-9702	DEBT RET 2014 -- POLICE CARS	-	-	-	-	-	-		-		
10-5200-9703	DEBT RET 2015 -- POLICE CARS	-	-	-	-	-	-		-		
10-5200-9704	DEBT RET 2015 -- PARKS & REC TRUCK	-	-	-	-	-	-		-		
10-5200-9705	DEBT RET 2015 -- CODE ENFORCEMENT VE	-	-	-	-	-	-		-		
10-5200-9706	DEBT RET 2016 - CHIPPER	-	-	-	-	-	-		-		
10-5200-9707	DEBT RET 2018---POLICE CARS	36,667	36,667	72,665	72,665	-	-		-		
10-5200-9708	DEBT RET 2019 - POLICE CARS	-	-	44,310	-	26,198	-		-		
10-5200-9709	DEBT RETIREMENT-FIRE TRUCK 2019	-	-	-	-	94,233	-	94,233	94,233		
10-5200-9750	INTEREST 2010 - POLICE DEPT CARS	-	-	-	-	-	-		-		
10-5200-9751	INTEREST 2011 --POLICE CARS	-	-	-	-	-	-		-		
10-5200-9752	INTEREST 2014 -- POLICE CARS	-	-	-	-	-	-		-		
10-5200-9753	INTEREST 2015 -- POLICE CARS	-	-	-	-	-	-		-		
10-5200-9754	INTEREST 2015 -- PARKS & REC TRUCK	-	-	-	-	-	-		-		
10-5200-9755	INTEREST 2015 -- CODE ENFORCEMENT VE	-	-	-	-	-	-		-		
10-5200-9756	INTEREST 2016 - CHIPPER	-	-	-	-	-	-		-		
10-5200-9757	INTEREST 2018---POLICE CARS	2,508	1,690	2,478	2,233	821	-		-		
10-5200-9758	INTEREST 2019 - POLICE CARS	-	-	1,110	841	-	-		-		
10-5200-9759	INTEREST - FIRE TRUCK 2019	-	-	-	-	18,489	18,488	15,408	15,408		
10-5200-9800	DEBT RET 2011 -- -AMBULANCE	-	-	-	-	-	-		-		
10-5200-9801	DEBT RETIREMENT - EMS REMOUNT	-	-	-	-	28,447	28,446	28,447	28,447		
10-5200-9850	INTEREST 2011 -- AMBULANCE	-	-	-	-	-	-		-		
10-5200-9851	INTEREST - EMS REMOUNT 2019	-	-	-	-	2,535	2,535	1,690	1,690		
10-5200-9900	DEBT RET 2010 -- KNUCKLE BOOM	-	-	-	-	-	-		-		
10-5200-9910	DEBT RETIREMENT-FIRE TANKER	62,000	62,000	-	-	-	-		-		
10-5200-9911	INTEREST 2013	582	581	-	-	-	-		-		
10-5200-9950	INTEREST 2010 -- KNUCKLE BOOM	-	-	-	-	-	-		-		
10-5200-9960	DEBT RETIREMENT-MISC INSTALL	22,614	22,614	22,614	-	22,614	22,614	22,614	22,614		Skinner Warehouse
10-5200-9970	INTEREST-MISC INSTALL	4,071	4,070	3,619	3,618	3,166	3,166	2,714	2,714		Skinner Warehouse
10-5200-9980	DEBT RETIREMENT - MISC INSTALL	-	-	-	-	-	-		-		
10-5200-9990	DEBT RETIREMENT-ANNEXATION	-	-	-	-	-	-		-		
	TOTAL	128,442	127,622	146,796	157,469	196,503	169,482	165,106	165,106		

	2020 BUDGET	DEPT REQUEST	RECOMMENDED
Personnel Ser	-	-	-
Operating Exp	196,503	165,106	165,106
Admin Expense	-	-	-
Capital Outlay	-	-	-
Contingency 1%	-	-	-
TOTAL	196,503	165,106	165,106

FIRE DEPARTMENT

Account Number	Account Description	6/30/2018 Budget	6/30/2018 Actual	6/30/2019 Budget	6/30/2019 Actual	6/30/2020 Budget	1/31/2020 Actual 1/29/19	2020/2021 Dept Request	Recommend	Cuts	Notes
10-5300-0200	REGULAR SALARIES	323,036	298,866	268,318	255,063	262,632	156,775	266,696	266,696	-	
10-5300-0300	TEMPORARY SALARIES	16,000	2,280	10,000	4,496	6,000	1,164	10,000	6,000	4,000	
10-5300-0400	SUPPLEMENTAL RETIREMENT	9,992	9,992	9,992	9,992	9,992	5,829	9,992	9,992	-	
10-5300-0500	FICA TAX	25,936	22,228	21,750	19,976	21,315	11,022	21,167	21,167	-	
10-5300-0600	GROUP INSURANCE	49,182	38,033	40,471	39,866	39,420	29,406	44,839	44,839	-	
10-5300-0700	RETIREMENT	25,218	22,393	21,860	20,595	26,814	14,035	30,129	30,129	-	
10-5300-0701	ON BEHALF OF PAYMENTS - FIRE	3,700	12,318	3,700	12,728	-	-	13,000	13,000	-	
10-5300-0900	PROFESSIONAL SERVICES	5,000	4,842	5,000	5,262	5,000	4,849	5,000	5,000	-	
10-5300-1000	EMPLOYEE TRAINING	5,000	4,312	5,500	3,445	5,500	1,751	5,500	5,000	500	
10-5300-1100	TELEPHONE	4,550	5,517	6,000	5,603	5,000	2,020	5,000	4,500	500	
10-5300-1200	POSTAGE	300	196	300	294	300	242	300	300	-	
10-5300-1300	UTILITIES	3,500	564	1,000	386	500	211	1,000	1,000	-	
10-5300-1400	TRAVEL	300	271	300	90	300	48	300	300	-	
10-5300-1500	REPAIR BLDGS & GROUNDS	2,000	53	2,000	448	2,000	1,132	2,000	2,000	-	
10-5300-1600	REPAIR EQUIPMENT	27,000	57,893	65,000	51,849	26,590	80,110	28,000	28,000	-	
10-5300-2100	EQUIPMENT RENTS/LEASES	2,000	-	2,000	-	2,000	-	2,000	1,000	1,000	
10-5300-3100	AUTOMOTIVE SUPPLIES	21,500	21,217	17,500	18,280	16,000	9,269	16,000	16,000	-	
10-5300-3200	OFFICE SUPPLIES	800	253	1,000	-	1,000	-	1,500	500	1,000	
10-5300-3300	DEPARTMENT SUPPLIES	5,000	2,784	5,000	1,916	5,000	975	5,000	4,000	1,000	
10-5300-3400	BANK CHARGES	1,297	298	800	316	350	178	350	350	-	
10-5300-3600	UNIFORMS	5,000	4,741	5,000	3,710	5,000	3,736	5,000	4,800	200	
10-5300-3800	GARBAGE COLLECTION	600	937	800	664	800	-	800	800	-	
10-5300-5300	DUES	1,400	824	1,400	947	1,400	965	1,400	1,400	-	
10-5300-5400	INSURANCE	32,555	28,325	35,485	32,966	41,092	39,703	41,791	41,791	-	
10-5300-5700	MISCELLANEOUS	1,100	1,134	1,200	811	1,200	1,097	1,400	1,400	-	
10-5300-5900	HURRICANE DORIAN	-	-	-	398	-	73		-	-	
10-5300-7400	CAPITAL OUTLAY EQUIPMENT	21,000	21,000	13,410	2,586	-	-		-	-	
10-5300-7401	SMALL EQUIPMENT	25,300	25,205	36,700	45,575	26,800	8,350	30,000	28,000	2,000	Purchase: Turnout gear, airpack cylinders, and fire hoses
10-5300-7402	2006 HAZMAT GRANT CFDA 97.067	-	-	-	-	-	-		-	-	
10-5300-7403	2007 DHS GRANT CFDA 97.073	-	-	-	-	-	-		-	-	
10-5300-7404	2008 RRT EQUIP GRANT CFDA 97.067	-	-	-	-	-	-		-	-	
10-5300-7405	FIRE SAFETY GRANT	-	-	-	-	-	-		-	-	
10-5300-7406	FIRE SAFETY GRANT 2009	-	-	-	-	-	-		-	-	
10-5300-7407	2009 RRT EG GRANT CFDA#97.067	-	-	-	-	-	-		-	-	
10-5300-7408	2010 RRT EQ GRANT CFDA#97.067	-	-	-	-	-	-		-	-	
10-5300-7409	2011 RRT EQUIPMENT GRANT	-	-	-	-	-	-		-	-	
10-5300-7410	2014 DHS EQ GRANT	-	-	-	-	-	-		-	-	
10-5300-7411	SAFE KIDS GRANT	-	-	-	-	-	-		-	-	
10-5300-7412	CYLINDER RECOVERY SYSTEM	-	-	-	-	-	-		-	-	
10-5300-7413	TRUCK - PRIME MOVER	-	-	-	-	-	-		-	-	
10-5300-9200	CONTINGENCY	1,479	-	1,858	-	-	-		-	-	
	TOTAL	$619,745	$586,475	$583,344	$538,261	$512,005	$372,939	$548,164	$537,964	$10,200	

	2020 BUDGET	DEPT REQUEST	RECOMMENDED
Personnel Ser	366,173	382,823	378,823
Operating Exp	145,832	165,341	159,141
Admin Expense	-	-	-
Capital Outlay	-	-	-
Contingency 1%	-	-	-
TOTAL	512,005	548,164	537,964

RRT DEPARTMENT

Account Number	Account Description	6/30/2018 Budget	6/30/2018 Actual	6/30/2019 Budget	6/30/2019 Actual	6/30/2020 Budget	1/31/2020 Actual 1/29/19	2020/2021 Dept Request	2020/2021 Recommend	2020/2021 Cuts	2020/2021 Notes
10-5350-0300	RRT1 SALARIES	3,000	-	3,000	-	3,000	-	3,000	3,000	-	
10-5350-0310	RT TRAINING SALARIES	-	3,350	-	2,055	3,350	1,618	3,350	3,350	-	
10-5350-0500	RRT1 FICA TAX	230	-	230	158	230	-	230	230	-	
10-5350-0700	RRT1 RETIREMENT	191	-	191	158	191	-	191	191	-	
10-5350-0900	PROFESSIONAL SERVICES	15,000	15,000	15,000	15,000	15,000	-	15,000	15,000	-	
10-5350-1000	TRAINING	25,000	20,707	25,000	14,490	25,000	12,979	25,000	25,000	-	
10-5350-1100	RRT1 TELEPHONE	900	566	900	456	900	228	900	900	-	
10-5350-1200	RRT1 POSTAGE	100	-	100	-	100	-	100	100	-	
10-5350-1400	RRT1 TRAVEL	500	400	500	-	500	-	500	500	-	
10-5350-1500	REPAIR BLDGS & GROUNDS	-	-	-	-	-	-		-	-	
10-5350-1600	EQUIPMENT REPAIR	4,000	4,118	4,000	4,812	4,000	3,505	4,000	4,000	-	
10-5350-3300	RRT1 DEPT SUPPLIES	2,500	2,688	3,000	1,437	7,000	842	3,000	3,000	-	
10-5350-3600	RRT1 UNIFORMS	3,500	2,265	4,000	1,868	5,000	989	2,229	2,229	-	
10-5350-3800	GARBAGE COLLECTION	-	-	800	648	2,000	690	2,000	2,000	-	
10-5350-5400	WORKERS COMP INS RRT1	5,000	5,000	5,000	5,000	5,000	-	5,000	5,000	-	
10-5350-7400	CAPITAL OUTLAY EQUIPMENT	-	634	-	-	-	-		-	-	
10-5350-7401	SMALL EQUIPMENT	11,674	9,728	6,279	2,911	4,729	693	2,000	2,000	-	
10-5350-7402	VEHICLE RESERVE	26,000	26,039	9,100	-	10,358	-	2,500	2,500	-	
TOTAL		97,595	90,495	77,100	48,994	86,358	21,544	69,000	69,000		

	2020 BUDGET	DEPT REQUEST	RECOMMENDED
Personnel Ser	6,771	6,771	6,771
Operating Exp	79,587	62,229	62,229
dmin Expense	-	-	-
Capital Outlay	-	-	-
ontingency 1%	-	-	-
TOTAL	86,358	69,000	69,000

RESCUE DEPARTMENT

Account Number	Account Description	6/30/2018 Budget	6/30/2018 Actual	6/30/2019 Budget	6/30/2019 Actual	6/30/2020 Budget	1/31/2020 Actual 1/29/19	2020/2021 Dept Request	Recommend	Cuts	Notes
10-5400-0200	REGULAR SALARIES	464,258	467,335	506,622	507,587	508,743	312,579	527,378	491,663	35,715	
10-5400-0300	TEMPORARY SALARIES	20,000	17,480	26,000	24,487	23,000	20,005	26,000	23,000	3,000	
10-5400-0400	SUPPLEMENTAL RETIREMENT	720	720	720	-	720	-	720	720	-	
10-5400-0500	FICA TAX	37,046	35,377	40,287	40,739	41,443	23,242	42,333	39,601	2,732	
10-5400-0600	GROUP INSURANCE	82,578	65,083	81,640	70,228	82,209	47,798	93,651	93,651	-	
10-5400-0700	RETIREMENT	36,010	34,644	40,448	41,356	52,149	27,637	60,227	56,325	3,902	
10-5400-0701	ON BEHALF OF PAYMENTS - RES	3,000	4,562	3,000	5,196	3,000	-	6,000	6,000	-	
10-5400-0900	PROFESSIONAL SERVICES	48,000	44,033	48,000	45,438	46,000	24,986	52,200	52,200	-	
10-5400-1000	EMPLOYEE TRAINING	3,000	2,200	3,500	2,297	3,500	1,697	3,500	3000	500	
10-5400-1100	TELEPHONE	3,500	2,337	3,500	2,313	3,500	1,171	3,500	3000	500	
10-5400-1200	POSTAGE	300	8	300	112	300	103	300	300	-	
10-5400-1300	UTILITIES	13,000	14,212	13,000	12,712	15,000	6,583	15,000	14,000	1,000	
10-5400-1400	TRAVEL	200	256	200	180	250	95	200	200	-	
10-5400-1500	REPAIR BLDGS & GROUNDS	6,000	6,068	6,000	5,083	6,000	2,651	7,500	6,500	1,000	
10-5400-1600	EQUIPMENT REPAIR	15,500	8,050	15,500	8,601	15,500	7,272	15,500	15,500	-	
10-5400-2100	EQUIPMENT RENTS/LEASES	3,200	3,082	3,200	2,948	3,200	294	3,200	3,200	-	
10-5400-3100	AUTOMOTIVE SUPPLIES	11,000	10,590	9,000	8,772	9,000	4,602	9,000	9,000	-	
10-5400-3200	OFFICE SUPPLIES	2,000	1,500	2,000	1,506	2,000	1,556	2,500	2,500	-	
10-5400-3300	DEPARTMENT SUPPLIES - DIREC	12,000	19,449	28,000	26,990	27,000	13,665	27,000	27,000	-	
10-5400-3301	DEPARTMENT SUPPLIES - INDIRE	2,500	2,128	2,500	1,593	2,500	882	2,500	2,500	-	
10-5400-3400	BANK CHARGES	1,081	248	581	263	250	116	250	250	-	
10-5400-3600	UNIFORMS	4,500	4,611	4,500	3,388	4,500	4,074	4,500	4,500	-	
10-5400-3800	GARBAGE COLLECTION	1,600	1,337	1,600	1,824	2,000	1,639	2,200	2,200	-	
10-5400-5300	DUES	1,000	928	1,000	952	1,000	385	1,000	1,000	-	
10-5400-5400	INSURANCE	24,062	23,021	23,659	25,083	28,336	36,700	28,703	28,703	-	
10-5400-5700	MISCELLANEOUS	800	311	1,000	763	1,000	575	1,000	1,000	-	
10-5400-5900	HURRICANE DORIAN	-	-	-	-	-	-	-	-	-	
10-5400-7400	CAPITAL OUTLAY EQUIPMENT	-	-	106,846	101,931	33,000	32,286	104,000	0	104,000	EMS Remount moved to 2020-2021
10-5400-7401	SMALL EQUIPMENT	8,000	7,078	8,000	5,954	8,000	4,339	8,000	8,000	-	Cut: rescue vetter bags Buy: Tablets and medical equipement
10-5400-9200	CONTINGENCY	1,612	-	1,750	-	-	-	-	-	-	
	TOTAL	806,467	776,647	982,353	948,297	923,100	576,932	1,047,862	$895,513	$152,349	

	2020 BUDGET	DEPT REQUEST	RECOMMENDED
Personnel Ser	708,264	750,309	704,960
Operating Exp	181,836	193,553	190,553
Admin Expense	-	-	-
Capital Outlay	33,000	104,000	-
Contingency 1%	-	-	-
TOTAL	923,100	1,047,862	895,513

STREET DEPARTMENT

Account Number	Account Description	6/30/2018 Budget	6/30/2018 Actual	6/30/2019 Budget	6/30/2019 Actual	6/30/2020 Budget	1/31/2020 Actual 1/29/19	2020/2021 Dept Request	2020/2021 Recommend	2020/2021 Cuts	2020/2021 Notes
10-5600-0200	REGULAR SALARIES	199,999	194,689	202,974	203,501	207,225	125,627	216,805	216,805	-	
10-5600-0300	TEMPORARY SALARIES	2,000	1,389	2,000	1,888	2,000	397	2,000	2,000	-	
10-5600-0500	FICA TAX	13,923	14,305	15,681	15,603	16,006	8,544	16,739	16,739	-	
10-5600-0600	GROUP INSURANCE	41,008	32,552	36,321	34,024	37,610	21,933	42,830	42,830	-	
10-5600-0700	RETIREMENT	13,560	14,537	15,764	16,435	20,168	11,329	23,807	23,807	-	
10-5600-0900	PROFESSIONAL SERVICES	350	473	350	84	350	-	350	200	150	
10-5600-1000	EMPLOYEE TRAINING	1,750	262	2,000	-	2,000	156	2,000	1,200	800	
10-5600-1100	TELEPHONE	750	740	750	747	750	855	795	795	-	
10-5600-1200	POSTAGE	200	-	-	-	100	24	100	100	-	
10-5600-1300	UTILITIES	121,350	132,497	135,000	128,127	135,000	68,373	135,000	135,000	-	
10-5600-1400	TRAVEL	400	60	400	30	400	48	400	300	100	
10-5600-1500	REPAIR BLDGS & GROUNDS	6,500	1,506	1,000	94	1,000	74	1,000	750	250	
10-5600-1600	REPAIR EQUIPMENT	15,500	10,199	5,500	1,437	5,500	4,776	5,500	5,500	-	
10-5600-2100	EQUIPMENT RENTS/LEASES	150	104	6,000	-	6,000	-	6,000	2,500	3,500	
10-5600-2600	ADVERTISING	100	696	750	-	750	30	100	100	-	
10-5600-3100	AUTOMOTIVE SUPPLIES	8,500	10,078	8,500	7,550	7,500	3,099	7,500	7,000	500	
10-5600-3300	DEPARTMENT SUPPLIES	4,500	4,685	5,500	5,244	5,000	1,589	5,000	4,000	1,000	
10-5600-3302	STAMPEDE - STREET	-	-	-	-	1,000	484	1,000	1,000	-	
10-5600-3400	BANK CHARGES	1,081	232	1,081	245	300	108	300	300	-	
10-5600-3600	UNIFORMS	6,388	4,423	6,388	3,968	4,500	2,514	4,860	4,500	360	
10-5600-3900	POWELL B/EQUIP OPERATIONS	-	-	-	-	-	-		-	-	
10-5600-4500	CONTRACTED SERVICES	2,000	243	2,000	180	1,000	1,199	2,000	1,700	300	
10-5600-5400	INSURANCE	11,213	12,434	13,736	13,406	14,179	22,757	13,924	13,924	-	
10-5600-5700	MISCELLANEOUS	300	87	300	303	300	87	300	300	-	
10-5600-5900	HURRICANE DORIAN	-	-	-	43	-	65		-	-	
10-5600-7400	CAPITAL OUTLAY EQUIPMENT	-	-	-	-	-	-		-	-	
10-5600-7401	SMALL EQUIPMENT	2,700	2,653	2,000	1,413	750	-	3,986	3,986	-	
10-5600-9200	CONTINGENCY	1,710	-	1,913	-	-	-		-	-	
10-5600-9400	TRANSFER TO CAP PROJ FUND	-	-	-	-	-	-		-	-	
	TOTAL	$455,932	$438,842	$465,908	$434,323	$469,388	$274,067	$492,296	$485,336	$6,960	

	2020 BUDGET	DEPT REQUEST	RECOMMENDED
Personnel Ser	283,009	302,180	302,180
Operating Exp	186379	190,115	183,155
Admin Expense	0	0	0
Capital Outlay	0	0	0
Contingency 1%	0	0	0
TOTAL	469,388	492,296	485,336

SANITATION DEPARTMENT

Account Number	Account Description	6/30/2018 Budget	6/30/2018 Actual	6/30/2019 Budget	6/30/2019 Actual	6/30/2020 Budget	1/31/2020 Actual 1/29/	2020/2021 Dept Request	Recommend	Cuts	Notes
10-5800-0200	REGULAR SALARIES	261,502	229,706	265,945	246,952	267,398	157,632	273,862	249,070	24,792	
10-5800-0300	TEMPORARY SALARIES	3,000	1,285	3,000	1,841	3,000	397	3,000	2,000	1,000	
10-5800-0500	FICA TAX	20,234	17,376	20,574	19,446	20,685	11,222	21,180	19,283	1,897	
10-5800-0600	GROUP INSURANCE	67,309	52,199	61,016	52,406	60,774	42,140	69,487	69,487	-	
10-5800-0700	RETIREMENT	19,657	17,210	20,712	19,925	26,058	13,820	30,114	27,408	2,706	
10-5800-0900	PROFESSIONAL SERVICES	47	132	100	119	100	70	100	100	-	
10-5800-1000	EMPLOYEE TRAINING	100	-	100	-	100	-	100	100	-	
10-5800-1100	TELEPHONE	450	820	-	1,145	450	913	500	500	-	
10-5800-1400	TRAVEL	75	40	100	40	100	79	100	100	-	
10-5800-1500	REPAIR BLDGS & GROUNDS	1,400	-	1,400	1,151	1,000	-	3,500	1,500	2,000	add stone on drive at WWTP
10-5800-1600	REPAIR EQUIPMENT	12,500	9,709	10,000	8,390	9,000	5,138	15,000	9,000	6,000	backhoe maintenance
10-5800-2100	EQUIPMENT RENT,LEASE	100	104	100	-	100	-	100	100	-	
10-5800-2600	ADVERTISING	200	148	200	33	200	30	200	200	-	
10-5800-3100	AUTOMOTIVE SUPPLIES	21,800	30,680	23,000	26,576	22,000	15,212	23,000	23,000	-	
10-5800-3300	DEPARTMENT SUPPLIES	1,700	1,722	1,700	2,196	1,700	965	1,700	1,700	-	
10-5800-3301	MOSQUITO CONTROL	3,500	39	3,500	22	2,500	-	3,500	2,500	1,000	
10-5800-3305	MARTIN COUNTY LANDFILL	11,150	13,704	12,000	23,799	14,000	18,278	15,000	15,000	-	
10-5800-3400	BANK CHARGES	735	153	735	150	200	72	200	200	-	
10-5800-3600	UNIFORMS	7,409	6,040	7,500	6,378	7,000	4,024	7,500	7,500	-	
10-5800-3800	GARBAGE COLLECTION	1,075	-	1,200	395	1,200	-	1,200	750	450	
10-5800-4500	CONTRACT SERVICES	1,350	852	1,500	337	1,500	379	1,500	1,500	-	
10-5800-5400	INSURANCE	11,981	11,152	14,209	14,080	15,039	5,303	15,154	15,154	-	
10-5800-5700	MISCELLANEOUS	300	277	300	409	300	77	300	300	-	
10-5800-5900	HURRICANE DORIAN	-	-	-	21	-	-		-	-	
10-5800-7400	CAPITAL OUTLAY EQUIPMENT	-	-	52,000	48,395	17,425	16,310	189,818	150,220	39,598	
10-5800-7401	SMALL EQUIPMENT	-	342	325	282	-	-		-	-	
10-5800-9200	CONTINGENCY	759	-	780	-	-	-		-	-	
TOTAL		$448,333	$393,689	$501,996	$474,487	$471,829	$292,062	$676,114	$596,672	$79,443	

	2020 BUDGET	DEPT REQUEST	RECOMMENDED
Personnel Ser	377,915	397,642	367,248
Operating Exp	76,489	88,654	79,204
Admin Expense	-	-	-
Capital Outlay	17,425	189,818	150,220
Contingency 1%	-	-	-
TOTAL	471,829	676,114	596,672

RECREATION DEPARTMENT

Account Number	Account Description	6/30/2018 Budget	6/30/2018 Actual	6/30/2019 Budget	6/30/2019 Actual	6/30/2020 Budget	1/31/2020 Actual 1/29/	2020/2021 Dept Request	Recommend	Cuts	Notes
10-6200-0200	REGULAR SALARIES	218,409	209,673	207,690	203,693	204,488	133,116	196,826	196,826	-	
10-6200-0300	TEMPORARY SALARIES	71,001	67,947	70,151	67,586	70,699	45,917	99,016	79,016	20,000	
10-6200-0500	FICA TAX	22,675	20,411	21,561	20,966	21,893	12,563	22,632	22,632	-	
10-6200-0600	GROUP INSURANCE	33,895	27,059	30,325	28,570	31,256	17,875	35,784	35,784	-	
10-6200-0700	RETIREMENT	16,946	16,980	16,432	17,986	21,440	12,472	22,076	22,076	-	
10-6200-0900	PROFESSIONAL SERVICES	3,350	3,366	3,950	3,677	4,550	3,310	4,950	4,450	500	
10-6200-1000	EMPLOYEE TRAINING	1,945	1,154	1,945	974	1,840	294	2,280	1,500	780	
10-6200-1100	TELEPHONE	5,220	4,653	5,220	4,534	6,360	2,449	6,060	4,980	1,080	
10-6200-1200	POSTAGE	500	121	500	125	500	7	500	500	-	
10-6200-1300	UTILITIES	26,100	25,563	25,475	21,927	26,000	16,762	28,200	28,000	200	
10-6200-1400	TRAVEL	-	30	-	30	-	-	-	-	-	
10-6200-1500	REPAIR BLDGS & GROUNDS	33,565	23,609	60,065	53,334	28,340	2,892	39,040	24,540	14,500	Cut: Rail Trail erosion & LED Lights at Gym
10-6200-1600	REPAIR EQUIPMENT	11,300	9,272	5,000	6,055	11,750	2,822	9,400	7,000	2,400	
10-6200-3100	AUTOMOTIVE SUPPLIES	11,120	10,464	10,000	8,756	9,000	4,691	10,960	8,500	2,460	
10-6200-3300	DEPARTMENT SUPPLIES	30,580	28,659	30,000	26,235	29,760	13,117	32,010	29,010	3,000	Cut: Football Helment replacement
10-6200-3400	BANK CHARGES	1,081	260	656	238	300	105	300	300	-	
10-6200-3500	SUPPLIES-TURFGRASS MGMT	14,990	8,042	15,990	10,884	12,000	8,044	17,325	11,500	5,825	
10-6200-3600	UNIFORMS	2,300	2,026	2,300	1,886	2,700	1,919	2,750	2,400	350	
10-6200-3800	GARBAGE COLLECTION	4,940	5,364	4,940	5,575	6,000	3,735	6,300	6,300	-	
10-6200-4500	CONTRACTED SERVICES	5,800	3,420	5,500	4,608	6,110	726	6,490	5,700	790	
10-6200-5300	DUES	375	355	375	350	375	225	375	375	-	
10-6200-5400	INSURANCE	14,511	14,361	16,262	21,348	16,536	13,148	16,078	16,078	-	
10-6200-5700	MISCELLANEOUS	1,500	1,845	1,600	1,947	2,100	2,343	2,100	2,100	-	
10-6200-5702	BARNES EST/Wmstn Yarn Mill D	-	-	-	-	-	-		-	-	
10-6200-5900	HURRICANE DORIAN	-	-	-	53	-	-		-	-	
10-6200-7200	CAPITAL OUTLAY BUILDINGS	-	-	-	-	-	-		-	-	
10-6200-7400	CAPITAL OUTLAY EQUIPMENT	16,000	-	28,950	26,929	-	-	83,000	77,000	6,000	Cut: Concrete under bleacehers at GC Park
10-6200-7401	SMALL EQUIPMENT	1,400	1,481	1,500	3,255	500	829	4,500	500	4,000	Cut: Eliptical at GP Gym
10-6200-9200	CONTINGENCY	1,706	-	1,623	-	-	-		-	-	
TOTAL		$551,209	$486,115	$568,010	$541,521	$514,497	$299,360	$648,951	$587,066	$61,885	

	2020 BUDGET	DEPT REQUEST	RECOMMENDED
Personnel Ser	349,776	376,333	356,333
Operating Exp	164,721	189,618	153,733
Admin Expense	-	-	-
Capital Outlay	-	83,000	77,000
Contingency 1%	-	-	-
TOTAL	514,497	648,951	587,066

CULTURAL DEPARTMENT

Account Number	Account Description	6/30/2018 Budget	6/30/2018 Actual	6/30/2019 Budget	6/30/2019 Actual	6/30/2020 Budget	1/31/2020 Actual 1/29/	2020/2021 Dept Request	Recommend	Cuts	Notes
10-6300-1010	MARTIN MEMORIAL LIBRARY	101,797	101,797	102,000	102,000	102,000	59,584	102,000	102,000	-	Same as current budget
10-6300-1016	STAMPEDE FESTIVAL	9,000	10,805	9,000	9,951	9,000	10,089	9,000	9,000	-	Same as current budget
10-6300-1020	CHRISTMAS DECORATIONS	2,000	1,948	3,000	-	3,000	1,430	3,000	3,000	-	Same as current budget
10-6300-1030	CHRISTMAS PARADE	3,500	2,126	3,500	3,408	3,500	3,550	3,500	3,500	-	Same as current budget
10-6300-1040	CHRISTMAS TREE LIGHTS	500	637	500	1,348	500	310	500	500	-	Same as current budget
10-6300-1050	SUSTAINABLE COMMUNITIES PR	750	500	500	500	500	-	500	500	-	Same as current budget
10-6300-7400	MAINTENANCE--CHRISTMAS DE	600	262	500	-	500	182	500	500	-	Same as current budget
10-6300-9200	CONTINGENCY	1,145	-	1,190	-	-	-		-	-	Same as current budget
	TOTAL	$119,292	$118,075	$120,190	$117,207	$119,000	$75,145	$119,000	$119,000		

	2020 BUDGET	DEPT REQUEST	RECOMMENDED
Personnel Ser	-	-	-
Operating Exp	119,000	119,000	119,000
Admin Expense	-	-	-
Capital Outlay	-	-	-
Contingency 1%	-	-	-
TOTAL	119,000	119,000	119,000

CEMETERY DEPARTMENT

Account Number	Account Description	6/30/2018 Budget	6/30/2018 Actual	6/30/2019 Budget	6/30/2019 Actual	6/30/2020 Budget	1/31/2020 Actual 1/29/19	2020/2021 Dept Request	2020/2021 Recommend	2020/2021 Cuts	2020/2021 Notes
10-6400-0200	REGULAR SALARIES	60,611	55,021	61,651	60,089	61,053	38,358	62,875	62,875	-	
10-6400-0300	TEMPORARY SALARIES	5,000	3,525	5,000	4,064	4,000	1,585	5,000	4,000	1,000	
10-6400-0500	FICA TAX	5,019	4,425	5,099	5,095	5,053	2,630	5,192	5,192	-	
10-6400-0600	GROUP INSURANCE	13,292	9,621	12,253	11,109	12,192	7,976	13,912	13,912	-	
10-6400-0700	RETIREMENT	4,874	4,317	5,117	5,128	6,347	3,481	7,364	7,364	-	
10-6400-0900	PROFESSIONAL SERVICES	500	45	500	-	500	-	500	200	300	
10-6400-1100	TELEPHONE	400	403	400	434	400	214	400	400	-	
10-6400-1300	UTILITIES	675	811	675	932	675	624	1,000	1,000	-	
10-6400-1500	REPAIR BLDGS & GROUDS	2,350	2,124	1,000	579	1,500	22	8,500	8,500	-	
10-6400-1600	REPAIR EQUIPMENT	1,625	1,168	1,600	2,350	2,500	690	2,500	2,250	250	
10-6400-3100	AUTOMOTIVE SUPPLIES	1,700	2,941	2,500	1,933	2,000	1,372	2,500	2,250	250	
10-6400-3300	DEPARTMENT SUPPLIES	1,600	762	1,000	1,210	1,000	697	1,200	1,200	-	
10-6400-3400	BANK CHARGES	216	39	216	38	80	18	80	80	-	
10-6400-3500	ROOKS FUND EXPENSE	500	490	500	370	500	250	500	500	-	
10-6400-3600	UNIFORMS	1,900	836	1,100	1,271	1,200	703	1,900	1,200	700	
10-6400-5400	INSURANCE	2,330	276	2,508	3,028	2,716	4,699	2,807	2,807	-	
10-6400-5700	MISCELLANEOUS	200	469	275	256	275	172	200	200	-	
10-6400-5900	HURRICANE DORIAN	-	-	-	-	-	-		-	-	
10-6400-7200	CAP OUTLAY-LAND & BLDGS	-	-	-	-	-	-		-	-	
10-6400-7400	CAPITAL OUTLAY EQUIPMENT	9,700	9,450	5,300	5,299	-	-		-	-	
10-6400-7401	SMALL EQUIPMENT	1,129	28	600	564	642	-	600	593	7	Buy: Gas Trimmer
10-6400-9200	CONTINGENCY	151	-	129	-	-	-		-	-	
	TOTAL	113,772	96,750	107,423	103,748	102,633	63,492	117,031	$114,524		

	2020 BUDGET	DEPT REQUEST	RECOMMENDED
Personnel Ser	88,645	94,344	93,344
Operating Exp	13,988	22,687	21,180
Admin Expense	-	-	-
Capital Outlay	-	-	-
Contingency 1%	-	-	-
TOTAL	102,633	117,031	114,524

GARAGE DEPARTMENT

Account Number	Account Description	6/30/2018 Budget	6/30/2018 Actual	6/30/2019 Budget	6/30/2019 Actual	6/30/2020 Budget	1/31/2020 Actual 1/29/	2020/2021 Dept Request	Recommend	Cuts	Notes
10-6500-0200	REGULAR SALARIES	119,188	120,044	122,747	122,940	124,939	78,034	129,397	129,397	-	
10-6500-0500	FICA TAX	9,118	8,099	9,390	8,667	9,558	4,995	9,899	9,899	-	
10-6500-0600	GROUP INSURANCE	20,131	16,254	17,894	17,131	18,714	12,290	21,505	21,505	-	
10-6500-0700	RETIREMENT	8,841	8,871	9,412	9,813	11,988	6,863	14,020	14,020	-	
10-6500-0900	PROFESSIONAL SERVICES	534	184	500	147	500	-	500	200	300	
10-6500-1000	EMPLOYEE TRAINING	480	-	500	70	500	-	500	200	300	
10-6500-1100	TELEPHONE	175	253	175	319	350	112	350	350	-	
10-6500-1300	UTILITIES	2,500	2,638	2,750	2,038	2,900	1,849	3,000	3,000	-	
10-6500-1500	REPAIR BLDGS & GROUNDS	42,400	37,680	15,000	2,112	2,114	565	2,114	1,500	614	
10-6500-1600	REPAIR EQUIPMENT	1,500	1,515	1,500	4,858	3,085	1,390	3,085	2,500	585	
10-6500-2100	LEASES	400	104	400	-	1,056	1,037	400	400	-	
10-6500-3100	AUTOMOTIVE SUPPLIES	1,500	1,565	1,700	810	1,700	571	1,700	1,400	300	
10-6500-3300	DEPARTMENT SUPPLIES	4,150	3,449	3,000	3,282	3,370	1,552	3,370	2,750	620	
10-6500-3400	BANK CHARGES	432	76	432	77	200	34	200	200	-	
10-6500-3600	UNIFORMS	2,810	1,640	2,810	1,717	2,810	714	2,810	2,810	-	
10-6500-3800	GARBAGE COLLECTION	1,484	1,281	1,500	1,502	1,720	1,044	1,600	1,600	-	
10-6500-4500	CONTRACTED SERVICES	3,840	2,060	6,140	3,667	6,915	539	6,915	6,000	915	
10-6500-5400	INSURANCE	4,028	3,625	4,440	4,243	4,638	3,995	4,617	4,617	-	
10-6500-5700	MISCELLANEOUS	-	19	300	45	200	19	200	200	-	
10-6500-5900	HURRICANE DORIAN	-	-	-	64	-	-		-	-	
10-6500-7400	CAPITAL OUTLAY EQUIPMENT	-	-	12,998	11,090	7,380	-		-	-	
10-6500-7401	SMALL EQUIPMENT	2,100	1,529	2,400	2,260	1,520	280	5,650	5,650	-	Purchase: Charger, side grinder, and evaporative cooler
10-6500-9200	CONTINGENCY	313	-	435	-	-	-		-	-	
	TOTAL	$225,924	$210,887	$216,423	$196,854	$206,157	$115,883	$211,832	$208,198	$3,634	

	2020 BUDGET	DEPT REQUEST	RECOMMENDED
Personnel Ser	165,199	174,821	174,821
Operating Exp	33,578	37,011	33,377
Admin Expense	-	-	-
Capital Outlay	7,380	-	-
Contingency 1%	-	-	-
TOTAL	206,157	211,832	208,198

ECONOMICAL AND PHYSICAL DEPARTMENT

Account Number	Account Description	6/30/2018 Budget	6/30/2018 Actual	6/30/2019 Budget	6/30/2019 Actual	6/30/2020 Budget	1/31/2020 Actual 1/29/19	2020/2021 Dept Request	2020/2021 Recommend	2020/2021 Cuts	2020/2021 Notes
10-6600-0970	MARTIN CO ARTS COUNCIL	6,000	6,000	13,575	7,000	7,000	7,000	7,000	7,000	-	
10-6600-0990	WILLIAMSTON DOWNTOWN	5,000	5,431	5,000	4,984	5,000	1,496	5,000	5,000	-	
10-6600-0991	WMSTN DOWNTOWN,INC FACAD	6,000	6,000	6,000	6,000	6,000	-	6,000	6,000	-	
10-6600-1000	WILLIAMSTON BEAUTIFICATION	1,000	-	1,000	222	2,000	-	2,000	2,000	-	
10-6600-1010	AUDOBON SOCIETY/NC STATE	-	-	-	-	-	-		-	-	
10-6600-1040	HWY 17 ASSOCIATION	3,000	2,500	3,000	2,500	3,000	2,500	3,000	3,000	-	
10-6600-1050	MID EAST COMMISSION	1,800	1,777	1,800	1,777	1,800	1,777	1,800	1,800	-	
10-6600-1060	N C RURAL ECONOMIC CENTER	-	-	-	-	-	-		-	-	
10-6600-1070	MARTIN COUNTY HISTORICAL SO	2,000	2,000	2,000	2,000	-	-	1,000	1,000	-	
10-6600-5300	INSTITUTE OF GOVERNMENT	700	682	700	700	700	699	700	700	-	
10-6600-5302	MARTIN COUNTY CHAMBER	750	715	750	715	750	715	3,215	3,215	-	Annual Dues + Funding Request
10-6600-5303	COMMITTEE OF 100	500	500	500	500	500	-	500	500	-	
10-6600-5304	NCLM	6,500	6,168	6,500	6,456	6,500	6,351	6,500	6,500	-	
10-6600-5305	LOCAL GOVERNMENT COMMISS	-	-	-	-	-	-		-	-	
10-6600-5400	ROANOKE RIVER PARTNERS	1,500	1,500	1,500	1,500	1,500	-	1,500	1,500	-	
10-6600-5410	ROANOKE RIVER BASIN	-	-	-	-	-	-		-	-	
10-6600-5420	BOYS & GIRLS CLUB	15,000	15,000	15,000	15,000	15,000	-	15,000	15,000	-	
10-6600-6601	COMMITTEE OF 1000	1,000	-	1,000	-	-	-	-	-	-	
10-6600-7000	RETIREES FRINGE BENEFITS	136,315	120,933	143,248	127,183	85,963	52,758	114,709	114,709	-	
10-6600-9200	CONTINGENCY	1,251	-	1,330	-	-	-		-	-	
10-6600-9900	TRNSFR TO CAP PROJECTS FUND	90,500	32,584	100,000	100,000	-	8	250,000	210,000	40,000	$50,000 to PD, $150,000 PARTF
TOTAL		$278,816	$201,790	$302,903	$276,536	$135,713	$73,303	$417,924	$377,924	$40,000	

	2020 BUDGET	DEPT REQUEST	RECOMMENDED
Personnel Ser	-	-	-
Operating Exp	135,713	417,924	377,924
Admin Expense	-	-	-
Capital Outlay	-	-	-
Contingency 1%	-	-	-
TOTAL	135,713	417,924	377,924

POWELL BILL

Account Number	Account Description	6/30/2018 Budget	6/30/2018 Actual	6/30/2019 Budget	6/30/2019 Actual	6/30/2020 Budget	1/31/2020 Actual 1/29/19	2020/2021 Dept Request	2020/2021 Recommend	2020/2021 Cuts	2020/2021 Notes
15-5600-3700	POWELL BILL SERVICES	49,870	39,543	45,000	45,545	48,385	7,915	43,098	43,098		
15-5600-3800	POWELL BILL - PROJECT	120,000	112,853	104,970	85,447	75,000	85,082	85,000	85,000		
15-5600-3900	POWELL BILL - EQUIPMENT/OPERATIO	25,000	14,142	8,223	14,734	263,905	3,441	234,000	234,000		
15-5600-4000	LICENSE PLATE FEE - STREET	81,250	81,250	81,250	81,250	81,250	81,250	81,250	81,250		
15-5600-4500	POWELL BILL-LOAN PRINCIPAL	38,750	38,750	38,750	38,750	38,750	38,750	38,750	38,750		
15-5600-8100	LOAN AND INTEREST	10,380	10,351	6,228	8,298	6,228	6,216	4,152	4,152		
15-5600-9400	TRANSFER TO CAPITAL PROJECTS FUN	100,000	-	-	-	-	-				
	TOTAL	$ 425,250	$ 296,890	$ 284,421	$ 274,024	$ 513,518	$ 222,655	$ 486,250	$ 486,250		

	2020 BUDGET	DEPT REQUEST	RECOMMENDED
Personnel Ser	-	-	-
Operating Exp	513,518	486,250	486,250
Admin Expense	-		
Capital Outlay	-		
Contingency 1%	-		
TOTAL	513,518	486,250	486,250

OPEB

Account Number	Account Description	6/30/2018 Budget	6/30/2018 Actual	6/30/2019 Budget	6/30/2019 Actual	6/30/2020 Budget	1/31/2020 Actual 1/29/19	2020/2021 Dept Request	Recommend	Cuts	Notes
20-6600-7000	BENEFITS	0	65948.97	0	67182.83	0	0				
TOTAL		$0	$65,949	$0	$67,183	$0	$0	$0			

	2020 BUDGET	DEPT REQUEST	RECOMMENDED
Personnel Ser	-	-	-
Operating Exp	-		
Admin Expense	-		
Capital Outlay	-		
Contingency 1%	-		
TOTAL	-	-	-

STORM WATER

Account Number	Account Description	6/30/2018 Budget	6/30/2018 Actual	6/30/2019 Budget	6/30/2019 Actual	6/30/2020 Budget	1/31/2020 Actual	2020/2021 Dept Request	2020/2021 Recommend	2020/2021 Cuts	2020/2021 Notes
25-5200-9100	STORM WATER DEBT PAYMENT	43,400	-	43,400	26,600	39,326	-	39,326	39,326		
25-5200-9200	DEBT RESERVE	4,600	-	6,600	12,726	6,600	-	10,000	10,000		
25-5200-9300	FUTURE PROJECT	-	-	-	-	4,074	-	674	674		
25-5200-9400	UNCOLLECTIBLE - STORM WATER	5,000	-	5,000	-	5,000	-	5,000	5,000		
	TOTAL	53,000	-	55,000	39,326	55,000	-	55,000	55,000		

	2020 BUDGET	DEPT REQUEST	RECOMMENDED
Personnel Ser	-	-	-
Operating Exp	55,000	55,000	55,000
Admin Expense	-	-	-
Capital Outlay	-	-	-
Contingency 1%	-	-	-
TOTAL	55,000	55,000	55,000

WATER DEPARTMENT

Account Number	Account Description	6/30/2018 Budget	6/30/2018 Actual	6/30/2019 Budget	6/30/2019 Actual	6/30/2020 Budget	1/31/2020 Actual 1/29/19	2020/2021 Dept Request	Recommend	Cuts	Notes
30-8100-0100	ADMINISTRATION EXPENSE	356,109	356,109	345,134	345,134	353,466	206,189	369,715	369,715	-	
30-8100-0200	REGULAR SALARIES	211,993	213,711	220,163	222,343	223,610	149,279	229,826	229,825	1	
30-8100-0300	TEMPORARY SALARIES	15,000	9,743	15,000	8,302	13,000	4,515	15,000	10,000	5,000	
30-8100-0500	FICA TAX	17,365	16,843	17,990	17,799	18,254	10,791	18,729	18,729	-	
30-8100-0600	GROUP INSURANCE	36,308	27,297	33,216	28,764	31,498	20,480	35,943	35,943	-	
30-8100-0601	RETIREE -- FRINGE BENEFITS	26,889	25,016	26,264	25,316	1,944	860	1,368	1,368	-	
30-8100-0700	RETIREMENT	16,896	16,598	18,093	18,207	22,969	12,694	26,610	26,610	-	
30-8100-0900	PROFESSIONAL SERVICES	10,000	11,428	10,000	14,039	10,000	-	10,000	9,337	663	
30-8100-1000	EMPLOYEE TRAINING	2,500	4,393	5,000	1,127	5,000	2,147	5,000	4,000	1,000	
30-8100-1100	TELEPHONE	3,600	3,714	3,600	3,962	3,750	2,063	3,750	3,750	-	
30-8100-1200	POSTAGE	5,000	3,399	5,000	3,578	5,000	2,033	5,000	5,000	-	
30-8100-1300	UTILITIES	50,000	20,091	20,000	17,721	20,000	11,821	20,000	20,000	-	
30-8100-1400	TRAVEL	300	120	500	100	200	55	200	200	-	
30-8100-1500	REPAIR BLDGS & GROUNDS	3,000	1,506	10,000	4,104	10,000	74	10,000	7,500	2,500	
30-8100-1600	REPAIR EQUIPMENT	17,000	26,501	20,000	8,566	20,000	3,465	20,000	17,500	2,500	
30-8100-2100	EQUIPMENT RENT,LEASES	200	104	200	-	200	-	200	200	-	
30-8100-2600	ADVERTISING	500	1,198	500	1,050	500	-	500	400	100	
30-8100-3100	AUTOMOTIVE SUPPLIES	18,000	21,535	16,000	18,587	16,000	8,862	16,000	16,000	-	
30-8100-3200	OFFICE SUPPLIES	250	-	250	-	250	-	250	250	-	
30-8100-3300	DEPARTMENT SUPPLIES	32,000	16,308	13,000	26,033	9,400	6,793	9,400	9,400	-	
30-8100-3400	BANK ANALYSIS CHARGES	2,161	450	2,083	477	646	210	646	646	-	
30-8100-3600	UNIFORMS	4,263	3,214	4,500	3,328	4,500	2,188	4,500	4,500	-	
30-8100-3800	GARBAGE COLLECTION	-	-	-	-	-	-			-	
30-8100-4500	CONTRACTED SERVICES	79,010	69,583	80,000	61,291	80,000	52,643	80,000	75,000	5,000	
30-8100-5300	DUES	4,500	2,992	4,500	3,160	4,500	2,764	4,500	4,500	-	
30-8100-5400	INSURANCE	16,482	15,733	18,187	17,177	17,916	14,898	16,724	16,724	-	
30-8100-5700	MISCELLANEOUS	500	-2,250	500	37	500	-	500	500	-	
30-8100-5805	BAD DEBT	5,000	8,235	5,000	9,019	5,000	-	10,000	10,000	-	
30-8100-5900	HURRICANE DORIAN	-	-	-	86	-	-			-	
30-8100-7200	CAPITAL OUTLAY - BUILDINGS	-	-	-	-	-	-			-	
30-8100-7400	CAPITAL OUTLAY EQUIPMENT	9,951	9,951	14,727	-	148,779	113,213	231,724	81,056	150,668	Buy: Mobile Lite Collector, Backflow preventer, line upgrades Cut Truck and Dumptruck
30-8100-7401	SMALL EQUIPMENT	50,800	8,170	9,525	5,157	48,444	4,161	48,725	48,725	-	Meters, ERT's, Computer
30-8100-7600	CAPITAL OUTLAY - LINES	50,000	-	-	-	-	-			-	
30-8100-7700	REPAIR LINES	15,000	10,163	-	9,800	-	-			-	
30-8100-7750	REPAIR/REPLACE FIRE HYDRANT	15,000	5,231	18,000	336	10,000	8,424	15,000	2,500	12,500	
30-8100-7800	WA AUTHORITY CR PURCHASE	-	-	-	-	-	-	10,000	10,000	-	
30-8100-8100	PRINCIPAL - ANNEXATION	-	-	40,000	-	-	-			-	
30-8100-8110	PRINCIPAL - SCADA	62,553	62,553	62,553	62,553	62,553	-	62,553	62,553	-	
30-8100-8200	WATER SYSTEM ANNEXATION	-	-	-	-	-	-			-	
30-8100-8300	BAD DEBTS	-	-	-	-	-	-			-	
30-8100-8600	CAPITAL IMPROVEMENT RESERV	10,000	-	-	-	-	-			-	
30-8100-9200	CONTINGENCY 3%	51,739	-	43,880	-	-	-			-	
30-8100-9400	TRANSFER TO CAP PROJ FUND	120,000	36,442	3,660	3,660	-	-			-	
30-8100-9450	TRANSFER TO GENERAL FUND PI	-	-	-	-	-	-			-	
30-8100-9460	TRANFER TO GF 2013 LOANS	-	-	-	-	-	-			-	
30-8100-9480	TRANSFER TO GENERAL FUND K(	-	-	-	-	-	-			-	
30-8100-9500	WATER AUTHORITY PURCHASE	1,262,910	1,262,910	1,216,309	1,216,309	1,185,930	691,793	1,190,759	1,190,759	-	
30-8100-9501	TRANS TO WA AUTHORITY RES	-	-	-	-	-	-			-	
	TOTAL	2,582,779	2,268,990	2,303,334	2,157,121	2,333,809	1,332,416	2,473,122	2,293,190	179,932	

	2020 BUDGET	DEPT REQUEST	RECOMMENDED
Personnel Ser	311,275	327,476	322,475
Operating Exp	1,457,738	1,481,654	1,457,391
Admin Expense	353,466	369,715	369,715
Capital Outlay	148,779	231,724	81,056
Contingency 1%	-	-	-
Bond Loan/Interest	62,553	62,553	62,553
to Cap Proj Fund	-	-	-
TOTAL	2,333,809	2,473,122	2,293,190

WATER DISTRICT I

Account Number	Account Description	6/30/2018 Budget	6/30/2018 Actual	6/30/2019 Budget	6/30/2019 Actual	6/30/2020 Budget	1/31/2020 Actual 1/29/19	2020/2021 Dept Request	2020/2021 Recommend	2020/2021 Cuts	2020/2021 Notes
30-8110-8900	WATER SERVICE FEES	-	-	-	-	-	-				
30-8110-9100	MC DEBT SERVICE	43,411	43,411	42,647	19,100	43,838	-	42,991	42,991		
30-8110-9150	MC DEBT SERVICE INTERST	-	-	-	23,547	-	-				
TOTAL		43,411	43,411	42,647	42,647	43,838	-	42,991	42,991		

	2020 BUDGET	DEPT REQUEST	RECOMMENDED
Personnel Ser	-	-	-
Operating Exp	-	-	-
Admin Expense	-	-	-
Capital Outlay	-	-	-
Debt Service	43,838	42,991	42,991
Contingency 1%	-	-	-
TOTAL:	43,838	42,991	42,991

WATER DISTRICT II

Account Number	Account Description	6/30/2018 Budget	6/30/2018 Actual	6/30/2019 Budget	6/30/2019 Actual	6/30/2020 Budget	1/31/2020 Actual 1/29/19	2020/2021 Dept Request	Recommend	Cuts	Notes
30-8111-8900	WATER SERVICE FEES	-	-	-	-	-	-				
30-8111-9100	MC DEBT SERVICE	123,697	123,696	124,032	45,977	126,373	-	124,366	124,366		
30-8111-9150	MC DEBT SERVICE INTEREST	-	-	-	78,054	-	-				
TOTAL		123,697	123,696	124,032	124,031	126,373	-	124,366	124,366		

	2020 BUDGET	DEPT REQUEST	RECOMMENDED
Personnel Ser	-	-	-
Operating Exp	-	-	-
Admin Expense	-	-	-
Capital Outlay	-	-	-
Debt Service	126,373	124,366	124,366
Contingency 1%	-	-	-
TOTAL	126,373	124,366	124,366

SEWER DEPARTMENT

Account Number	Account Description	6/30/2018 Budget	6/30/2018 Actual	6/30/2019 Budget	6/30/2019 Actual	6/30/2020 Budget	1/31/2020 Actual 1/29/19	2020/2021 Dept Request	Recommend	Cuts	Notes
30-8200-0100	ADMINISTRATION EXPENSE	301,718	301,718	291,547	291,547	298,565	174,163	313,524	313,524	-	
30-8200-0200	REGULAR SALARIES	263,429	262,805	273,019	271,336	265,642	155,939	279,015	279,015	-	
30-8200-0300	TEMPORARY SALARIES	7,500	6,930	7,500	9,644	7,500	5,054	7,500	7,500	-	
30-8200-0500	FICA TAX	20,726	20,251	21,460	21,653	20,895	11,826	21,918	21,918	-	
30-8200-0600	GROUP INSURANCE	50,475	39,014	46,420	39,332	44,754	29,255	50,862	50,862	-	
30-8200-0601	RETIREE -- FRINGE BENEFITS	20,000	20,000	20,000	20,000	5,982	-	6,839	6,839	-	
30-8200-0700	RETIREMENT	20,167	19,979	21,583	22,244	26,321	15,164	31,168	31,168	-	
30-8200-0900	PROFESSIONAL SERVICES	14,715	7,427	15,000	14,494	15,000	-	15,000	10,000	5,000	
30-8200-1000	EMPLOYEE TRAINING	3,500	2,964	5,500	2,857	5,500	1,410	5,500	3,500	2,000	
30-8200-1100	TELEPHONE	3,000	3,498	3,000	3,518	3,000	1,454	3,000	2,900	100	
30-8200-1200	POSTAGE	6,500	7,949	4,000	7,827	4,500	4,617	4,500	4,500	-	
30-8200-1300	UTILITIES	100,000	110,576	100,000	114,417	110,000	74,985	110,000	110,000	-	
30-8200-1400	TRAVEL	300	70	400	70	400	80	400	400	-	
30-8200-1500	REPAIR BLDGS & GROUNDS	5,800	3,384	5,800	125	5,800	74	5,800	5,000	800	
30-8200-1600	REPAIR EQUIPMENT	65,000	71,590	65,000	87,871	77,901	39,191	77,900	99,400	-21,500	22000 Pump station controls moved from capital (30-8200-7400)
30-8200-2100	EQUIPMENT RENT,LEASE	7,000	104	7,000	1,959	7,000	-	7,000	5,000	2,000	
30-8200-2600	ADVERTISING	500	83	500	118	500	250	500	500	-	
30-8200-3100	AUTOMOTIVE SUPPLIES	9,000	7,698	9,000	6,280	9,000	4,150	9,000	9,000	-	
30-8200-3200	OFFICE SUPPLIES	500	167	500	-	500	-	500	400	100	
30-8200-3300	DEPARTMENT SUPPLIES	30,000	28,565	25,000	31,316	25,000	14,197	8,000	8,000	-	
30-8200-3302	LAB SUPPLIES	7,000	3,376	7,000	7,068	7,000	3,651	7,000	7,000	-	
30-8200-3305	CHEMICAL SUPPLIES	-	-	-	-	-	16,500	18,000	18,000	-	
30-8200-3400	BANK ANALYSIS CHARGES	3,566	801	3,333	852	1,060	375	1,060	1,060	-	
30-8200-3600	UNIFORMS	6,000	5,118	6,000	4,661	6,000	2,320	6,000	6,000	-	
30-8200-3800	GARBAGE COLLECTION	1,500	1,338	1,500	1,450	1,500	696	1,500	1,500	-	
30-8200-4500	CONTRACTED SERVICES	81,350	59,711	82,500	53,491	82,500	37,728	82,500	77,500	5,000	
30-8200-5300	DUES	9,000	8,344	9,000	9,609	9,000	7,425	9,000	9,000	-	
30-8200-5400	INSURANCE	40,744	43,865	43,859	30,094	31,321	25,988	29,183	29,183	-	
30-8200-5700	MISCELLANEOUS	300	30	300	445	300	-	300	300	-	
30-8200-5805	BAD DEBT	10,000	19,216	8,600	20,903	5,273	-	30,000	30,000	-	
30-8200-5900	HURRICANE DORIAN	-	-	-	107	-	-			-	
30-8200-7200	CAPITAL OUTLAY BUILDINGS	-	-	-	-	-	-			-	
30-8200-7400	CAPITAL OUTLAY EQUIPMENT	36,615	29,899	30,750	-	30,460	-	207,502	185,502	22,000	Cost to repair influent controls was moved to repair line (30-8200-1600)
30-8200-7401	SMALL EQUIPMENT	-	6,560	-	-	4,950	-			-	
30-8200-7500	SEWER IMPROVEMENTS-ANNEXATION	-	-	-	-	-	-			-	
30-8200-7600	CAPITAL OUTLAY LINES	-	-	-	-	-	-			-	
30-8200-7700	SEWER LINE REPAIRS	20,000	13,285	5,000	-	-	-	20,000	20,000	-	
30-8200-8100	BOND/LOAN PRINCIPAL	308,275	308,275	308,275	308,275	308,275	-	308,275	308,275	-0	
30-8200-8110	PRINCIPAL - I & I SEWER REHAB	-	-	-	-	-	-			-	
30-8200-8200	BOND/LOAN INTEREST	32,061	32,061	24,046	24,045	16,031	8,015	8,016	8,016	-	
30-8200-8300	DISINFECTION SYS LOAN PRINCIPAL	-	-	-	-	-	-			-	
30-8200-8400	DISINFECTION SYS LOAN INTEREST	-	-	-	-	-	-			-	
30-8200-8500	PRIN & INTEREST I & I SEWER IMPROVE	52,066	52,065	52,066	52,065	52,066	-	52,066	52,066	-	
30-8200-8600	CAPITAL IMPROVEMENT RESERVE	10,000	-	-	-	-	-			-	
30-8200-8700	PRIN - ANNEXATION SEWER	211,515	211,515	211,515	124,494	182,509	-	182,509	182,509	-	
30-8200-8750	INTEREST - ANNEXATION SEWER	73,946	85,898	70,054	65,318	57,089	7,839	53,731	53,731	-	
30-8200-9200	CONTINGENCY 3%	15,153	-	17,234	-	-	-	-	-	-	
30-8200-9400	TRANS TO CAP PROJ FUND	220,000	139,066	39,390	-43,835	-	-	-	-	-	
30-8200-9450	TRANS TO GF-SKINNER 2012	-	-	-	-	-	-	-	-	-	
	TOTAL	2,068,921	1,935,192	1,837,651	1,605,653	1,729,094	642,344	1,974,568	1,959,069	15,500	

	2020 BUDGET	DEPT REQUEST	RECOMMENDED
Personnel Ser	371,094	397,303	397,303
Operating Exp	413,005	451,643	458,143
Admin Expense	298,565	313,524	313,524
Capital Outlay	30,460	207,502	185,502
Contingency 1%	-	-	-
ond Loan/Interest	615,970	604,597	604,597
to Cap Proj Fund	-	-	-
TOTAL	1,729,094	1,974,568	1,959,069

Resolution 2020-104
Establishing Rates and Fees for Water and Sewer Related Services

WHEREAS, the Town of Williamston from time to time sets rates and fees for use of the town's water and sewer service; and

WHEREAS, the Town now desires to set the following rates and fees;

NOW, THEREFORE BE IT RESOLVED by the Town of Williamston Board of Commissioners that the following rates and fees be set:

Water Rates:

	In Town	Out of Town
Base Rate	$18.65/Month	$27.00/Month
Usage Charge	$ 9.50/1,000 Gallons	$11.50/1,000 Gallons

Sewer Rates:

	In Town	Out of Town
Base Rate	$23.00/Month	$46.00/Month
Usage Charge	$ 6.00/1,000 Gallons	$12.00/1,000 Gallons

Water Deposit:

If tenant owns and resides at the property	No Deposit Required
If property is leased or rented	$175.00

Water Tap-on Connection Fees:

	In Town	Out of Town
For one ¾" Service	$450.00	$450.00
For one 1" Service	$550.00	$550.00
For one 1½" Service	$950.00	$950.00
For one 2" Service	Cost plus 20%	Cost plus 25%
For one 4" Service	Cost plus 20%	Cost plus 25%

Inspection Fee: $20.00
$20.00/hr. for construction projects

Late Charge: $25.00
Lock-Out Charge: $20.00
Meter Removal: $40.00

Lock Replacement: $ 30.00
Tampering with Public Utilities: $100.00
(hydrants, valves or devices)

Reinstallation Fees:

a. If the reinstallation occurs within 60 days after the cut-off, the fee shall be $40.00.
b. If the reinstallation occurs after 60 days and within 365 days after the cut-off, the fee will be $80.00.
c. If the reinstallation occurs after 365 days after the cut-off, the customer will be charged the original connection charges specified in the Water Tap-on Connection Fee schedule above.

Permit Fees:

	In Town	Out-of-Town
Permit to install new domestic water connection	$ *	$ *

Permit to reconstruct private service piping	$ no charge	$ no charge
Permit to close abandoned service	$ no charge	$ no charge

*included in Connection Charge.

Miscellaneous Fees:

Meters will be tested at the request of the user upon payment to the Town of $10, provided that if the meter is found to over-register beyond 5 per centum of the correct volume, no charge will be made.

The above rates shall become effective on July 1, 2020. Any rates or fees no specifically addressed in this resolution but were in place and effective at the time of adoption of this resolution shall remain in effect and unchanged.

BE IT THEREFORE FURTHER RESOLVED, that the water use fees and rates may be modified from time to time by resolution of the Town of Williamston Board of Commissioners.

ADOPTED THIS 4th DAY OF JUNE, 2020.

Joyce Whichard-Brown, Mayor

Christina Craft, Town Clerk

Resolution 2020-103
Establishing Rates for Storm Water Related Services

WHEREAS, the Town of Williamston Board of Commissioners (Town) has established a Stormwater Utility Fund by adopting Ordinance 2016-86; and

WHEREAS, by adopting Ordinance 2016-86 certain storm water categories have been established and defined for billing purposes; and

WHEREAS, the Town wishes to establish initial rates for these categories and from time to time will amend these rates as needed and authorized within Ordinance 2016-86; and

WHEREAS, the Town held a public hearing to consider proposed storm water rates at a duly called regular meeting on June 6, 2016;

NOW, THEREFORE BE IT RESOLVED by the Town of Williamston Board of Commissioners that the following rates and fees will continue to be set:

Stormwater Rates:

Residential	$1.35/Month
Small Commercial	$3.85/Month
Large Commercial	$3.60/Month
Institutional	$2.35/Month

BE IT FURTHER RESOLVED that these rates will be charged to all in-town properties and billed on the Town's Utility Bills each month; and

BE IT FURTHER RESOLVED that the storm water fee shall be the first to be relieved upon any payment of said Utility Bill and any remaining payment after relief of the Stormwater fee being applied to the Sewer and then to water in that order. Any unpaid amount of any of these fees shall subject the utility customer to late fees and penalties as defined within the Water and Sewer ordinances of the Towns.

BE IT THEREFORE FURTHER RESOLVED, there is no increase in stormwater fees in the 2020/2021 Budget. Any rates or fees not specifically addressed in this resolution but were in place and effective at the time of adoption of this resolution shall remain in effect and unchanged. The stormwater fees and rates may be modified from time to time by resolution of the Town of Williamston Board of Commissioners.

ADOPTED THIS 4th DAY OF JUNE, 2020.

Christina Craft, Town Clerk

Joyce Whichard-Brown, Mayor

Scheduled Meeting of the Town of Williamston Board of Commissioners
2020-2021
July 1, 2020 – June 30, 2021
Assembly Room
Town Hall
102 East Main Street
Williamston, NC 27892

Date		Time
07/6/2020		5:30 p.m.
08/3/2020		5:30 p.m.
09/14/2020		5:30 p.m. (1st Monday is a holiday)
10/5/2020		5:30 p.m.
11/2/2020		5:30 p.m.
12/7/2020		5:30 p.m.
01/4/2021*		5:30 p.m.
01/22/2021	Annual Planning Retreat	8:30-4:30 p.m.
02/1/2021		5:30 p.m.
03/1/2021		5:30 p.m.
04/5/2021		5:30 p.m.
04/19/2021	Budget Workshop	5:30 p.m.
05/3/2021		5:30 p.m.
06/7/2021**	Budget Workshop	5:30 p.m.
06/14/2021***	Budget Workshop	5:30 p.m.

* Public Hearing to receive community input on budget needs for coming years
** Public Hearing to adopt Fiscal 2021/2022 Budget Ordinance
*** Alternate date to adopt Fiscal 2021/2022 Budget Ordinance if a 3rd budget work session is needed

GFL GREEN FOR LIFE environmental



March 30, 2020
Town Mayor
Town of Williamston
PO Box 506
Williamston, North Carolina 27892

Dear Mrs. Whichard-Brown,

GFL Environmental is requesting a 3.6% adjustment (see attached) on the service portion of our fee. The current rate of $1.39 per cubic yard will increase to $1.44 per cubic yard.

GFL Environmental has not received any notification regarding a disposal increase at this time. Should East Carolina Environmental provide notification, GFL Environmental will communicate that to the Town of Williamston immediately for adjustments.

GFL Environmental appreciates our relationship with the Town of Williamston and its commercial businesses. Please let me know if you have any questions or concerns.

Respectfully,

Mike Donovan
Facility Manager

Table 2. Consumer Price Index for All Urban Consumers (CPI-U): U.S. city average, by detailed expenditure category, February 2020 — Continued
[1982-84=100, unless otherwise noted]

Expenditure category	Relative importance Jan. 2020	Unadjusted percent change		Seasonally adjusted percent change		
		Feb. 2019-Feb. 2020	Jan. 2020-Feb. 2020	Nov. 2019-Dec. 2019	Dec. 2019-Jan. 2020	Jan. 2020-Feb. 2020
Rent of primary residence	7.785	3.8	0.2	0.3	0.4	0.3
Lodging away from home[2]	0.958	0.8	5.9	-1.4	0.2	2.0
Housing at school, excluding board[12]	0.117	2.3	0.0	0.3	0.2	0.2
Other lodging away from home including hotels and motels	0.840	0.5	6.7	-1.6	0.1	2.3
Owners' equivalent rent of residences[12]	24.050	3.3	0.2	0.2	0.3	0.2
Owners' equivalent rent of primary residence[12]	22.844	3.3	0.2	0.2	0.3	0.2
Tenants' and household insurance[1, 2]	0.368	0.0	0.3	-0.1	-0.3	0.3
Water and sewer and trash collection services[2]	1.085	3.2	0.4	0.2	0.2	0.3
Water and sewerage maintenance	0.795	3.1	0.2	0.3	0.0	0.2
Garbage and trash collection[1, 10]	0.289	3.6	0.7	0.0	0.9	0.7
Household operations[1, 2]	0.873	4.3	0.7	0.1	0.1	0.7
Domestic services[1, 2]	0.291	1.2	0.0	0.0	0.2	0.0
Gardening and lawncare services[1, 2]	0.300		1.7			1.7
Moving, storage, freight expense[1, 2]	0.088	3.3	0.9	0.5	1.3	0.9
Repair of household items[1, 2]	0.117	5.6	-0.3	-0.1	0.5	-0.3
Medical care services	7.210	5.3	0.5	0.3	0.3	0.3
Professional services	3.629	1.2	0.3	0.1	-0.2	0.1
Physicians' services	1.802	0.8	0.4	0.1	-0.4	0.2
Dental services	0.987	2.3	0.3	0.2	-0.3	-0.1
Eyeglasses and eye care[1, 5]	0.367	0.5	0.0	0.0	-0.1	0.0
Services by other medical professionals[1, 6]	0.473	1.0	0.0	0.1	0.2	0.0
Hospital and related services	2.396	4.1	0.4	0.2	0.7	0.0
Hospital services[13]	2.205	4.3	0.4	0.2	0.8	-0.1
Inpatient hospital services[13, 3]		4.0	-0.1	0.3	0.6	-0.7
Outpatient hospital services[3, 6]		3.5	0.3	0.2	1.0	0.0
Nursing homes and adult day services[13]	0.123	2.5	0.5	0.3	0.0	0.2
Care of invalids and elderly at home[1, 5]	0.068	1.6	0.7	0.1	0.0	0.7
Health insurance[1, 5]	1.185	20.7	1.4	1.4	1.7	1.4
Transportation services	5.383	1.2	0.9	-0.1	0.3	0.3
Leased cars and trucks[1, 11]	0.642	-3.6	0.3	-0.7	-0.2	0.3
Car and truck rental[2]	0.123	8.6	-2.5	-1.6	1.2	-2.2
Motor vehicle maintenance and repair[1]	1.074	3.5	0.7	0.1	0.2	0.7
Motor vehicle body work[1]	0.058	3.8	0.2	0.4	-0.2	0.2
Motor vehicle maintenance and servicing[1]	0.625	3.5	0.3	0.2	0.0	0.3
Motor vehicle repair[1, 2]	0.333	3.6	1.6	0.0	0.5	1.6
Motor vehicle insurance	1.694	0.3	0.7	0.1	-0.2	0.5
Motor vehicle fees[1, 2]	0.572	2.5	0.2	0.2	0.3	0.2
State motor vehicle registration and license fees[1, 2]	0.297	2.6	0.1	0.1	0.4	0.1
Parking and other fees[1, 2]	0.260	2.4	0.3	0.3	0.2	0.3
Parking fees and tolls[2, 3]		2.3	0.4	0.4	0.0	0.3
Automobile service clubs[1, 2, 3]			0.1	0.2	0.2	0.1
Public transportation	1.277	1.6	2.4	-0.6	0.2	0.2
Airline fares	0.791	2.4	3.9	-0.6	0.7	-0.3
Other intercity transportation	0.179	-1.4	-0.6	-1.7	0.3	-0.2
Intercity bus fare[1, 3, 4]		5.6	-0.6	0.9	-16.3	-0.6
Intercity train fare[1, 3, 4]						
Ship fare[1, 2, 3]		-4.8	-0.8	-1.3	0.2	-0.8
Intracity transportation[1]	0.304	1.2	0.3	-1.1	0.3	0.3
Intracity mass transit[1, 3, 8]		2.0	0.2	0.0	0.1	0.2
Recreation services[8]	3.779	2.3	0.0	0.4	0.3	-0.5
Video and audio services[8]	1.242	2.5	0.4	0.7	0.4	-0.6
Cable and satellite television service[10]	1.161	3.3	0.4	0.8	0.7	-0.6

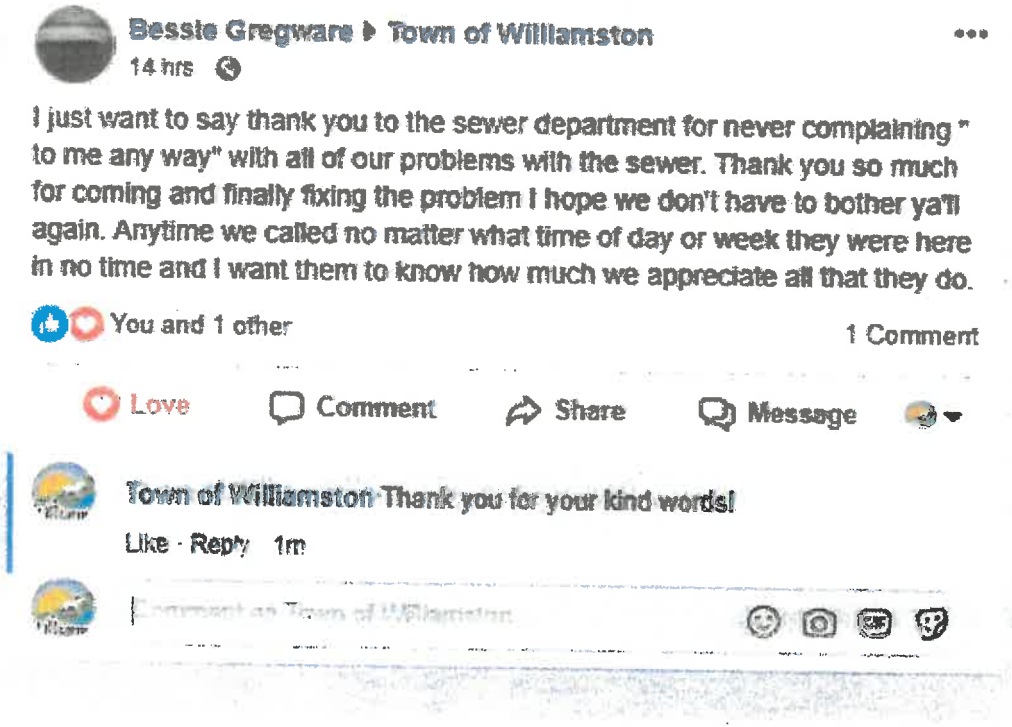
See footnotes at end of table.

INFORMATIONAL



Swan Quarter VFD
· 21 hrs ·

May 5, 2020: Members of the Swan Quarter VFD have been on site of a wreck on US 264 east of the Rose Bay Oyster House since just before noon today. A LP truck out of Washington, NC ran off the right side of the road, over-corrected, flipped and ended up with the driver's side in the canal. Members of NC RRT-1 @NC Hazardous Materials Response Team (headquartered in Williamston Fire / Rescue / EMS) have also been on the scene as well as emergency personnel from Beaufort County. US 264W of Rose Bay is expected to remain closed until late tonight, per Chief Stotesberry.


Bessie Gregware ▸ Town of Williamston
14 hrs
I just want to say thank you to the sewer department for never complaining " to me any way" with all of our problems with the sewer. Thank you so much for coming and finally fixing the problem I hope we don't have to bother ya'll again. Anytime we called no matter what time of day or week they were here in no time and I want them to know how much we appreciate all that they do.
You and 1 other
1 Comment
Love
Comment
Share
Message
Town of Williamston Thank you for your kind words!
Like · Reply 1m

John O'Daniel

From: Christina Craft
Sent: Tuesday, April 7, 2020 9:41 AM
To: Kerry Spivey; John O'Daniel
Subject: Steve Lilley

Follow Up Flag: Follow up
Flag Status: Flagged

Steve Lilley just called to say thank you and to let you know how helpful the "water department" is. He has a farm in Williamston. He had an issue with lots of water in his field. The Town has a waterline that runs through the field so he called to get the Town to check for a leak. While the waterline was not the problem, he was very grateful for staff helping him to figure out the issue was actually his personal drainage line.

Christina Craft, CMC
Town Clerk/Executive Assistant
Town of Williamston
PO Box 506
102 East Main Street
Williamston, NC 27892

Phone: (252) 792-5142
Fax: (252) 792-2509

TOWN OF WILLIAMSTON PLANNING/ ADJUSTMENTS BOARDS

MEMBERSHIP REQUEST FOR **Jason Steward**
(Board Member)

(CHECK ONE): APPOINTMENT X REAPPOINTMENT

TO WHAT TERM 1st TERM LENGTH 3 years

TERMS APPOINTEE HAS ALREADY SERVED (if any) _____

MAXIMUM TERMS YOUR POLICY ALLOWS 3 years

Requested By: Cameron Braddy

TOWN OF WILLIAMSTON PLANNING/ ADJUSTMENTS BOARDS

MEMBERSHIP REQUEST FOR **Jason Steward**
(Board Member)

(CHECK ONE): APPOINTMENT X REAPPOINTMENT

TO WHAT TERM 1st TERM LENGTH 3 years

TERMS APPOINTEE HAS ALREADY SERVED (if any) _____

MAXIMUM TERMS YOUR POLICY ALLOWS 3 years

Requested By: Cameron Braddy

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

November 17, 2020

The Board of Commissioners of the Town of Williamston met in special session on Thursday, November 17, 2020 at 9:00 p.m. in the Assembly Room at Town Hall, Williamston, NC.

PRESENT Mayor Joyce Whichard-Brown
Commissioners: Mayor Pro Tem Ronell Rodgers and Jerry Knox
Commissioners Virtually Present: Alton Moore, and William Coffield
Town Administrator: John O'Daniel
Town Clerk: Christina Craft
Public Works Director: Kerry Spivey (virtual)

ABSENT Commissioner Al Chesson

CALL TO ORDER AND INVOCATION

The Mayor called the meeting to order and requested the Town Clerk to do a roll call of Board members. Commissioner Rodgers led the pledge of allegiance. Commissioner Knox offered the invocation.

AGENDA APPROVED

The Mayor requested a motion to approve the agenda as presented. *It was moved by Commissioner Rodgers, seconded by Commissioner Knox, and unanimously passed via roll call to approve the regular agenda as presented.*

Approval of Martin Luther King Drive Project Change

The Town Administrator reported the contractor has begun the street project on Martin Luther King Drive. When the asphalt was removed, it was found the base was clay close to the cemetery area and would need a bed of rock prior to pouring asphalt. The rock was quoted at $25,799.18. Commissioner Rodgers reported visiting the site and spoke with a supervisor. He was informed the road would be bad in a couple of years if a rock bed was not in place. The Public Works Director reported some of the soil will need to be removed and replaced with stone. Commissioner Coffield questioned if the funds were available. The Town Administrator reported there were funds in the Powell Bill Fund. Commissioner Moore reported the need is there and we need to do what it takes to *It was moved by Commissioner Knox, seconded by Commissioner Coffield, and unanimously passed via roll call to approve the additional expenditure of $25,799.18 to install a rock bed on Martin Luther King Drive as requested.*

ADJOURNMENT

There being no further business, the Mayor declared the meeting adjourned at 9:14 p.m.

Submitted By:

Christina Craft
Town Clerk

Approved By:

Mayor

REGULAR BOARD OF COMMISSIONERS MEETING
NC TELECENTER, 415 EAST BLVD #130, WILLIAMSTON, NC
MONDAY, NOVEMBER 9, 2020 5:30 P.M.
AGENDA

	Agenda Item	Time	Action	Page(s)
I	**Mayoral Procedures**			
	(1) Call to Order	5:30		
	(2) Pledge of Allegiance	5:31		
	(3) Opening Prayer	5:32		
II	**Discussion/Adjustment to the Agenda** (Please include removal and transfer of any Consent Agenda items from Consent Agenda to Regular Agenda that need full discussion)	5:33	X	
III	**Consent Agenda** (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.)	5:34	X	
	(1) Approval of the Minutes of October 5, 19, 22 and 27, 2020 Meetings			1-10
	(2) Capital Project Ordinance 2020-14 Police & Fire Department Radio Project			11-12
	(3) Budget Amendment – Coronavirus Relief Funds (NCPRO CRF)			13
	(4) Budget Amendment – Police and Fire Radio Capital Project			14
	(5) Budget Amendment – Finance Director Trainee			15
	(6) Tax Relief Order			16
IV	**Public Comment**	5:37		
V	**Old Business**			
	(1) COVID-19	5:40		
	a. Regional Update Wes Gray, MTWHD			
	b. Gaylord Perry Center Allen Overby		X	17
	(2) Cell Phone Policy Discussion John O'Daniel	5:47	X	18-25
	(3) Consideration of Resolution 2020-204 EMS Remount Financing John O'Daniel	5:50	X	26-29
	(4) Consideration of Resolution 2020-205 Street Sweeper Financing John O'Daniel	6:03	X	30-33
VI	**New Business**			
	(1) 2020/2021 Budget Calendar John O'Daniel	6:06	X	34
	(2) Bowen Sign Building Discussion John O'Daniel/Jeremy Maxic	6:09	X	

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

November 9, 2020

The Board of Commissioners of the Town of Williamston met in regular session on Monday, November 9, 2020 at 5:30 p.m. at the NC Telecenter located at 415 East Blvd #130, Williamston, NC.

PRESENT Mayor Joyce Whichard-Brown
Commissioners: Mayor Pro Tem Ronell Rodgers, Al Chesson, Alton Moore, Jerry Knox, and William Coffield
Town Administrator: John O'Daniel
Town Clerk: Christina Craft
Finance Officer: Linda Harrison
Police Chief: Travis Cowan
Recreation Director: Allen Overby
Town Planner and Zoning Administrator: Cameron Braddy
Town Attorney: Daniel Manning
Fire Chief: Michael Peaks
Public Works Director: Kerry Spivey

ABSENT None

CALL TO ORDER AND INVOCATION
The Mayor called the meeting to order and welcomed everyone. She requested everyone stand for a moment of silence for our country. Commissioner Moore led the pledge of allegiance. Commissioner Chesson offered the invocation.

AGENDA APPROVED
The Mayor asked if there were any adjustments to the Regular Agenda or if the Board wished any items to be removed or added the Regular Agenda. The Mayor requested, under Old Business (1)(b), change the name from Gaylord Perry Center to Gaylord Perry Park. The Recreation Director reported the building is referred to as "center." Commissioner Rodgers requested New Business #5 "Town Administrator Evaluation Form Samples" to be moved into Closed Session under Personnel. The Town Attorney reported the line item is a discussion of just regarding a form and must be discussed in Open Session. The Mayor questioned if Commissioner Rodgers still wanted the addition of the Closed Session to which he reported he does for personnel matters. *It was moved by Commissioner Chesson, seconded by Commissioner Moore, and unanimously passed to approve the regular agenda as amended.*

The Mayor asked if there were any adjustments to the Consent Agenda or if the Board wished any items to be removed or added to the Census Agenda. The Town Administrator requested the October 5, 2020 meeting minutes to be passed with a noted correction that Select Custom Apparatus was the company who received the bid award for the EMS Remount project. *It was moved by Commissioner Knox, seconded by Commissioner Moore, and unanimously passed to approve the consent agenda as amended.*

Items approved in the Consent Agenda are as follows:

(1) Approval of the Minutes of the October 5, 19, 22 and 27, 2020 meetings
(2) Capital Project Ordinance 2020-14 Police and Fire Radio Project
(3) Approval of Budget Amendment - General Fund – NC Pandemic Recovery Office Coronavirus Relief Funds

General Fund
CARES CRF County/NC $145,223

The purpose of this amendment is to budget revenue funds received from North Carolina Pandemic Recovery Office, Coronavirus Relief Funds (NCPRO CRF). These funds have a restricted use which will be to help cover EMS salaries and benefits during the pandemic event.

(4) Approval of Budget Amendment - General Fund – Police and Fire Radio Capital Project Fund (VIPER)

General Fund
Police and Fire Radio Capital Project $145,223

The purpose of this amendment is to budget funds to be transferred from the General Fund to the Police and Fire Radio Capital Project Fund. These funds will be used to purchase "VIPER" radios that will be required for all Police and Fire Departments starting in 2025.

(5) Approval of Budget Amendment - General Fund – Finance Director Trainee Position

General Fund	
Salaries	$5,250
FICA	$ 410
Retirement	$ 585

The purpose of this amendment is to budget funds to cover salary, FICA, and Retirement for the Finance Director Trainee position that was approved at the September 14, 2020 Board meeting. The salary change was effective with the September 19, 2020 pay period begin date, October 2, 2020 pay period end date and paid October 8, 2020.

(6) Tax Relief Order

Year	Name	Remarks	Total
2020	Claude Wilkins	County Over Billed Value	$ 188.06
2020	Earl Uzzell Jr	Boat not inside City Limits	$ 16.40
2020	Trent Mohrbutter	Boat not inside City Limits	$ 153.38

PUBLIC COMMENT
None

OLD BUSINESS
COVID DISCUSSION
Wes Gray, Martin-Tyrrell-Washington County Health Department Director, presented an overview of the most current COVID-19 stats for the county and state. He reported 75% of the COVID fatalities in Martin County are ages 75 and older. There have been a total of 22 deaths and 714 cases, with 53 active cases, in Martin County. The bulk of the current cases are due to ongoing outbreaks in Roanoke River Nursing and Rehabilitation Center, Vintage Inn Retirement Community and Williamston House. There will be two testing sites, Lion's Club in Williamston and East End Elementary School in Robersonville, with are no-cost community COVID-19 drive-thru testing. The testing sites will be available November 10 to November 30 (10am to 3p Tuesday through Saturday). Commissioner Rodgers questioned the Bertie numbers related to Martin County cases and why the difference. Mr. Grey reported this is largely due to outbreaks in congregate living facilities.

The Parks and Recreation Director requested the Board allow Gaylord Perry Park to open on Saturdays from 8am to 12pm. When the park partially opened after completely closed due to the COVID pandemic, limited hours were set as 7am to 8pm on Monday thru Thursday and 7am to 5pm on Friday. He has received requests from citizens to open the weight room and gym on Saturdays. He reported opening on Saturday will return the park to regular operating hours. Commissioner Rodgers questioned if citizens are wearing masks when they utilize the facility. The Parks Director reported some do and, with the limitation on the number allowed, are socially distanced. Commissioner Moore questioned if participants have to sign a waiver to protect the town from any liabilities. The Town Attorney reported a disclaimer notice is to be posted on the building to protect the town from any liability. The Town Clerk reported she will distribute to all departments. *Commissioner Chesson made a motion to open the park on Saturdays from 8 am to 12 pm, seconded by Commissioner Knox. Commissioners Rodgers, Knox, Chesson and Moore voted in favor of opening the Gaylord Perry Park gym on Saturdays from 8 am to 12 pm. Commissioner Coffield voted against. Motion passed.*

CELL PHONE POLICY DISCUSSION
The Town Administrator reported the cell phone policy discussion was tabled at the October meeting. The Mayor questioned the need for the policy. The Town Administrator reported the town does not currently have a cell phone policy. He reported having several requests from staff for additional options to the current Town-provided cell phones. Cell phones and service is provided to certain employees based on the department's communication needs. In some cases, these employees are restricted by this policy and have requested the option to get their own phone plan for personal and business use and have the Town reimburse them for a portion of the bill. He reported this would be a personal choice under this policy and would ultimately save the town money as the Town would no

longer have to purchase the phone for staff who opt to move to a personal plan. He reported his business phone bill is $75.79 per month. If he was to switch to a personal plan, the Town's reimbursement would be $50. Commissioner Moore questioned if there are funds currently budgeted for this and would savings be realized immediately. The Town Administrator reported there are funds currently budgeted to pay for the service. There will be immediate savings but a very small amount as only two employees have requested this at this time. The Town Administrator reported a policy would standardize how the plans are handled and this option may save the Town money for those who choose the reimbursement option as the Town will not have to purchase the phone and would only pay a portion of the bill. One change made since the draft was presented in October was the provision that if USCellular makes changes to the Town contract and reduces the monthly fees, no reimbursements will be greater than the amount the Town would have paid under contract. Commissioner Chesson questioned if there were liability issues if staff used their personal phone. The Town Attorney reported the use of personal phones would be more of a problem for the employee's privacy if using the phone for personal and business purposes. If there is not a cell phone policy related to town business, a policy needs to be in place. He reported he did not see a liability issue for the Town as it is a public record, regardless of whether it is on a personal or business phone. Commissioner Chesson reported if the policy only benefits one or two employees, he is not in agreement with the policy. If overtime more staff want this, then he would consider. The Mayor reported having a personal phone and a business phone as she prefers the separation of personal and business. The Park and Recreation Director reported having one phone that is used for personal and business and would like to personally purchase a better phone to use for both which would be possible if the Town would pay a portion of the bill. The Town Attorney reported the Town's liability will not change but who would own the phone. The Town Administrator reported that some staff already have this benefit and would like it standardized. Commissioner Moore reported the savings amount is not listed. If more employees wanted, there would have already been a request. He recommends moving forward with a cell phone usage policy without the usage of a personal phone included. The Mayor requested the issue to be tabled until the Budget Retreat held in January. *Commissioner Chesson made a motion to table the discussion until the Budget Retreat in January, seconded by Commissioner Coffield and unanimously passed.*

Approval of Resolution 2020-204 EMS Remount Financing

The Town Administrator reported the Board approved the purchase of the EMS remount at the October 2020 regular meeting. A total of $88,500 was approved along with the 1.53% financing through Truist aka BB&T. The bank requires the adoption of the financing resolution to award the financing to the lender. *Commissioner Moore motioned to approve Resolution 2020-204 EMS Remount Financing, seconded by Commissioner Chesson and unanimously passed. The resolution is hereby attached with the minutes of this meeting and incorporated in the Town's Resolution Book for future reference.*

Approval of Resolution 2020-205 Street Sweeper Financing

The Town Administrator reported the Board approved the purchase of the street sweeper at the October 2020 regular meeting. A total of $228,400 was approved along with the 1.53% financing through Truist aka BB&T. The bank requires the adoption of the financing resolution to award the financing to the lender. *Commissioner Moore motioned to approve Resolution 2020-205 Street Sweeper Financing, seconded by Commissioner Chesson and unanimously passed. The resolution is hereby attached with the minutes of this meeting and incorporated in the Town's Resolution Book for future reference.*

NEW BUSINESS

Approval of Fiscal 2020/2021 Budget Calendar

The Town Administrator presented the Fiscal Year 2020/2021 budget calendar. The calendar sets benchmarks for developing the budget. The calendar has been changed to adopt the final budget prior to the current Finance Director's retirement date in May. *Commissioner Moore made a motion to accept the Fiscal 2020/2021 Budget Calendar as presented, seconded by Commissioner Chesson and unanimously passed.*

Bowen Sign Building Discussion

The Town Administrator reported an invitation was sent to the Bowen Sign building owner but no response was received. He reported the property has been cleaned to some extent and requested direction from the Board as to whether to move forward with the demolition. Commissioner Chesson reported the parcel does look better but is not up to code. As there is a motion in effect, a formal plan needs to be in place with a timeline outlining the

Commissioner Chesson requested another letter to be sent to the owner, allowing 60-90 days to obtain and present a plan. The Town Attorney reported the Town can hold off on action temporarily. Commissioner Chesson requested the written plan to be forwarded to the Town Administrator. The owner is welcome to attend and present, but the Town Administrator can present the written plan on his behalf.

Employee Benefits Discussion
The Town Administrator reported receipt of the most recent NC League of Municipalities' Salary and Fringe Benefit survey. He reported the Town of Williamston is trending below the state average for vacation and sick accrual rates and will include a further discussion at the January Budget retreat. He noted the Town employees will receive two days for Christmas this year and questioned if the Board would consider an additional day. The Mayor reported the additional day as extreme as Christmas day is on a Friday. It was the consensus to have only the two days off for Christmas.

Discussion of 108 W Main Street to Committee of 100 and Grant
The Town Administrator reported at the July meeting, the Board gave a consensus to move forward with discussions with the Committee of 100 related to the transfer of the property located on 108 W. Main Street and a proposed grant of $30,000 to assist with the roof replacement. The Town Attorney reported the Committee of 100 attorney requested the Town not to adopt a resolution until he has completed his background work to include title work and obtain a title policy. The Town Attorney reported the Resolution will be presented at the December meeting.

Discussion of Town Administrator Evaluation Form Samples
The Town Administrator reported, after his last evaluation, it was requested the evaluation form be revamped as many of the listed items were difficult to measure. He requested Board members to review the samples and to pick and choose from each sample as the Town Clerk can combine into one form for review at the December meeting. The Mayor reported the current format was fine but needed to be revised as she has questions she would like added. Commissioner Chesson reported the current form is cumbersome and the ICMA form flow was easier to follow. Commissioner Moore reported the Board doesn't follow the one in place based on what is seen on the form. The Town Clerk reported the Board forwarded the evaluations to her and the tally with comments were given to the Board prior to his evaluation. Commissioner Moore reported he is not getting the transparency of what the Board is supposed to do. Commissioner Chesson reported he liked the ICMA form as it flows better or the current form. Commissioner Chesson reported the evaluation form was given to the Board prior and remembered receiving the tally of the rankings. He reported the evaluation form can be completed and given to the Clerk a week prior to the evaluation. The Mayor requested all Board members to review and submit any questions to the Clerk to design the form the Wednesday prior to the December meeting. Commissioner Chesson requested the Board to stick with the ICMA style to make it easier. The Mayor reported the ICMA style is best. It was agreed to send all questions to the Town Clerk by November 25, 2020.

Discussion of Mobile Food Vendor Changes
The Town Planner and Zoning Administrator reported the Town's Mobile Food Truck Vendor Ordinance currently allows five mobile food vendor permits to be issued annually for $200. At the last board meeting, a public comment speaker referenced this ordinance and asked the Town to expand the number to allow for more food trucks to be able to attend special events. Planning Staff has submitted a draft ordinance update and seeks input form the Board. The draft ordinance keeps the limit of five mobile food vendor permits per year while allowing special event "one day" permits for $50 with a limit of three "one-time" permits per calendar year. Commissioner Chesson reported the changes seem fair as compared with other municipalities. Commissioner Knox reported local restaurant owners will not like it as he has received complaints. The ones that complain hire local staff and pay taxes. The Town Planner and Zoning Administrator reported the current vendors are obtaining permits, such as Bill's Hotdog is one of the current ones by Corey's. Commissioner Coffield reported food trucks are very common and have to make a living. Commissioner Moore questioned if the Town is receiving a lot of requests. The Town Planner and Zoning Administrator reported having to turn down requests in the summer but not recently. Commissioner Moore reported long term restaurants are trying to make it and then there are fly-by-night type of vendors coming in. He is concerned if this is the right direction. Competition like this doesn't matter in the larger towns, but it matters in the Town of Williamston. The Town Planner and Zoning Administrator reported he plans to present the ordinance with any recommended changes by the Board. He reported the Code Enforcement Officer is responsible to ensure the food vendors are properly permitted. All five permits are currently filled. The Ordinance needs to be updated

to remove provisional licenses. It was the consensus of the Board to include the "one-time" vendor permits in the Ordinance.

DEPARTMENTAL REPORTS

Planning
The Town Planner and Zoning Administrator reported:

- Perry Street issue has been addressed and Magneson Hotel has been mowed and debris removed.
- The new Code Enforcement Officer will start next week.
- Staff is currently developing a Williamston Downtown Inc Website.
- The Patriot House is to be completed by the end of 2020.
- There are multiple new businesses in the downtown area, to include a florist shop and the motorcycle parts store.
- Staff held a trash cleanup on October 17th.
- Staff partnered with the Chamber to do a Halloween Scavenger Hunt.
- The Mitchell building demolition contract should be signed within the week.
- Walgreens has announced the closing of the East Boulevard location. Employees are being relocated to other sites.
- The downtown greenspace is to be completed by the end of 2020.
- The Community Garden is in place.

Public Works
The Public Works Director provided the following report:

- He has had scheduling struggles due to sickness.
- The Board-approved street project will begin soon.
- He is working on a state permit which is required prior to the purchase of the air-curtain burner.

Parks & Recreation
The Parks & Recreation director reported the following:

- The Community Garden will have a ribbon cutting on November 16th.
- The program supervisor has decided to return to teaching and another staff member is retiring.
- The department hosted a "trunk or treat."
- The Perry Park renovation is awaiting news from the LCW grant. He anticipates to hear whether the Town is awarded the grant by February.

Police
The Police Chief reported:

- Firearms training has been completed.
- Two staff members completed the Radar Certification course. Two radars were acquired from Governor's Highway Safety Program, free of charge.
- Staff were able to participate in Crisis Intervention Training which is a class he would like all staff to attend.
- One staff member attend a train the trainer course in "Survive the Verbal Conflict and will be able to bring the knowledge back to staff.
- Civil Unrest Preparedness training has begun, following the National Model.
- The department is participating in "No Shave November."

Fire/Rescue
The Fire Chief provided the following report:

- Staff is mentally and physically drained due to COVID-19.
- The pink fire hydrants were very well received by the public and the department plans to do this annually.
- The department will be rerated by NC Department of Insurance in the summer of 2021 and is hopeful for a lower rating which will bring a savings to our citizens.
- October is Fire Prevention Month and will post daily educational fire prevention messages on facebook.

- There will be a live burn on November 29th on N. Haughton Street.
- Purdue Farms is to donate a 53-foot 18-wheller for Hazmat.
- The department has cancelled the annual Christmas banquet due to COVID-19.

Administrator
The Town Administrator provided the following report:

- There are key staff to retire in 3 to 6 months and made the Board aware of staffing overlap for training.
- The Police/Fire Projects have had a few issues which required the spending of contingency funds.
- The longevity luncheon will be done by take-out only on November 10th.

CLOSED SESSION
It was moved by Commissioner Chesson, seconded by Commissioner Moore to go out of regular session into closed session to address Personnel per N.C.G.S. 143-318-11(a)(3). The motion passed with all in favor except Commissioner Coffield who was opposed.

It was moved by Commissioner Chesson to go out of closed session and into regular session. The motion was seconded by Commissioner Moore and passed.

ADJOURNMENT

There being no further business, the Mayor declared the meeting adjourned at 8:04 p.m.

Submitted By:

Christina Craft
Town Clerk

Approved By:

Mayor

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

October 5, 2020

The Board of Commissioners of the Town of Williamston met in special session on Monday, October 5, 2020 at 5:30 p.m. at the NC Telecenter located at 415 East Blvd #130, Williamston, NC.

PRESENT Mayor Joyce Whichard-Brown
Commissioners: Al Chesson, Alton Moore, Jerry Knox, and William Coffield
Town Administrator: John O'Daniel
Town Clerk: Christina Craft
Finance Officer: Linda Harrison
Police Chief: Travis Cowan
Recreation Director: Allen Overby
Town Planner and Zoning Administrator: Cameron Braddy
Town Attorney: Daniel Manning
Fire Chief: Michael Peaks
Public Works Director: Kerry Spivey

ABSENT Mayor Pro Tem Ronell Rodgers

CALL TO ORDER AND INVOCATION
The Mayor called the meeting to order and welcomed everyone. She requested everyone stand for a moment of silence for President Trump, White House staff and Commissioner Rodgers who have tested positive for the corona virus. Commissioner Moore led the pledge of allegiance. Commissioner Chesson offered the invocation.

WELCOME
The Mayor welcomed Tina Brown, Mayor of Robersonville.

AGENDA APPROVED
The Mayor asked if there were any adjustments to the Regular Agenda or if the Board wished any items to be removed or added the Regular Agenda. *It was moved by Commissioner Chesson, seconded by Commissioner Moore, and unanimously passed to approve the regular agenda as presented.*

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

Items approved in the Consent Agenda are as follows:

(1) Approval of the Minutes of the September 14, 2020 meeting
(2) Tax Relief Order

Year	Name	Remarks	Total
2020	Claude Wilkins	County Over Billed Value	$ 188.06
2020	Earl Uzzell Jr	Boar not inside City Limits	$ 16.40

PUBLIC COMMENT
John Liddick, 502 S. Haughton Street, reported concern related to the $200 annual permit fee required for food trucks in Williamston. He reported the permitting fee is impeding business at the Hook Hand microbrewery in Williamston as the Hook Hand relies on food trucks to provide food at the microbrewery.

OLD BUSINESS
COVID DISCUSSION
Chief Peaks expressed appreciation of the partners of Martin Tyrrell Washington County Health Department for all of their work for this community. He reported a drastic increase of COVID-19 in the last week as there are two nursing facilities with an outbreak. There are a total of 65 active cases in Martin County.

the Town Administrator for reimbursement instead of carrying two phones. There are applications he likes on the personal phone that he is not comfortable adding to a Town-owned phone. Commissioner Moore reported some of the language in the policy seem extreme such as taking the staff to court concerning the phone at termination or retirement. The Town Administrator reported the Town would not be liable. If the Town purchased the phone, staff must turn the phone in on exit to be distributed to the newly hired employee. The Town Administrator reported the policy is just a sample and would like direction from the Board in the creation of the Town policy. He recommends the Town to reimburse at a set rate for those who choose this route monthly reimbursement upon receipt of their personal bill. The Mayor reported she needs additional time to review the policy and would like to table the discussion until the November meeting.

DEPARTMENTAL REPORTS

Public Works
The Public Works Director provided the following report:

- Covid-19 restrictions have slowed operations as temperatures must be taken at the beginning of each shift. There have been staff affected directly by the virus which has limited staff available.
- 25 tons of asphalt has been used in September
- Staff is currently working on the Street Paving project.
- The Street sweeper is due for replacement.

Planning
The Town Planner and Zoning Administrator reported:

- Planning and administration has been reviewing the food truck ordinance and will bring before the Board in November
- He expressed appreciation for the Public Works department who assisted with the awning at the Tar Heel apartments.
- The Housing Authority stated they would clean the 110 Perry Street property last week. They did not give a timeline.
- He is currently reviewing applications for the Code Enforcement position. Nine applications were received.

Parks & Recreation
The Parks & Recreation director reported the following:

- The opening of the Perry Park has gone smoothly. The limit of 6 in the weight room was decreased to 5. Only a few people have used the gym for walking.
- There will be a trunk or treat event at Godwin Coppage Park on October 30th. There will be a few vendors spaced apart. The participants are requested to stay in the vehicle as they will drive thru for the treats. Vendors will walk to the cars. Children are encouraged to wear costumes.
- There is a crack in the culvert at Godwin Coppage Park and culvert issue on the Rail Trail. Contractors have been scheduled to review both issues.

Police
The Police Chief reported:

- Staff was able to participate in training offered by the District Attorney office to refine procedures to prepare for court. Most of the training is internet based and worked very well.
- Staff continues to clean the old building in preparation to move to the new facility. As soon as the GovDeals auction site opens back up, he feels they are in a good position for the relocation.
- Construction of the new building is going well. In the next few weeks, there will be a remarkable difference.
- Firearms training begins tomorrow and will be a 3-week process for him. This is the last of the mandated training for the calendar year.

Fire/Rescue
The Fire Chief provided the following report:

- He reached out to the Health Department regarding cold and flu season during COVID-19. The Health Department reinforced the current practice by continuing the daily staff questionnaire and temperatures.

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

October 19, 2020

The Board of Commissioners of the Town of Williamston met in special session on Monday, October 19, 2020 at 5:30 p.m. at the NC Telecenter located at 415 East Blvd #130, Williamston, NC.

PRESENT Mayor Joyce Whichard-Brown
Commissioners: Alton Moore, Jerry Knox, and William Coffield. Commissioner Chesson was available by conference phone
Town Administrator: John O'Daniel
Town Clerk: Christina Craft
Finance Officer: Linda Harrison

ABSENT Mayor Pro Tem Ronell Rodgers and Commissioner Al Chesson

CALL TO ORDER AND INVOCATION
The Mayor called the meeting to order and welcomed everyone. Commissioner Knox led the pledge of allegiance. Commissioner Moore offered the invocation.

AGENDA APPROVED
The Mayor asked if there were any adjustments to the Regular Agenda or if the Board wished any items to be removed or added the Regular Agenda. The Town Administrator requested the removal of the consideration of the Demolition Grant agreement, Closed Session, and the demolition contract bid selection. He requested the addition of the demolition grant update. *It was moved by Commissioner Coffield, seconded by Commissioner Moore, and unanimously passed to approve the regular agenda as amended.*

OLD BUSINESS
None

NEW BUSINESS
Consideration of EMS Remount Financing
The Town Administrator reported the Board approved to move forward with the EMS Remount project in the October 2020 regular session. He requested approval of the 1.53% financing as recommended by staff and authorizing the Finance Director to manage the financing on behalf of the Town. The 1.53% financing was the best rate received. *It was moved by Commissioner Knox, seconded by Commissioner Coffield and unanimously passed to approve the EMS Remount at 1.53% and authorizing the Finance Director to manage the financing on behalf of the Town.*

Consideration of Street Sweeper Financing
The Town Administrator reported the Public Works Director presented the need to move forward with the Street Sweeper purchase in the October 2020 regular session. He requested approval of the 1.53% financing as recommended by staff and authorizing the Finance Director to manage the financing on behalf of the Town. The 1.53% financing was the best rate received. *It was moved by Commissioner Moore, seconded by Commissioner Coffield and unanimously passed to approve the EMS Remount at 1.53% and authorizing the Finance Director to manage the financing on behalf of the Town.*

Demolition Grant Update
The Town Administrator reported the Town of Williamston has been awarded the NC Department of Commerce Rural Demolition Grant in the amount of $43,125 to demolish the 3,120-square-foot former Mitchell Photography building. He reported the need to have another special called meeting prior to the end of the month to review the grant contract and the bid selection as the bid proposal stated

Commissioner Moore questioned the amount of money spent by the Town to receive the grant as he understood the cost was around $20,000. The Town Administrator reported approximately $1,600 has been spent to the Mid-East Commission to administer the grant. He also reported back taxes owed to the Town and County prior to the donation of the property to the Town. That amount will also include the 25% match that is required of the Town. He originally budgeted the Mitchell building demolition to cost approximately $60,000. Commissioner Coffield

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

October 22, 2020

The Board of Commissioners of the Town of Williamston met in special session on Thursday, October 22, 2020 at 5:30 p.m. in the Assembly Room located in Town Hall, 102 East Main Street, Williamston, NC.

PRESENT Mayor Joyce Whichard-Brown and Commissioner
Commissioners: Alton Moore, Ronell Rodgers, Al Chesson, Jerry Knox, and William Coffield
Town Administrator: John O'Daniel
Town Clerk: Christina Craft
Public Works Director: Kerry Spivey
Town Attorney: Dan Manning

ABSENT None

CALL TO ORDER AND INVOCATION
The Mayor called the meeting to order and welcomed everyone. Commissioner Coffield led the pledge of allegiance. Commissioner Knox offered the invocation.

AGENDA APPROVED
The Mayor asked if there were any adjustments to the Regular Agenda or if the Board wished any items to be removed or added the Regular Agenda. *It was moved by Commissioner Chesson, seconded by Commissioner Coffield, and unanimously passed to approve the regular agenda as presented.*

OLD BUSINESS
None

NEW BUSINESS
Approval of Riverside High School Utility Request
The Town Administrator reported he received a call from the Public Works Director and Dr. Tom Daly, Martin County School Interim Superintendent, regarding the air conditioning unit failure at the Riverside High School. Dr. Daly reported the motor on the main chilling unit failed last Friday. The maintenance department bypassed the failed unit by plugging the unit into the Town water source. The water runs through the unit and onto the ground. To maintain the temperature, 15-17 gallons per minute must be run through the system to maintain the system. This is an issue as school has just reopened. He reported the cost for water will be very high during the next few weeks while waiting for the parts to be delivered. He requested the town to waive the sewer fee for the water used in the air conditioning unit as the sewer will not be affected with the water running on the ground. He reported, if the Town cannot waive the sewer fee for the excess water, he would have to close the school until the system is fixed. Commissioner Chesson questioned what hours the excess water will need to be run. He reported the water is run one hour prior to school opening to cool the building and then off in the evening. The Town Administrator questioned how long before the system is fixed. Daly reported the delivery may take up to 3 weeks and up to 3 days to install the part once received. The Mayor questioned if he is requesting a waiver of just sewer until the unit is fixed. Dr. Daly reported he is requesting a waiver for sewer only for the extra usage for the next two to three weeks. The Mayor questioned if the school had requested any assistance from the County. Daly reported the water is received from the Town and has not requested any assistance from the County. Commissioner Chesson reported the extra water usage would total approximately a quarter of a million gallons, at a cost of $2 to $2,200 in actual water costs. The water would not go into the sewer system so the sewer expense to the Town would not be affected. The Town would still maintain a profit from the water usage, even if the Town waived the sewer. The Public Works director reported he thought it prudent to meter the excess water for the sake of accounting. He reported the policy for the customers is inline with the water adjustments. He reported the request is not unreasonable as the request is to waive a service {sewer} that will not be used. Commissioner Moore questioned the Public Works director if the policy regarding leaks really addresses this issue and doesn't feel this is inconsistent with how citizen and other businesses are handled. He questioned if Lilley International or Shamrock had the same request, will the Town address the issue in the same way? He reported there is a policy in place. Commissioner Chesson reported this is different as we have a policy that addresses leaks. He questioned if sewer was waived when the citizens have had a leak. The Town Administrator reported the citizen adjustment will waive water and sewer cost by charging the customer an average of normal months. He reported there is not a policy that addresses this particular issue.

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

October 27, 2020

The Board of Commissioners of the Town of Williamston met in special session on Monday, October 27, 2020 at 5:30 p.m. in the Assembly Room in Town Hall, located at 102 East Main Street, Williamston, NC.

PRESENT Mayor Joyce Whichard-Brown and Commissioner
Commissioners: Mayor Pro Tem Ronell Rodgers, Al Chesson, Alton Moore, Jerry Knox, and William Coffield
Town Administrator: John O'Daniel
Town Clerk: Christina Craft
Town Planner and Zoning Administrator: Cameron Braddy
Town Attorney: Dan Manning

ABSENT None

CALL TO ORDER AND INVOCATION
The Mayor called the meeting to order and welcomed everyone. Commissioner Knox led the pledge of allegiance. Commissioner Moore offered the invocation.

AGENDA APPROVED
The Mayor asked if there were any adjustments to the Regular Agenda or if the Board wished any items to be removed or added the Regular Agenda. *It was moved by Commissioner Chesson, seconded by Commissioner Moore, and unanimously passed to approve the regular agenda as presented.*

OLD BUSINESS
None

NEW BUSINESS
Consideration of Demolition Grant Contract
The Town Administrator reported the NC Department of Commerce Economic Infrastructure– Demolition Program has awarded funding in the amount of $43,125 for the Williamston Demolition Project. The funds will cover 75% of the total demolition costs of the old Mitchell Building that was previously donated to the Town. Commissioner Moore questioned the amount of funds that have already been spent towards this project. The Town Administrator reported the Town will spend approximately $20,000 for back taxes and the 25% match towards the program. The Town has already spent $1,600 to the MidEast Commission to prepare and administrate the grant application. The demolition estimated cost is $60,000. There are approximately $4,000 owed in back taxes. The Town Attorney reported the County taxes have not been paid but at such time the property is sold, the buyer will pay the County taxes. Town taxes owed will be written off. The Mayor requested the Town Clerk to contact the NC Department of Commerce as they have misspelled her name in the award letter. *It was moved by Commissioner Knox, seconded by Commissioner Chesson and unanimously passed to accept the demolition grant contract as presented.*

CLOSED SESSION
It was moved by Commissioner Rodgers, seconded by Commissioner Coffield and passed to go out of regular session into closed session to address Attorney-client per N.C.G.S. 143-318-11(a)(3).

It was moved by Commissioner Chesson to go out of closed session and into regular session. The motion was seconded by Commissioner Moore and passed.

Demolition Bid Award
It was moved by Commissioner Chesson, seconded by Commissioner Moore and unanimously passed to award the demolition contract to Modlin Backhoe Services and to instruct staff and the Town Attorney to draw up a demolition contract to be signed by Modlin Backhoe Services in the amount of $52,358.75. The Town Administrator reported the contractor reported he would be able to begin with three weeks after the bid award.

Memo

To: Mayor and Commissioners

From: John O'Daniel

Date: 11/3/2020

Re: Police and Fire Department Radio Project

During the Town Board of Commissioner's meeting held on September 14, 2020, the Board unanimously approved Capital Project Ordinance 2020-13 Police & Fire Department Radio Project. The Town received $166,911 from Martin County as part of the Corona Relief Fund (CRF). Laptops were purchased by the county on our behalf, totaling $21,687 and the remaining balance of $145,223 was used to reimburse the town for payroll expenses of employees that responded to COVID-19.

As the Town's 2020-2021 budget included funds for these salaries, the Board approved moving the $145,223 to a project ordinance to cover the cost of Police and Fire radio and IT expenditures as the Town will be required to switch all radios over to the new VIPER system within the next few years.

There was a mistake in approved Ordinance 2020-13. The total cost of the project was correct but the breakdown of where the anticipated revenues was incorrect as shown below:

Total Radio Replacement Costs	$ 504,957
General Fund Revenue	$ 145,223 (incorrectly listed as $142,791)
Remaining Funds Needed	**$359,734**

Capital Project Ordinance 2020-14 has been included under the Consent Agenda with the corrected totals and staff recommends board approval.

TO: John O'Daniel

Date Submitted: 11/4/2020

SUBJECT: Budget Amendment

Date of Council Action: 11/9/2020

I hereby request that the budget for the General 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 budget revenue funds received from North Carolina Pandemic Recovery Office, Coronavirus Relief Funds, (NCPRO CRF). These funds have a restricted use which will be to help cover EMS salaries and benefits during the pandemic event.

The following accounts will be increased/decreased.

	Account No	Title	Department	Amount
Revenue Accounts:				
	103900.3910	Undesignated Fund Balance		$ (145,223.00)
				$ (145,223.00)
Revenue Accounts:				
	103300.3352	CARES CRF County/NC		$ 145,223.00
				$ 145,223.00

Department Head_____

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

Linda W Hanson

Finance Officer

ACTION OF TOWN ADMINISTRATOR

✓ Approved for Council Action

_____ Disapproved

Administrator

TO: John O'Daniel

SUBJECT: Budget Amendment

Date Submitted: 11/4/2020

Date of Council Action: 11/9/2020

I hereby request that the budget for the General 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 budget funds to cover salary, FICA, and Retirement for the Finance Director Trainee position that was approved at the September 14, 2020 Board meeting.
The salary change was effective with the September 19, 2020 pay period begin date, October 2, 2020 pay period end date and paid October 8, 2020.

The following accounts will be increased/decreased.

	Account No	Title	Department	Amount
Revenue Accounts:				
	103900.3910	Undesignated Fund Balance		$ 6,245.00
				$ 6,245.00
Expense Accounts:				
	104200.0200	Salaries		$ 5,250.00
	104200.0500	FICA		$ 410.00
	104200.0700	Retirement		$ 585.00
				$ 6,245.00

Department Head Linda W Harrison

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

Linda W Harrison
Finance Officer

ACTION OF TOWN ADMINISTRATOR

✓ Approved for Council Action

_____ Disapproved

John O'Daniel
Administrator

2020-2021 NCHSAA SPORTS CALENDAR

Sport	1st Practice Date	1st Competition Date	Final Contest Date	Season Contest Limit	Weekly Contest Limit
Cross-Country	November 4	November 16	January 8	10	2
Volleyball	November 4	November 16	January 8	14	2
Swimming & Diving	November 23	December 7	January 30	10	2
Basketball	December 7	January 4	February 19	14	2
Lacrosse (M&W)	January 11	January 25	March 12	14	2
Soccer (M)	January 11	January 25	March 12	14	2
Football	February 8	February 26	April 9	7	1
Golf (M&W)	March 1	March 15	April 30	14	2
Soccer (W)	March 1	March 15	April 30	14	2
Softball	March 1	March 15	April 30	14	2
Tennis (M)	March 1	March 15	April 30	14	2
Baseball	April 12	April 26	June 11	14	2
Tennis (W)	April 12	April 26	June 11	14	2
Track & Field	April 12	April 26	June 11	10	2
Wrestling	April 12	April 26	June 11	14	2

Activity	Invitational
Cheerleading	May 1

Town of Williamston
Cell Phone Policy

PURPOSE: The purpose of this policy is to establish a program for managing cell phone use and for explaining the different cell phone options available to certain employees of the Town of Williamston. The voice functionality of cell phones combined with other cell features, such as messaging and access to numerous online resources, establishes the cell phone as a necessary and effective tool for certain employees. This policy outlines the mobile telephone options supported by the Town and guidelines for appropriate use and maintenance for each mobile telephone option supported by the Town. This policy was created in order to enhance employee safety, limit Town liability, and help manage telecommunications costs.

DEFINITIONS:

Standard Phone: A cell phone with the standard features to allow voice calling.

Smartphone: A mobile phone offering advanced capabilities beyond a typical cell phone, often with PC-like functionality. These advanced capabilities usually include email and Internet functionality and normally require a data package to be purchased with the service provider's plan. At a minimum the smartphone must be capable of sending and receiving messages through the Town email server.

Reimbursement: A sum of money paid to an employee to reimburse for expenses incurred during Town operations.

Policy
The Town of Williamston has developed a program to offer choices to employees based on their need for cell phones within their current job requirements. Based on the program below, employees approved for cell phone usage may request the most appropriate option. Department Heads must establish the need for a cell phone for each employee. All requests for cell service, benefits, or changes must be approved by each Department's respective Department Head and the Town Administrator.

Identification of Need and Eligibility Requirements
Town telephone systems are available to accomplish the work of the Town. The Town Administrator, upon recommendation of the Department head for such employee, may issue mobile telephones to designated personnel or a monthly reimbursement to designated employees as a means of efficient and effective communication. Departments should limit the use of mobile telephones and services to those employees who have demonstrated a business need to have them. Other communication means such as land-line phones, network access, email, etc. should be used instead of mobile telephone equipment whenever possible. The following criteria should be used to determine whether an employee is eligible for a mobile telephone device:

- Employees issued such equipment are responsible for the care and maintenance of the mobile device. The device must be secured and its whereabouts known at all times by the user.
- Employees issued such equipment are required to immediately report the loss or theft of the Town-owned mobile telephone and any associated equipment to their Department Head. The Department Head shall report the same to the Finance Director for recordation and the Finance Director shall contact the service provider in order to prevent unauthorized use. The employee may be responsible for reimbursing the Town for the costs incurred as a result of the loss or due to negligence. Departmental budgets will be charged for replacement phones if the phone was damaged during the regular course of work-related duties and the employee was exercising reasonable care.
- Employees issued such equipment shall use proper safety procedures at all times when using a mobile telephone, but especially while operating equipment, driving on Town business, or performing similar duties. The use of common sense and sound judgment is encouraged while operating a motor vehicle when using a mobile telephone. If at all possible, pull the vehicle safely off the side of the road or worksite and park before using a mobile telephone.
- Employees issued such equipment shall return mobile telephone and all equipment to the Department Head upon separation from duty with the Town of Williamston. If the same is not returned as required prior to the final paycheck issued by the Town, all costs associated with replacing and establishing service shall be garnished from said paycheck. In the event such equipment is not returned and the final paycheck is not sufficient to cover the noted costs, the Town shall pursue all equitable remedies afforded by law to recover such cost, including but not limited to criminal prosecution. The Department Head is responsible for documenting the returned inventory and forwarding the same to the Finance Director for recordation and review.
- Employees are held primarily responsible for complying with this policy. Departments with Town-owned shared mobile telephones are allowed to develop their own internal review process provided that such process does not contravene or abridge those herein defined.
- Any employee using Town-owned mobile telephones who does not honor the procedures, documentation, and other requirements of this policy in a consistent and regular pattern may be subject to disciplinary action up to and including dismissal.
- Additional charges not resulting from official town business may result in the employee being required to reimburse the town for these expenses.

Mobile Telephone Reimbursement

In order to receive a mobile telephone reimbursement, the employee must be approved for such payment and have an active mobile phone account. Employees that are recommended by their Department head and approved by the Town Administrator will be issued a monthly reimbursement for the purchase of a mobile telephone and use of a mobile telephone calling plan. Such mobile telephone calling plans shall contain a "252" area code unless specifically approved by the Department

- When an employee is out of work for more than thirty (30) days their mobile telephone privileges may be suspended. The Finance Director will notify the responsible parties when these situations arise.
- When the requirement and business need by the employee ceases to exist, as determined by the Department Head.
- When the employee is transferred from the department or terminates employment with the Town.

Option One (Town provided Cell phone)
This option is for employees that prefer to use a Town owned phone. The cost of the phone and all necessary equipment is paid by the Town. This program is overseen by the Finance Director, but the cell service and phone models used will be determined by the Department Heads or Town Administrator. The Department Head is responsible for determining whether the employee requires a standard phone or a smart phone.

Option Two (Reimbursement)
This option is for employees who prefer to provide their own cell phone and receive a reimbursement for a portion of the expense in a monthly reimbursement. The cost of the phone, plan, accessories, maintenance, etc. is paid by the employee. The Department Head and Town Administrator are responsible for determining which amount the employee will receive. Reimbursements are tax exempt. If an employee has a town owned device that was financed the employee will not be eligible to switch to a reimbursement option until the phone is paid for. There are two levels of reimbursement.

Level one: standard phone reimbursement - $30 per month

Level two: smartphone reimbursement - $50 per month

Basis of Reimbursements
This procedure is not intended to cover the full cost of an employee-owned wireless communication device. It does intend to cover the pro-rated cost for business use so that the Town maintains responsibility for payment of its operational cost incurred by its employees.

An employee is not eligible for a reimbursement and a Town-owned device for the same time period. Any employee receiving a reimbursement agrees to allow the Town to publish their number for business purposes and to accept business calls and/or messages on the phone.

Employee and carrier are responsible for technical support of the phone, plan and functionality. Employee will be responsible for all costs related to the device, including accessories.

Employee must retain an active contract as long as a reimbursement is in place.

Cell Phone Request form
Town of Williamston
Town Issued or Reimbursement

Employee Name: _____

Department: _____

Position: _____

Requested:

Town Issued Cell Phone ☐ Standard Phone

☐ Smart Phone

Cell Phone Reimbursement

☐ Standard Phone

☐ Smart Phone

Explanation (Justification): _____

_____

_____

Employee Cell Number (mandatory) _____

I certify that I have received a copy of the Town of Williamston's cell phone policy and I understand the Town of Williamston's cell phone policy.

_____ _____

Employee Signature Date

_____ _____

Department Head Signature Date

Send a copy of completed and signed form to the Finance Director

BB&T

Branch Banking & Trust Company

Governmental Finance

5130 Parkway Plaza Boulevard
Charlotte, North Carolina 28217
Phone (704) 954-1700
Fax (704) 954-1799

November 4, 2020

Ms. Linda Harrison
Town of Williamston, NC
PO Box 506
Williamston, NC 27892

Dear Ms. Harrison:

Truist Bank ("Lender") is pleased to offer this proposal for the financing requested by the Town of Williamston, NC ("Borrower").

PROJECT:	Ford E-450 Remount
AMOUNT:	$88,500.00
TERM:	3 years
INTEREST RATE:	1.53%
TAX STATUS:	Tax Exempt – Bank Qualified
PAYMENTS:	Interest: Annual Principal: Annual
INTEREST RATE CALCULATION:	30/360
SECURITY:	Vehicles and Equipment
PREPAYMENT TERMS:	Prepayable in whole at any time without penalty
RATE EXPIRATION:	December 14, 2020
DOCUMENTATION/ LEGAL REVIEW FEE:	N/A
FUNDING:	Proceeds will be deposited into an account held at Lender pending disbursement unless equipment is delivered prior to closing.

Williamston
NORTH CAROLINA

RESOLUTION 2020-204

Approving Financing Terms for EMS Remount

WHEREAS: The Town of Williamston, NC("Borrower") has previously determined to undertake a project for the financing of a Ford E-450 Remount (the "Project"), and the Finance Officer has now presented a proposal for the financing of such Project.

BE IT THEREFORE RESOLVED, as follows:

1. The Borrower hereby determines to finance the Project through Truist Bank("Lender") in accordance with the proposal dated November 4, 2020. The amount financed shall not exceed $88,500.00, the annual interest rate (in the absence of default or change in tax status) shall not exceed 1.53%, and the financing term shall not exceed three (3) years from closing.

2. All financing contracts and all related documents for the closing of the financing (the "Financing Documents") shall be consistent with the foregoing terms. All officers and employees of the Borrower are hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable, to carry out the financing of the Project as contemplated by the proposal and this resolution.

3. The Finance Officer is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for the delivery of the Financing Documents have been completed to such officer's satisfaction. The Finance Officer is authorized to approve changes to any Financing Documents previously signed by Borrower officers or employees, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the forms executed by such officers. The Financing Documents shall be in such final forms as the Finance Officer shall approve, with the Finance Officer's release of any Financing Document for delivery constituting conclusive evidence of such officer's final approval of the Document's final form.

4. The Borrower shall not take or omit to take any action the taking or omission of which shall cause its interest payments on this financing to be includable in the gross income for federal income tax purposes of the registered owners of the interest payment obligations. The Borrower hereby designates its obligations to make principal and interest payments under the Financing Documents as "qualified tax-exempt obligations" for the purpose of Internal Revenue Code Section 265(b)(3).

5. The Borrower intends that the adoption of this resolution will be a declaration of the Borrower's official intent to reimburse expenditures for the Project that are to be financed from the proceeds of the Lender financing described above. The Borrower intends that funds that have been advanced, or that may be advanced, from the Borrower's general fund or any other Borrower fund related to the Project, for project costs may be reimbursed from the financing proceeds.

6. All prior actions of Borrower officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.

Adopted this the _____ day of _____, 2020.

_____
MAYOR

_____
CLERK

BB&T

Branch Banking & Trust Company

Governmental Finance

5130 Parkway Plaza Boulevard
Charlotte, North Carolina 28217
Phone (704) 954-1700
Fax (704) 954-1799

November 4, 2020

Ms. Linda Harrison
Town of Williamston, NC
PO Box 506
Williamston, NC 27892

Dear Ms. Harrison:

Truist Bank ("Lender") is pleased to offer this proposal for the financing requested by the Town of Williamston, NC ("Borrower").

PROJECT:	Street Sweeper
AMOUNT:	$228,400.00
TERM:	3 years
INTEREST RATE:	1.53%
TAX STATUS:	Tax Exempt – Bank Qualified
PAYMENTS:	Interest: Annual Principal: Annual
INTEREST RATE CALCULATION:	30/360
SECURITY:	Vehicles and Equipment
PREPAYMENT TERMS:	Prepayable in whole at any time without penalty
RATE EXPIRATION:	December 14, 2020
DOCUMENTATION/ LEGAL REVIEW FEE:	N/A
FUNDING:	Proceeds will be deposited into an account held at Lender pending disbursement unless equipment is delivered prior to closing.

Williamston
NORTH CAROLINA

RESOLUTION 2020-205

Approving Financing Terms for Street Sweeper

WHEREAS: The Town of Williamston, NC("Borrower") has previously determined to undertake a project for the financing of a streetsweeper (the "Project"), and the Finance Officer has now presented a proposal for the financing of such Project.

BE IT THEREFORE RESOLVED, as follows:

1. The Borrower hereby determines to finance the Project through Truist Bank("Lender") in accordance with the proposal dated November 4, 2020. The amount financed shall not exceed $228,400.00, the annual interest rate (in the absence of default or change in tax status) shall not exceed 1.53%, and the financing term shall not exceed three (3) years from closing.

2. All financing contracts and all related documents for the closing of the financing (the "Financing Documents") shall be consistent with the foregoing terms. All officers and employees of the Borrower are hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable, to carry out the financing of the Project as contemplated by the proposal and this resolution.

3. The Finance Officer is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for the delivery of the Financing Documents have been completed to such officer's satisfaction. The Finance Officer is authorized to approve changes to any Financing Documents previously signed by Borrower officers or employees, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the forms executed by such officers. The Financing Documents shall be in such final forms as the Finance Officer shall approve, with the Finance Officer's release of any Financing Document for delivery constituting conclusive evidence of such officer's final approval of the Document's final form.

4. The Borrower shall not take or omit to take any action the taking or omission of which shall cause its interest payments on this financing to be includable in the gross income for federal income tax purposes of the registered owners of the interest payment obligations. The Borrower hereby designates its obligations to make principal and interest payments under the Financing Documents as "qualified tax-exempt obligations" for the purpose of Internal Revenue Code Section 265(b)(3).

5. The Borrower intends that the adoption of this resolution will be a declaration of the Borrower's official intent to reimburse expenditures for the Project that are to be financed from the proceeds of the Lender financing described above. The Borrower intends that funds that have been advanced, or that may be advanced, from the Borrower's general fund or any other Borrower fund related to the Project, for project costs may be reimbursed from the financing proceeds.

6. All prior actions of Borrower officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.

Adopted this the _____ day of _____, 2020.

_____
MAYOR

_____
CLERK

Memo

To: Mayor and Commissioners

From: John O'Daniel

Date: 11/3/2020

Re: Employee Benefit Discussion

When the Management and Personnel Services Group completed the most recent salary and benefit assessment, the town was told to continually evaluate and assess our position in comparison to other municipalities in North Carolina.

I have included data from the most recent North Carolina League of Municipalities' Salary and Fringe Benefit survey and our policies to show where we compare to other municipalities.

I traditionally avoid this type of discussion prior to our annual retreat, but felt that with the impact that COVID-19 has had on our staff and community, it may be appropriate to begin the discussion earlier. Specifically, I think it is worth discussing our vacation and sick accrual rates, since they are trending below the state average and want to continue to be competitive.

As it relates to holidays we are trending closer to state averages. I did want to remind the board that this year Christmas falls on a Friday, so staff will receive 2 days off compared to the alternate of 3 days when it falls on a Tuesday, Wednesday, or Thursday. If you feel that you would like to reward staff for going above and beyond this year, I feel that the third day would be greatly appreciated.

Thank you,

John O'Daniel

- Since The last survey, the only significant changes are (1) a 4.9% increase in cities observing Veterans Day as a paid holiday and (2) a higher proportion of respondents reported that the number of days given for Christmas is either 3 or varies between 2 and 3 depending on the day of the week that Christmas Day falls. The typical practice is to allow 3 days off if Christmas falls on Tuesday, Wednesday or Thursday or 2 days otherwise.
- 22 respondents (19.3%) provide one or more holidays not listed above. Most often this is either the employee's birthday, employment anniversary or a floating day of the employee's choice. This represents an increase of 6.0% since the last survey.
- The Total Number of Holidays provided is summarized below; there is very little change in this benefit since the 2016-2017 survey:

Population Group	10	11	11/12	12	>12	Min	Max	Avg
Below 2,500	1	6	5	14	4	10	13	11.7
2,500 – 4,999	1	1	5	14	3	10	13	11.9
5,000 – 9,999	1	1	4	12	2	10	13	11.8
10,000 – 24,999		6	3	12	1	11	14	11.8
25,000 – 99,999		2	4	4		11	12	11.6
Above 100,000	1	2	2	2		10	12	11.3
Totals	**4**	**18**	**23**	**58**	**10**	**10**	**14**	**11.7**
Williamston			✓					

- In 49 (3.0%) of the 114 responding municipalities an employee can earn more than eight hours of work credit for each non-worked holiday.
- 56 (49.1%) of the 114 responding municipalities pro-rate leave and/or holiday hours for employees who work other than a 40-hour work week.

practice generally applies to City Manager or Department Head level employees recruited from another organization. We have at least a 4-year trend of this practice becoming more common.

- 16 (14.2%) of the 114 responding municipalities allow a transfer of paid vacation from another governmental entity. Again, this appears to be primarily for higher level positions.
- None of the 114 responding municipalities allow for the purchase of additional paid vacation.

Table 3: Paid Sick and Miscellaneous Leave

- 92 (82.1%) of the 112 responding municipalities **provide 12 days** of sick leave each year (6.2% may accrue more). This is fairly consistent with the 2016-2017 survey.
    - Williamston **provides 10 days** per year.
- 96 (87.3%) of the 110 responding municipalities allow new employees to transfer sick leave from other governmental employers (normally only those covered by the North Carolina State or Local Government Retirement Systems). This is slightly higher than in the 2016-2017 survey.
- Two relatively new benefits that may be emerging are the awarding of (1) parental leave (for either parental partner) on either a paid or unpaid basis and (2) an expansion of the State mandated 4 hours per year of leave for parental participation in school activities. Most organizations that allow more than the mandated hours for school activities have expanded the option to a much broader variety of community service activities and opened it up to non-parents. We asked about these relatively new benefits and the data is presented in the tables that follow this summary. Unfortunately, the questions were poorly structured and we are not comfortable with the validity of this data. In future surveys (if these items are continued) these will be better defined for participants.

Memo

To: Mayor and Commissioners

From: John O'Daniel

Date: 11/3/2020

Re: Conveyance of 108 W. Main Street to Committee of 100 and Grant

---

This property was foreclosed on in December 2018 at an approximate cost of $5,055.63 to the Town of Williamston. The board's plan was to renovate the property and sell it to a new business to promote economic development in the downtown area. The renovation would keep the current structure a viable location for a potential business but could also be used for recruitment of a business downtown. The town committed to spend $30,000 to replace the roof. That project was delayed due to potential grant prospects that did not materialize.

At the July meeting, the board gave a consensus to move forward with discussions with Committee of 100 related to the transfer of the property located at 108 W. Main Street and a proposed grant of $30,000 to assist with the roof replacement.

The Committee of 100 has committed to partner with the town by taking the property to renovate it for a new business. The entire renovation has been estimated to cost around $120,000 and the town's donation and grant of $30,000 is a great opportunity for the town to facilitate the end goal at a reduced cost.

I am excited to see the Committee of 100 move forward with this project and feel that it is another positive move for downtown.

Thank you,

John O'Daniel

TOWN OF WILLIAMSTON
TOWN ADMINISTRATOR PERFORMANCE EVALUATION

Purpose: The purpose of evaluating the Town Administrator is to look at the performance of the Town Administrator over the past year. It is an opportunity for a better understanding of, and greater appreciation for the expectations of both the Town, Board of Commissioners and the Town Administrator. It also serves as a forum to mutually discuss the Board-Administrator relationship. While this is a one year evaluation, individual members of the Town Board are encouraged to communicate frequently throughout the year with the Town Administrator.

Format: There are no perfect evaluation tools. However, the evaluation should be a thoughtful, effective, sensitive, and positive process. Please make comments about specific departments and the organization as a whole, since this will afford the Town Administrator an opportunity to understand how the Town Board perceives the various departments for which the Town Administrator is responsible.

This evaluation consists of several categories that the Town Administrator is involved with or has responsibility for administrating. Following each statement you are asked to indicate your assessment on the following scale:

Unacceptable (1)
Indicates unacceptable performance in need of immediate improvement

Below Normal (2)
Indicated that responsibilities are not being met as well as expected

Good (3)
Indicates performance that meets what is expected

Very Good (4)
Indicates performance that exceeds usual expectations

Outstanding (5)
Indicates extraordinarily high performance, beyond what is expected

Each statement in each category also allows space for comments. You are encouraged to make comments on each item and provide feedback. For ratings of "1" and "2", please provide a suggested corrective action plan in each category so rated. The more feedback, the greater the opportunity for meaningful discussion and mutual understanding.

Deadline: The Mayor or his designated representative will prepare a composite of all evaluations after which the Town Administrator and Town Board will meet in Closed Session to discuss the composite performance evaluation.

II. LEADERSHIP ABILITY

_____ 1. The Administrator's actions exhibit expertise and professionalism.
_____ 2. The Administrator is skillful in defining situations and problems for the Town Board and the organization.
_____ 3. The Administrator knows when to act and when to defer action.
_____ 4. The Administrator takes responsibility for setting realistic and pertinent goals for the organization based on goals and objectives of the Town Board:
_____ 5. The Administrator displays flexibility in his leadership style.
_____ 6. The Administrator has the capability and willingness to make hard choices/decisions when required or necessary.
_____ 7. The Administrator accepts full responsibility and accountability for decisions and actions of subordinates.

Comments _____
_____
_____

IV. MANAGERIAL EFFECTIVENESS

_____ 1. The Administrator appears to delegate authority responsibly to department heads and supervisors.
_____ 2. The Administrator is knowledgeable of Town and State laws and ordinances and others that affect municipal operations and carries out those laws effectively.
_____ 3. The Administrator explores alternatives and presents recommendations to Town Board.
_____ 4. The Administrator displays a clear understanding of the Town's financial resources in order to make sound decisions on prioritizing public spending.
_____ 5. The Administrator recommends a balanced budget that is consistent with adopted Town Board goals and objectives.
_____ 6. The Administrator is effective in recruiting, selecting, directing, and developing staff members who report to him.
_____ 7. The Administrator demonstrates the ability to develop and present new ideas, procedures, or processes, and strives to create an environment that promotes innovation and accomplishment.

Comments _____
_____
_____

II. DEPARTMENTAL COMMENTS

The Town Administrator can benefit by knowing how the Town Board perceives the various departments, divisions, and functions of the Town government. Please include any comments or suggestions you have about the Town departments. Please also include general comments you have from your constituents.

_____ 1. Finance and Administration (includes utility billing & collections)

_____ 2. Police Department

_____ 3. Planning (includes economic development activities)

_____ 4. Public Works (includes streets, sanitation, inspections, and stormwater)

_____ 5. Parks & Recreation

_____ 6. Fire/Rescue/RRT

_____ 7. Public Utilities (water distribution, wastewater collections, and wastewater treatment)

Comments _____

_____

_____

_____

_____

_____

_____

Signature Date

Scale

5 – Far Exceeds Expectations 4 – Exceeds Expectations 3 – Meets Expectations
2 – Below Expectations 1 – Unsatisfactory

Criteria Specific to Dept. Head or Supervisor Evaluation:

1. _____ **Leadership Abilities**: Does the employee motivate others? Is the employee respected by those who he/she supervises? Is the employee viewed as fair? Does the employee generate productivity from those he/she supervises?

2. _____ **Understanding and Administration of Budgets**: Does the employee understand a budget? Does the employee understand how to create a departmental budget? Does the employee do a good job of monitoring his/her annual budget? Does the employee inform the appropriate people of a budget overrun or problem in his/her departmental budget? Does the employee make an assertive effort to stay within budget parameters throughout the fiscal year?

3. _____ **Use of Professionals/Contracted Work**: Does the employee make good and efficient use of professional staff (i.e. engineers, attorneys, other contracted professionals)? Does the employee carefully evaluate if the work in question can be completed with in-house forces before making the recommendation to use outside professional support?

4. _____ **Decision Making Abilities**: Is the employee able to make a sound well thought out decision on his/her own? Does the employee facilitate decision making for those who supervise him/her by researching matters and gathering all of the facts and pertinent information? Does the employee appear confident in his/her abilities to make a decision or does the employee appear reserved in the decision making process?

5. _____ **Personnel**: Does the employee make himself/herself available to the employees he/she supervises? Does the employee make efforts to resolve personnel issues before they reach his/her supervisors office? Does the employee make an assertive effort to address personnel matters in a timely and fair manner?

6. _____ **Community Relations**: Does the employee interact and communicate with people in the community? Does the employ make an assertive effort to meet the needs of the community? Does the employee share the vision and goals of the community? Are the visions and goals of the community displayed in the daily work of the employee?

15. _____ **Work Productivity**: Is the employee able to accomplish work goals in a timely manner? Does the employee get consistently behind in work responsibilities? Does the employee show up for work on time? Does the employee appear to be well rested and ready for the work day? Does the employee cause co-workers to get behind in their work productivity? Is the employee considered an asset to the department for which he/she works?

16. _____ **Initiative/Self Motivation**: Does the employee take initiative to do required work and accomplish daily work assignments? Does the employee lead by example? Will the employee work without having to be micromanaged?

17. _____**Appearance**: Does the employee dress appropriately for the department for which he/she works? Does the employee appear clean and display good hygiene? Does the employee represent the Town of Ayden in a positive manner?

18. _____ **Job Dedication**: Is the employee dedicated to his/her job? Does the employee give 100% effort to accomplish work responsibilities? Will the employee give the extra effort to complete a job or task at a high quality level vs. just a satisfactory level?

19. _____ **Annual Improvement/Reflection**: Has the employee improved on specific criteria since his/her last annual performance appraisal? Are there certain areas for improvement listed on the last performance appraisal that the employee has greatly improved? Are there areas or criteria from the last appraisal that still need improvement? Are there new criteria that the employee either excels or needs improvement?

Safety Criteria:

20. _____ **Training**: Has the employee completed the necessary and appropriate levels of safety training required for the job?

21. _____ **Warnings**: Has the employee been issued any written safety violation warnings in the past year?

22. _____ **Safety Acceptance and Attitude**: Has the employee attended all required departmental safety meeting? Has the employee maintained positive behaviors about safety in the workplace?

Comment Page

Noteworthy accomplishments: _____

Areas for improvement: _____

Goals for next year: _____

Evaluator's Signature: _____ Date: _____

Employee's Signature: _____ Date: _____

(Signifies employee understands of performance appraisal and that employee had an opportunity to meet with his/her Supervisor to review said performance appraisal and ask questions and make comments. Does not necessarily mean the employee agrees with the evaluation.)

COUNTY OF WAYNE

EMPLOYEE PERFORMANCE APPRAISAL FORM

Employee's Name		**Date of Hire**	
Employee's Dept.		**Date of Review**	
Employee's Position		**How long in position?**	
Supervisor's Name		**HR Reviewer**	

The Wayne County Performance Appraisal program is a formal system designed to assist both the employee and the supervisor in establishing baselines, guidelines and measurable standards for the continued improvement of employee performance. It is designed to allow for dialogue from both parties, and to set acceptable and measurable performance standards. It is also a tool designed to set future goals and to review accomplishments in the past year. This document becomes a permanent part of the employee's file and should be completed with forethought and departmental goals in mind.

This form is completely fillable in Microsoft Word, allows for expanded space,

and can be saved on your hard drive.

Overall Employee Performance Categories

Score	Increase	Category	Description
9.00 – 10.00	1.0%	*Exceptional*	Performance is exceptional in all areas and is recognizable as being far superior to others.
7.00 – 8.99	.75%	*Exceeds expectations*	Results clearly exceed most position requirements.
5.00 – 6.99	.50%	*Meets expectations*	Competent and dependable level of performance. Meets performance standards of the job.
3.00 – 4.99	0%	*Needs improvement*	Performance is deficient in certain areas; improvement is necessary.
2.00 – 2.99	0%	*Unsatisfactory*	Results are generally unacceptable and require immediate improvement.

Quality/Quantity of Work: Consistently produces the expected amount of work on a daily, weekly, monthly and annual basis. Continually sets priorities, maintains focus and efficiency, but not at the expense of work quality. Strives for accuracy and "gold standard" quality, and uses S.M.A.R.T. goals (specific, measurable, achievable, realistic and time-bound) to accomplish tasks.		
Work Perspective: Demonstrates a positive approach to performing work activities. Performs a job in a cooperative and effective manner with co-workers and the public. Demonstrates ability to maintain positive behavior even if stressful and/or demanding work situations arise. Supports appropriate use of organizational supervision and oversight. Fosters positive, open and honest communication. Personal clothing, uniforms and personal grooming are appropriate for assigned work duties and responsibilities.		
Overall Performance Rating		

Previous year's major accomplishments	
Upcoming goals for next year	

Merit Pay Increase Requested: _____ ***%***

COUNTY of WAYNE

DIRECTOR/MANAGER/SUPERVISOR PERFORMANCE APPRAISAL FORM

Employee's Name		**Date of Hire**	
Employee's Dept.		**Date of Review**	
Employee's Position		**How long in position?**	
Supervisor's Name		**HR Reviewer**	

The Wayne County Performance Appraisal program is a formal system designed to assist both the employee and the supervisor in establishing baselines, guidelines and measurable standards for the continued improvement of employee performance. It is designed to allow for dialogue from both parties, and to set acceptable and measurable performance standards. It is also a tool designed to set future goals and to review accomplishments in the past year. This document becomes a permanent part of the employee's file and should be completed with forethought and departmental goals in mind.

This form is completely fillable in Microsoft Word, allows for expanded space, and can be saved on your hard drive.

Score	Increase	Category	Description
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7.00 – 8.99	.75%	**Exceeds expectations**	Results clearly exceed most position requirements.
5.00 – 6.99	.50%	**Meets expectations**	Competent and dependable level of performance. Meets performance standards of the job.
3.00 – 4.99	0%	**Needs improvement**	Performance is deficient in certain areas; improvement is necessary.
2.00 – 2.99	0%	**Unsatisfactory**	Results are generally unacceptable and require immediate improvement.

Supervisory Skills (direct reports)	Rating	Comments:
1. Maintains a standard of respect for supervisory ability and encourages initiative. 2. Challenges employees to perform at their highest level. 3. Monitors individual department expenditures to minimize expenses.		

Financial Management / Budget	Rating	Comments:
1. Ensures the budget is prepared and executed in the manner approved. . Ensures the departmental monies are managed properly.		

Communication Skills	Rating	Comments:
1. Skilled in listening, speaking and writing to persuade without diminishing the view of others: 2. Notifies supervisor promptly on emerging issues. 3. Provides information to supervision as requested. 4. Presents all reports and information timely & accurately.		

Personal Characteristics	Rating	Comments:
1. Demonstrates integrity and honesty. 2. Displays a sense of fairness. . Meets deadlines. 4. Manages crises with composure.		

Service Delivery Management	Rating	Comments:
1. Ensures services are provided effectively, efficiently, & responsively. 2. Expands the use of technology to deliver services more effectively. 3. Sets benchmarking and performance standards the Department.		

OVERALL PERFORMANCE NUMERIC RATING (average of all categories)	

Employee Comments:

Signatures:

Employee	Date
Supervisor	Date
Department Head	Date
Human Resources Director	Date
Assistant County Manager or County Manager	Date

Community Relations: Does the Manager show a genuine interest in the community? Does the Manager work to communicate with and involve residents of the community? Does the Manager attempt to ensure that an attitude and feeling of helpfulness, courtesy, and sensitivity to the public exists in the organization?	1 2 3
Community Perception: What is the general attitude of the community to the Manager? Is the Manager regarded as a person of high integrity and ability? Is the Manager's public credibility an asset or liability to the Town?	1 2 3
Involvement: Is the Manager involved in community affairs such as service clubs, citizen organizations, and special events? Is the Manager seen as committed to the community?	1 2 3
Intergovernmental Decisions: Is the Manager able to facilitate effective decisions and productive outcomes in matters involving the Town and one or more other communities?	1 2 3
State and Federal Relationships: Does the Manager work effectively with State and Federal governments? Is the Town well represented and does the Town generally accomplish its' State and Federal objectives?	1 2 3
PERSONAL CHARACTERISTICS	
Imagination: Does the Manager show vision and originality in approaching problems? Does the Manager create effective solutions? Is the Manager able to visualize the implications of various alternatives?	1 2 3
Objectivity: Is the Manager unemotional and unbiased? Does the Manager take a rational and impersonal viewpoint based on facts and qualified opinions? Is the Manager able to divide personal feelings from those which would most effectively convey the Town's interest?	1 2 3
Attitude: Is the Manager enthusiastic? Cooperative? Willing to adapt? Does the Manager have an enthusiastic attitude toward the Town, both professionally and personally?	1 2 3
Integrity: Is the Manager honest and forthright in professional and personal capacities? Does the Manager have a reputation in the community for honesty and integrity?	1 2 3
Productivity: Can the Manager be depended upon for sustained and productive work? Does the Manager readily assume responsibility? Does the Manager meet time constraints within his control?	1 2 3
Initiative and Risk Taking: Is the Manager capable of initiative and willing to take risks in the development of recommendations, ideas, plans and policies for the betterment of the Town?	1 2 3
Drive: Is the Manager energetic and willing to spend the time necessary to do a good job? Does the Manager have good initiative and is the Manager a self-starter?	1 2 3
Self-Assurance: Is the Manager self-assured of his abilities? Is the Manager able to be honest with himself and take constructive criticism? Does the Manager take responsibility for his mistakes? Is the Manager confident enough to make decisions and take actions as may be required without undue supervision?	1 2 3

City Manager Performance Evaluation

City of _____

Evaluation period: _____ to _____

_____
Governing Body Member's Name

Each member of the governing body should complete this evaluation form, sign it in the space below, and return it to _____. The deadline for submitting this performance evaluation is _____. Evaluations will be summarized and included on the agenda for discussion at the work session on _____.

_____
Mayor's Signature

_____
Date

_____
Governing Body Member's Signature

_____
Date Submitted

2. PROFESSIONAL SKILLS AND STATUS

_____ Maintains knowledge of current developments affecting the practice of local government management

_____ Demonstrates a capacity for innovation and creativity

_____ Anticipates and analyzes problems to develop effective approaches for solving them

_____ Willing to try new ideas proposed by governing body members and/or staff

_____ Sets a professional example by handling affairs of the public office in a fair and impartial manner

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

3. RELATIONS WITH ELECTED MEMBERS OF THE GOVERNING BODY

_____ Carries out directives of the body as a whole as opposed to those of any one member or minority group

_____ Sets meeting agendas that reflect the guidance of the governing body and avoids unnecessary involvement in administrative actions

_____ Disseminates complete and accurate information equally to all members in a timely manner

_____ Assists by facilitating decision making without usurping authority

_____ Responds well to requests, advice, and constructive criticism

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

4. POLICY EXECUTION

_____ Implements governing body actions in accordance with the intent of council

_____ Supports the actions of the governing body after a decision has been reached, both inside and outside the organization

_____ Understands, supports, and enforces local government's laws, policies, and ordinances

_____ Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness

_____ Offers workable alternatives to the governing body for changes in law or policy when an existing policy or ordinance is no longer practical

Add the values from above and enter the subtotal _____ ÷ 5 = _____score for this category

8. SUPERVISION

_____ Encourages heads of departments to make decisions within their jurisdictions with minimal city manager involvement, yet maintains general control of operations by providing the right amount of communication to the staff

_____ Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operations at the department level

_____ Develops and maintains a friendly and informal relationship with the staff and work force in general, yet maintains the professional dignity of the city manager's office

_____ Sustains or improves staff performance by evaluating the performance of staff members at least annually, setting goals and objectives for them, periodically assessing their progress, and providing appropriate feedback

_____ Encourages teamwork, innovation, and effective problem-solving among the staff members

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

9. FISCAL MANAGEMENT

_____ Prepares a balanced budget to provide services at a level directed by council

_____ Makes the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively

_____ Prepares a budget and budgetary recommendations in an intelligent and accessible format

_____ Ensures actions and decisions reflect an appropriate level of responsibility for financial planning and accountability

_____ Appropriately monitors and manages fiscal activities of the organization

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

What constructive suggestions or assistance can you offer the manager to enhance performance? _____

What other comments do you have for the manager; e.g., priorities, expectations, goals or objectives for the new rating period? _____

Chapter 117: Mobile Food Vendors

Section

117.01 Intent

117.02 Definitions

117.03 Requirements for Mobile Food Vendors

117.04 Application for Permit

117.05 Permit Review

117.06 Permit Fees and Limitations on Number of Mobile Food Vendors

117.07 Suspension or Revocation

117.01 INTENT

The Town of Williamston recognizes that the diversity of prepared food options can be enhanced by allowing mobile food vendors to serve prepared food within the city limits. The Town further recognizes that mobile food vendors have the same responsibilities to their customers and the community as do food service establishments with fixed locations and should be required to abide by local permit and tax requirements in the same manner as facilities with fixed locations. ~~The requirements of this section apply to mobile food vendors who return to the same location or service area daily or on a set schedule within the city limits of Williamston and its ETJ.~~

117.02 DEFINITIONS

The following terms as used in this Chapter of the Town Code, shall have the following meaning:

Mobile Food Vendor: a vehicle-mounted food service establishment designed to be readily moved.

Street Vending Unit (Food Truck or Concession Trailer): a mobile food vendor business in which food that is prepared and made ready for consumption at the point of sale is sold from or out of a motor vehicle that does not exceed eight feet in witch or twenty-five feet in length and that is removed each day from the location where the food is sold.

Sidewalk Vending Unit (Pushcart): a mobile food vendor business in which food that prepared elsewhere and ready for consumption at the point of sale is sold from or out of a non-motorized mobile piece of equipment or vehicle that is removed each day from the location where the food is sold. Only hot dogs, tacos, ice cream, snow cones, and popcorn may be prepared for consumption in a pushcart.

117.03 REQUIREMENTS FOR MOBILE FOOD VENDORS

(A) Vendors must have a current permit from the Martin County Health Department (Except ice and ice cream vendors which are not regulated by the Health Department).

(D) Operator's contact information (if different from owner)

(E) Type of vendor (street vending unit, pushcart, etc.)

(F) Copy of approved permit from Martin County Health Department (if applicable)

(G) List of operating location(s)

(H) Signatures from property owners indicating consent for the use of their property

(I) Current NC State Sales and Use Tax number from Department of Revenue.

117.05 PERMIT REVIEW

Permit requests shall be submitted to the Town Planning Department staff and shall be referred to other Town Departments as necessary for review prior to action. The Town may refuse a permit to anyone seeking a Mobile Food Vendor permit if the entity has a poor record of conformance with permit requirements. Any entity denied a permit may appeal that denial to the Town Board.

117.06 PERMIT FEES AND LIMITATIONS ON NUMBER OF MOBILE FOOD VENDORS

(A) A fee of $200.00 for a Mobile Food Vendor ordinance which is valid for one year starting the date of issue of the permit.

i. no more than five (5) active annual mobile food vendors shall be allowed at any given time. Annual Mobile Food Vendor permits shall be issued to qualified applicants on a first come, first serve basis.

(B) A one-time permit may be issued to mobile food vendors attending a local business event for the price of $50.00.

i. A one-time mobile food vendor permit shall only be valid for the day specified on the permit.

ii. Consecutive day events shall be permitted as separate days and will require a separate permit for each day.

iii. No more than three (3) one-time permits shall be issued for the same day.

117.07 SUSPENSION OR REVOCATION

Enforcement of this ordinance shall be as provided for in section 10.99 of Chapter 10 of the Code of Ordinances of the Town of Williamston.

TOWN OF WILLIAMSTON
TAX COLLECTOR'S REPORT
OCTOBER 2020

Year of Levy	Uncollected Balance Jul 1,2020	LEVY Additions/Adj During Year	Collections - Formula	Lot Cleaning	Tax Relief Orders	Uncollected Balance Due	Monthly Collections Ret ck/Ref
2010	$ 19,696.00		$ 861.74			$ 18,834.26	$ 240.50
2011	$ 27,018.94		$ 552.19			$ 26,466.75	$ -
2012	$ 37,805.01		$ 923.42			$ 36,881.59	$ -
2013	$ 39,149.59		$ 1,209.38			$ 37,940.21	$ 151.43
2014	$ 56,372.25		$ 1,281.30			$ 55,090.95	$ -
2015	$ 63,424.65		$ 1,292.99			$ 62,131.66	$ 722.30
2016	$ 81,361.24		$ 1,610.73			$ 79,750.51	$ 591.56
2017	$ 104,627.46		$ 4,313.29		$ 191.11	$ 100,123.06	$ 479.59
2018	$ 140,582.15		$ 10,489.56		$ 486.48	$ 129,606.11	$ 1,465.15
2019	$ 281,897.03		$ 111,432.40		$ 3,855.01	$ 166,609.62	$ 1,840.35
2020	$ -	$ 3,026,942.07	$ 711,722.75	$ 1,550.00	$ 6,138.18	$ 2,310,631.14	$ 136,449.00
Total	$ 851,934.32	$ 3,026,942.07	$ 845,689.75	$ 1,550.00	$ 10,670.78	$ 3,024,065.86	

Collected To Date

		Current Year			Percent
Current Year		2020			23.665%
Collected Same Period Last Year		2019			22.310%
Previous Year		2018			23.631%
		changed formula in reference to column E to add or deduct			
Prior Yr Rev	103100.3115	133967	$ 133,967.00	$ -	Additions
Current Yr Rev	103100.3110	711722.75	$ 711,722.75	$ -	

0

Agenda Packet P

SPECIAL CALLED BOARD OF COMMISSIONERS MEETING
NC TELECENTER, 415 EAST BLVD #130, WILLIAMSTON, NC
TUESDAY,OCTOBER 27, 2020 5:30 P.M.
AGENDA

	Agenda Item	Time	Action
I	**Mayoral Procedures**		
	(1) Call to Order	5:30	
	(2) Pledge of Allegiance	5:31	
	(3) Opening Prayer	5:32	
II	**Discussion/Adjustment to the Agenda** (Please include removal and transfer of any Consent Agenda items from Consent Agenda to Regular Agenda that need full discussion)	5:33	X
III	**Old Business**		
	None		
IV	**New Business**		
	(1) Consideration of Demolition Grant Contract John O'Daniel	5:34	X
V	**Closed Session**		
	(1) Attorney/Client Privilege N.C.G.S. 143-318.11 (a) (6)	5:37	X
VI	Consideration of Demolition Bids John O'Daniel	5:41	X
VII	**Adjourn**	5:43	

This meeting is open to the public but will also be held virtually.

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

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

You can also dial in using your phone.
(For supported devices, tap a one-touch number below to join instantly.)

United States: +1 (872) 240-3212
- One-touch: tel:+18722403212,,360529277#
Access Code: 360-529-277

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

October 27, 2020

The Board of Commissioners of the Town of Williamston met in special session on Monday, October 27, 2020 at 5:30 p.m. in the Assembly Room in Town Hall, located at 102 East Main Street, Williamston, NC.

PRESENT Mayor Joyce Whichard-Brown and Commissioner
Commissioners: Mayor Pro Tem Ronell Rodgers, Al Chesson, Alton Moore, Jerry Knox, and William Coffield
Town Administrator: John O'Daniel
Town Clerk: Christina Craft
Town Planner and Zoning Administrator: Cameron Braddy
Town Attorney: Dan Manning

ABSENT None

CALL TO ORDER AND INVOCATION
The Mayor called the meeting to order and welcomed everyone. Commissioner Knox led the pledge of allegiance. Commissioner Moore offered the invocation.

AGENDA APPROVED
The Mayor asked if there were any adjustments to the Regular Agenda or if the Board wished any items to be removed or added the Regular Agenda. *It was moved by Commissioner Chesson, seconded by Commissioner Moore, and unanimously passed to approve the regular agenda as presented.*

OLD BUSINESS
None

NEW BUSINESS
Consideration of Demolition Grant Contract
The Town Administrator reported the NC Department of Commerce Economic Infrastructure – Demolition Program has awarded funding in the amount of $43,125 for the Williamston Demolition Project. The funds will cover 75% of the total demolition costs of the old Mitchell Building that was previously donated to the Town. Commissioner Moore questioned the amount of funds that have already been spent towards this project. The Town Administrator reported the Town will spend approximately $20,000 for back taxes and the 25% match towards the program. The Town has already spent $1,600 to the MidEast Commission to prepare and administrate the grant application. The demolition estimated cost is $60,000. There are approximately $4,000 owed in back taxes. The Town Attorney reported the County taxes have not been paid but at such time the property is sold, the buyer will pay the County taxes. Town taxes owed will be written off. The Mayor requested the Town Clerk to contact the NC Department of Commerce as they have misspelled her name in the award letter. *It was moved by Commissioner Knox, seconded by Commissioner Chesson and unanimously passed to accept the demolition grant contract as presented.*

CLOSED SESSION
It was moved by Commissioner Rodgers, seconded by Commissioner Coffield and passed to go out of regular session into closed session to address Attorney-client per N.C.G.S. 143-318-11(a)(3).

It was moved by Commissioner Chesson to go out of closed session and into regular session. The motion was seconded by Commissioner Moore and passed.

Demolition Bid Award
It was moved by Commissioner Chesson, seconded by Commissioner Moore and unanimously passed to award the demolition contract to Modlin Backhoe Services and to instruct staff and the Town Attorney to draw up a demolition contract to be signed by Modlin Backhoe Services in the amount of $52,358.75. The Town Administrator reported the contractor reported he would be able to begin with three weeks after the bid award.

ADJOURNMENT

There being no further business, the Mayor declared the meeting adjourned at 5:50 p.m.

Submitted By:

Town Clerk

Approved By:

Mayor

ROY COOPER
Governor

ANTHONY M. COPELAND
Secretary

KENNY FLOWERS
Assistant Secretary

October 19, 2020

The Honorable Joyce Wichard-Brown
Mayor
Town of Williamston
PO Box 506
Williamston, NC 27892-0506

Re: **Economic Infrastructure – Demolition**
Grant Award Notification
Contract Reference: 2021-027-3213-2587
Project Title: Williamston Demolition Project

Award Date: 10/15/2020
Award Amount: $43,125.00

Dear Mayor Wichard-Brown:

On behalf of the Rural Infrastructure Authority, and the Rural Economic Development Division, I am pleased to announce that the local government has been awarded funding under the Economic Infrastructure – Demolition Program.

In the coming days, the Rural Division will email contract documents to your attention. Once one complete set of signed contract documents is returned to the Rural Division, the local government may begin to request payments. Progress reports for the grant are due on **January 15 and July 15** for each year that the grant is open. When the company has hired and maintained the number of jobs committed for six consecutive months, the local government should submit the required documents for job verification and grant closure. Forms and instructions for payment requests, progress reports, job verification, and project closeout can be found on the Rural Division website at: www.nccommerce.com/rgp.

Congratulations on this award and we extend our best wishes to you for success in bringing new job creation to rural North Carolina. We look forward to working with you on this important project. If you have any questions, please contact your program manager Melody Adams at melody.adams@nccommerce.com.

Sincerely,

Kenny Flowers
Assistant Secretary for Economic Development

ROY COOPER
Governor

ANTHONY M. COPELAND
Secretary

KENNY FLOWERS
Assistant Secretary

October 19, 2020

The Honorable Joyce Wichard-Brown
Mayor
Town of Williamston
PO Box 506
Williamston, NC 27892-0506

Re: Rural Demolition Grant Program 2021-027-3213-2587
Project Title: "Williamston Demolition Project"

Dear Mayor Wichard-Brown:

Enclosed for your review and signature are two complete sets of contract documents required to finalize the grant award from the North Carolina Rural Infrastructure Authority. Below is a description of the documents enclosed along with an explanation of the signatures required for each document.

Document:	Document Description:	Signed By:
Grant Agreement	Contract: Outlines the terms of Grant Agreement between the Department of Commerce and the Unit of Local Government.	Highest Elected Official - Unit of Local Government
Exhibit A	Scope of Services: Outlines the scope of the renovation/construction project.	No Signature Required
Exhibit B	Payment Schedule: Outlines the process for the Unit of Local Government to request reimbursements from Department of Commerce.	No Signature Required
Exhibit C	Reporting Schedule: Outlines the schedule of reports that are due from the Unit of Local Government to the Department of Commerce and when they are due.	No Signature Required

Execute these documents, scan a quality copy and return to my attention at rgpreports@nccommerce.com. If you have any questions or if I can be of any assistance, please contact me at (919) 814-4671 or nichole.gross@nccommerce.com .

Sincerely,

Nichole M. Gross

Nichole M. Gross
Grant Manager

Enclosure

3. Term of Grant Agreement. The effective period of this Grant Agreement shall commence on **10/15/2020** ("Effective Date") and shall terminate on **10/15/2022** unless terminated on an earlier date under the terms of this Grant Agreement (either one of which dates shall constitute the "Termination Date") or unless extended for an express term in writing by Commerce.

4. Funding. Commerce grants to the Governmental Unit an amount not to exceed **$43,125.00** for expenditures directly relating to the Project. The Governmental Unit hereby represents and warrants that all Grant funds shall be utilized exclusively for the purpose of the Project and consistent with this Grant Agreement, the Rural Demolition Guidelines and all other applicable laws, rules, regulations and requirements. The Governmental Unit shall not make or approve of any improper expenditure of Grant funds, including any expenditure of Grant funds for renting or purchasing land or buildings, for financing debt or for the payment of existing debt, and salary or wages for employees of the grantee organization.

5. Independent Status of the Governmental Unit.

   (a). The Governmental Unit is an entity independent from Commerce and the State. The Grant Agreement, the Project and any actions taken pursuant to them shall not be deemed to create a partnership or joint venture between or among the Governmental Unit, Commerce, the State or any third party. Nor shall the Grant Agreement or the Project be construed to make the Governmental Unit (including its employees, agents or contractors) or any third party into employees, agents, members or officials of Commerce or the State. Neither the Governmental Unit (including its employees, agents or contractors) nor any third party shall have the ability to bind Commerce or the State to any agreement for payment of goods or services or represent to any person that they have such ability.

   (b). The Governmental Unit shall be responsible for payment of all of its expenses, including rent, office expenses and all forms of compensation to its employees, agents and contractors. The Governmental Unit shall provide worker's compensation insurance to the extent required for its operations and shall accept full responsibility for payments of unemployment tax or compensation, social security, income taxes and any other charges, taxes or payroll deductions required by law in connection with its operations, for itself and its employees, agents and contractors who are performing work pursuant to this Grant Agreement. All expenses incurred by the Governmental Unit are its sole responsibility, and neither Commerce nor the State shall be liable for the payment of any obligations incurred in the performance of the Project.

6. Method of Payment. Commerce shall pay the Grant funds to the Governmental Unit in accordance with the Payment Schedule attached hereto as Exhibit B. Commerce may request, and the Governmental Unit must produce, any information from the Governmental Unit justifying the use of the Grant funds. The submission of any reports required by Exhibit C and Paragraph 9 below, or any requests for reimbursement required by this Paragraph or Exhibit C, representing that any work on the Project has been performed shall constitute a certification that the work represented has actually been performed. Additionally, receipt by the Governmental Unit of any payment from Commerce under Exhibit B shall constitute a certification that any Project work required to receive the payment under this Agreement has actually been performed.

7. Obligation of Funds. The Governmental Unit shall not obligate Grant funds prior to the Effective Date or subsequent to the Termination Date of this Grant Agreement. All obligations outstanding as of the Termination Date shall be liquidated within thirty days.

(including, without limitation, Commerce) for other financial and organizational materials to permit the State to comply with its fiscal monitoring responsibilities or to evaluate the short- and long-range impact of its programs.

10. Termination; Availability of Funds.

    (a). If the Governmental Unit fails to fulfill in a timely and proper manner its obligations or violates any of the covenants or stipulations under this Grant Agreement, the Governmental Unit agrees that Commerce has the right to terminate this Grant Agreement by giving the Governmental Unit written notice specifying the Termination Date, which Commerce may determine in its sole discretion. Upon such termination, Commerce shall have no responsibility to make additional Grant payments. Upon such termination, the Governmental Unit shall not expend any Grant funds without Commerce's express written authorization and shall return all unspent Grant funds to Commerce upon demand.

    (b). The obligations of Commerce to pay any amounts under this Grant Agreement are contingent upon the availability and continuation of funds for such purpose. If funds for the Grant become unavailable, the Governmental Unit agrees that Commerce has the right to terminate this Grant Agreement by giving written notice specifying the Termination Date, which Commerce shall determine in its sole discretion. Upon such termination, the State shall have no responsibility to make additional Grant payments. Further, upon such termination, the Governmental Unit shall not expend any Grant funds without Commerce's express written authorization and shall return all unspent Grant funds to Commerce upon demand.

11. Liabilities and Loss. The Governmental Unit hereby agrees to release, indemnify and hold harmless the State (including, without limitation, Commerce), and their respective members, officers, directors, employees, agents and attorneys (together, the "Indemnified Parties"), from any claims of any third party arising out of any act or omission of the Governmental Unit or any third party in connection with the performance of this Grant Agreement or the Project, and for all losses arising from their implementation. Without limiting the foregoing, the Governmental Unit hereby releases the Indemnified Parties from, and agrees that such Indemnified Parties are not liable for, and agrees to indemnify and hold harmless the Indemnified Parties against, any and all liability or loss, cost or expense, including, without limitation, reasonable attorneys' fees, fines, penalties and civil judgments, resulting from or arising out of or in connection with or pertaining to, any loss or damage to property or any injury to or death of any person occurring in connection with the Project, or resulting from any defect in the fixtures, machinery, equipment or other property used in connection with the Project or arising out of, pertaining to, or having any connection with, the Project or the financing thereof (whether arising out of acts, omissions, or negligence of the Governmental Unit or of any third party), including any claims and losses accruing to or resulting from any and all subcontractors, material men, laborers and any other person, firm or corporation furnishing or supplying work, services, materials or supplies in connection with the Project.

12. Governmental Unit Representations and Warranties. The Governmental Unit hereby represents and warrants that:

    (a). The execution and delivery of this Grant Agreement have been duly authorized by all necessary Governmental Unit action and are not in contravention of law or in contravention of the provisions of any indenture agreement or undertaking to which the Governmental Unit is a party or by which it is bound.

    (b). There is no action, suit proceeding, or investigation at law or in equity or before any court, public board or body pending, or to the knowledge of the Governmental Unit, threatened against or affecting it that could or might adversely affect the Project or any of the

Agreement.

(b). Conflict of Interest. The Governmental Unit shall adopt and keep on file, along with the executed copies of this Grant Agreement, a copy of its policy and any ordinance or resolution it has adopted addressing conflicts of interest that may arise involving the members of the Governmental Unit's governing body and/or any of its employees or officers involved in the Grant or the Project. Such policy, ordinance or resolution shall address situations in which any of these individuals may directly or indirectly benefit, other than through receipt of their normal compensation in their capacities as the Governmental Unit's employees, officers or members of its governing body, from the Grant or the Project, and shall include actions to be taken by the Governmental Unit or the individual, or both, to avoid conflicts of interest and the appearance of impropriety. Additionally, the Governmental Unit certifies that, as of the date it executes this Grant Agreement, no such individuals have such a conflict of interest or will directly or indirectly benefit, except in the capacities described above, from the Grant or Project. Throughout the duration of this Grant Agreement and the Project, the Governmental Unit has the duty to promptly inform Commerce of any such conflict of interest or direct or indirect benefit of which it becomes aware.

(c). Compliance with Laws. The Governmental Unit shall at all times observe and comply with all laws, regulations, codes, rules, ordinances and other requirements (together, "Laws") of the state, federal and local governments which may in any manner affect the performance of the Grant Agreement or the Project.

(d). Non-Assignability. The Governmental Unit shall not assign or transfer any interest in the Agreement without the prior written consent of Commerce; provided, however, that claims for money due to Governmental Unit from Commerce under this Agreement may be assigned to any commercial bank or other financial institution without such approval.

22. Acceptance. If the Governmental Unit agrees to the Grant conditions as stated, please return the executed documents specified in Paragraph 1. This Grant may be withdrawn if Commerce has not received such documents within ten (10) days from the date of the cover letter from Commerce to the Governmental accompanying this Grant Agreement and its Exhibits.

IN WITNESSETH WHEREOF, the parties hereto have executed this Grant Agreement as of the date first above written.

Town of Williamston

Signature: _____ [SEAL]

Printed Name: _____

Title: _____

Date: _____

North Carolina Department of Commerce

Signature: Kenny Flowers [SEAL]

Printed Name: Kenny Flowers

Title: Assistant Secretary for Rural Economic Development

Date: 10/19/2020

EMERGENCY CALLED BOARD OF COMMISSIONERS MEETING
TOWN HALL ASSEMBLY ROOM
102 EAST MAIN STREET, WILLIAMSTON, NC
MONDAY,OCTOBER 22, 2020 :00 P.M.
AGENDA

	Agenda Item	Time	Action
I	**Mayoral Procedures**		
	(1) Call to Order	6:00	
	(2) Pledge of Allegiance	6:01	
	(3) Opening Prayer	6:02	
II	**Discussion/Adjustment to the Agenda** (Please include removal and transfer of any Consent Agenda items from Consent Agenda to Regular Agenda that need full discussion)	6:03	X
III	**Old Business** None		
IV	**New Business**		
	(1) Consideration of Riverside High School Request John O'Daniel/Tom Daly, Interim School Superintendent	6:05	X
V	**Adjourn**	6:10	

Due to limited space, this meeting is only virtually open to the public. The meeting room is too small to provide allow for proper social distancing.

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

October 22, 2020

The Board of Commissioners of the Town of Williamston met in special session on Thursday, October 22, 2020 at 5:30 p.m. in the Assembly Room located in Town Hall, 102 East Main Street, Williamston, NC.

PRESENT Mayor Joyce Whichard-Brown and Commissioner
Commissioners: Alton Moore, Ronell Rodgers, Al Chesson, Jerry Knox, and William Coffield
Town Administrator: John O'Daniel
Town Clerk: Christina Craft
Public Works Director: Kerry Spivey
Town Attorney: Dan Manning

ABSENT None

CALL TO ORDER AND INVOCATION
The Mayor called the meeting to order and welcomed everyone. Commissioner Coffield led the pledge of allegiance. Commissioner Knox offered the invocation.

AGENDA APPROVED
The Mayor asked if there were any adjustments to the Regular Agenda or if the Board wished any items to be removed or added the Regular Agenda. *It was moved by Commissioner Chesson, seconded by Commissioner Coffield, and unanimously passed to approve the regular agenda as presented.*

OLD BUSINESS
None

NEW BUSINESS
Approval of Riverside High School Utility Request
The Town Administrator reported he received a call from the Public Works Director and Dr. Tom Daly, Martin County School Interim Superintendent, regarding the air conditioning unit failure at the Riverside High School. Dr. Daly reported the motor on the main chilling unit failed last Friday. The maintenance department bypassed the failed unit by plugging the unit into the Town water source. The water runs through the unit and onto the ground. To maintain the temperature, 15-17 gallons per minute must be run through the system to maintain the system. This is an issue as school has just reopened. He reported the cost for water will be very high during the next few weeks while waiting for the parts to be delivered. He requested the town to waive the sewer fee for the water used in the air conditioning unit as the sewer will not be affected with the water running on the ground. He reported, if the Town cannot waive the sewer fee for the excess water, he would have to close the school until the system is fixed. Commissioner Chesson questioned what hours the excess water will need to be run. He reported the water is run one hour prior to school opening to cool the building and then off in the evening. The Town Administrator questioned how long before the system is fixed. Daly reported the delivery may take up to 3 weeks and up to 3 days to install the part once received. The Mayor questioned if he is requesting a waiver of just sewer until the unit is fixed. Dr. Daly reported he is requesting a waiver for sewer only for the extra usage for the next two to three weeks. The Mayor questioned if the school had requested any assistance from the County. Daly reported the water is received from the Town and has not requested any assistance from the County. Commissioner Chesson reported the extra water usage would total approximately a quarter of a million gallons, at a cost of $2 to $2,200 in actual water costs. The water would not go into the sewer system so the sewer expense to the Town would not be affected. The Town would still maintain a profit from the water usage, even if the Town waived the sewer. The Public Works director reported he thought it prudent to meter the excess water for the sake of accounting. He reported the policy for the customers is inline with the water adjustments. He reported the request is not unreasonable as the request is to waive a service {sewer} that will not be used. Commissioner Moore questioned the Public Works director if the policy regarding leaks really addresses this issue and doesn't feel this is inconsistent with how citizen and other businesses are handled. He questioned if Lilley International or Shamrock had the same request, will the Town address the issue in the same way? He reported there is a policy in place. Commissioner Chesson reported this is different as we have a policy that addresses leaks. He questioned if sewer was waived when the citizens have had a leak. The Town Administrator reported the citizen adjustment will waive water and sewer cost by charging the customer an average of normal months. He reported there is not a policy that addresses this particular issue.

Commissioner Moore reported if this comes up again, we should not have this conversation as the Town has to be fair to the citizens. What would happen if a citizen requested the same? The Town Administrator reported this situation is very different which is why it was brought to the Board for consideration. The Town has sold bulk water to fill a truck. The Public Works Director reported the sale of bulk water happens often. When the NCDOT and other contractors have a project, a meter will be placed on a hydrant to allow them to fill up their tanker trucks and a temporary account is set up to charge for the water used. In case of the school, the location of the hydrant is an issue. They could run a hose over 500 feet to the area. With the water already piped to the location, a meter could be placed at the location which seems to be a better option. There are similarities with citizens account but this issue is discussed upfront. Commissioner Knox reported this decision impacts a lot of students. Commissioner Moore reported if such a situation impacts anybody else moving forward, we will consider that as well. Commissioner Knox reported if there are 100 students in the household, we should consider it. Commissioner Moore reported even if there is only one student in the household, it should be considered. Commissioner Rodger questioned if the school is County property. The Town Attorney reported the school system is owned by the Martin County Board of Education which is a separate entity from the Martin County Government. Commissioner Coffield questioned if there are other resources that could be accessed. Dr. Daly reported there are funds in the budget and could pay the water and sewer. The excess charges plus the cost of the repairs will have to be taken from another budgeted items. He expressed appreciation of the Board to meet in emergency session as the decision to close the school will need to be made immediately whether to close the school as the students, teachers and parents must prepare for the closure. Commissioner Chesson reported this situation is not specifically addressed in the policy but knows when a citizen has a leak, they are given consideration the first time. For the common good of the Town of Williamston, the Board of Education and hundreds of students and the fact the Town is not losing money, he feels it is the right thing to do. Commissioner Rodgers questioned Commissioner Chesson's water usage estimate. Commissioner Chesson reported the estimate of $2,500 to $2,700 usage can be affected by the change in temperature. The sewer fee would be approximate $3,000 for a quarter of a million gallons of water used. *It was moved by Commissioner Knox, seconded by Commissioner Chesson to waive the sewer fee for the metered water used for the air conditioner. Commissioners Rodger, Coffield, Knox and Chesson voted in favor of granting the temporary sewer fee waiver for Riverside High School and Commissioner Moore voted in opposition of the request.*

ADJOURNMENT

There being no further business, the Mayor declared the meeting adjourned at 6:24 p.m.

Submitted By:

Town Clerk

Approved By:

Mayor

Notice

Emergency Meeting
of the
Williamston Board of Commissioners

The Board of Commissioners of the Town of Williamston has scheduled an emergency meeting to be held October 22, 2020 at 6:00 p.m. in the Town Hall Assembly Room.

The purpose of the meeting is for consideration of a special request from the Martin County Schools regarding the water utility bill at the Riverside High School.

This is the 22th day of October 2020.

Joyce Whichard-Brown, Mayor

SPECIAL CALLED BOARD OF COMMISSIONERS MEETING
NC TELECENTER, 415 EAST BLVD #130, WILLIAMSTON, NC
MONDAY,OCTOBER 19, 2020 5:30 P.M.
AGENDA

	Agenda Item	Time	Action
I	**Mayoral Procedures**		
	(1) Call to Order	5:30	
	(2) Pledge of Allegiance	5:31	
	(3) Opening Prayer	5:32	
II	**Discussion/Adjustment to the Agenda** (Please include removal and transfer of any Consent Agenda items from Consent Agenda to Regular Agenda that need full discussion)	5:33	X
III	**Old Business** None		
IV	**New Business**		
	(1) Consideration of EMS Remount Financing John O'Daniel	5:47	X
	(2) Consideration of Street Sweeper Financing John O'Daniel	5:50	X
	(3) Consideration of Demolition Grant Agreement John O'Daniel	5:53	X
V	**Closed Session** (1) Attorney/Client Privilege N.C.G.S. 143-318.11 (a) (6)	5:56	X
VI	Consideration of Demolition Contract Bid John O'Daniel	6:01	X
VII	**Adjourn**	6:03	

This meeting is open to the public but will also be held virtually.

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

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You can also dial in using your phone.
(For supported devices, tap a one-touch number below to join instantly.)

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Access Code: 360-529-277

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

October 19, 2020

The Board of Commissioners of the Town of Williamston met in special session on Monday, October 19, 2020 at 5:30 p.m. at the NC Telecenter located at 415 East Blvd #130, Williamston, NC.

PRESENT Mayor Joyce Whichard-Brown
Commissioners: Alton Moore, Jerry Knox, and William Coffield. Commissioner Chesson was available by conference phone
Town Administrator: John O'Daniel
Town Clerk: Christina Craft
Finance Officer: Linda Harrison

ABSENT Mayor Pro Tem Ronell Rodgers and Commissioner Al Chesson

CALL TO ORDER AND INVOCATION
The Mayor called the meeting to order and welcomed everyone. Commissioner Knox led the pledge of allegiance. Commissioner Moore offered the invocation.

AGENDA APPROVED
The Mayor asked if there were any adjustments to the Regular Agenda or if the Board wished any items to be removed or added the Regular Agenda. The Town Administrator requested the removal of the consideration of the Demolition Grant agreement, Closed Session, and the demolition contract bid selection. He requested the addition of the demolition grant update. *It was moved by Commissioner Coffield, seconded by Commissioner Moore, and unanimously passed to approve the regular agenda as amended.*

OLD BUSINESS
None

NEW BUSINESS
Consideration of EMS Remount Financing
The Town Administrator reported the Board approved to move forward with the EMS Remount project in the October 2020 regular session. He requested approval of the 1.53% financing as recommended by staff and authorizing the Finance Director to manage the financing on behalf of the Town. The 1.53% financing was the best rate received. *It was moved by Commissioner Knox, seconded by Commissioner Coffield and unanimously passed to approve the EMS Remount at 1.53% and authorizing the Finance Director to manage the financing on behalf of the Town.*

Consideration of Street Sweeper Financing
The Town Administrator reported the Public Works Director presented the need to move forward with the Street Sweeper purchase in the October 2020 regular session. He requested approval of the 1.53% financing as recommended by staff and authorizing the Finance Director to manage the financing on behalf of the Town. The 1.53% financing was the best rate received. *It was moved by Commissioner Moore, seconded by Commissioner Coffield and unanimously passed to approve the EMS Remount at 1.53% and authorizing the Finance Director to manage the financing on behalf of the Town.*

Demolition Grant Update
The Town Administrator reported the Town of Williamston has been awarded the NC Department of Commerce Rural Demolition Grant in the amount of $43,125 to demolish the 3,120-square-foot former Mitchell Photography building. He reported the need to have another special called meeting prior to the end of the month to review the grant contract and the bid selection as the bid proposal stated

Commissioner Moore questioned the amount of money spent by the Town to receive the grant as he understood the cost was around $20,000. The Town Administrator reported approximately $1,600 has been spent to the Mid-East Commission to administer the grant. He also reported back taxes owed to the Town and County prior to the donation of the property to the Town. That amount will also include the 25% match that is required of the Town. He originally budgeted the Mitchell building demolition to cost approximately $60,000. Commissioner Coffield

questioned if the building could be demolished prior to the tax payment. The Town Administrator reported the demolition could continue prior to the tax payment. The plan is to hold off payment of the taxes temporarily as the taxes could be paid by anyone who wishes to purchase and develop the property once the building is removed. There will be no new additional taxes as the property now belongs to the Town. He was hopeful to have the grant contract in time for tonight's meeting. He requested Board consideration of another meeting prior to the end of the month once the contract has been received.

ADJOURNMENT

There being no further business, the Mayor declared the meeting adjourned at 5:49 p.m.

Submitted By:

Town Clerk

Approved By:

Mayor

REGULAR BOARD OF COMMISSIONERS MEETING
NC TELECENTER, 415 EAST BLVD #130, WILLIAMSTON, NC
MONDAY, OCTOBER 5, 2020 5:30 P.M.
AGENDA

	Agenda Item	Time	Action	Page(s)
I	**Mayoral Procedures**			
	(1) Call to Order	5:30		
	(2) Pledge of Allegiance	5:31		
	(3) Opening Prayer	5:32		
II	**Discussion/Adjustment to the Agenda** (Please include removal and transfer of any Consent Agenda items from Consent Agenda to Regular Agenda that need full discussion)	5:33	X	
III	**Consent Agenda** (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.)	5:34	X	
	(1) Approval of the Minutes of September 14, 2020 Meeting			1-8
	(2) Tax Relief Orders			9
IV	**Public Comment**	5:37		
V	**Old Business**			
	(1) COVID-19 Update Chief Peaks	5:40		
	(2) NC Department of Labor Safety Awards • Sanitation Collection: Second Consecutive Year • Public Works Administration: Third Consecutive Year • Water/Sewer Construction: Fourth Consecutive Year • Administration: Eighth Consecutive Year • Waste Water: Eighth Consecutive Year • Zoning Department: Eighth Consecutive Year • Garage Mechanics: Eighth Consecutive Year • Street and Road Maintenance: Ninth Consecutive Year • Cemetery Department: Ninth Consecutive Year Chief Peaks	5:43		
VI	**New Business**			
	(1) Consideration of Citizen Request Regarding Bowen Signs Building John O'Daniel/Jeremy Maxic	5:47	X	9.1-9.2
	(2) Cell Phone Policy Discussion John O'Daniel	5:50		10-16
VII	**Departmental Reports**	5:53		
	(1) Planning			
	(2) Recreation			
	(3) Police			
	(4) Fire/Rescue			
	(5) Public Works			

(6) Administration

VIII	**Closed Session** (1) Attorney/Client Privilege N.C.G.S. 143-318.11 (a) (6)	6:29	X
IX	**Consideration of EMS Truck Remount** John O'Daniel	6:35	
X	**Consideration of Purchase Street Sweeper** John O'Daniel	6:39	X
XI	**Adjourn**	6:40	

This meeting is open to the public but will also be held virtually. If unable to make comments during the meeting, please forward questions or comments to christinacraft@townofwilliamston.com or written statements to Town of Williamston, 102 East Main Street, Williamston, NC.

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

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Access Code: 360-529-277

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

October 5, 2020

The Board of Commissioners of the Town of Williamston met in special session on Monday, October 5, 2020 at 5:30 p.m. at the NC Telecenter located at 415 East Blvd #130, Williamston, NC.

PRESENT Mayor Joyce Whichard-Brown
Commissioners: Al Chesson, Alton Moore, Jerry Knox, and William Coffield
Town Administrator: John O'Daniel
Town Clerk: Christina Craft
Finance Officer: Linda Harrison
Police Chief: Travis Cowan
Recreation Director: Allen Overby
Town Planner and Zoning Administrator: Cameron Braddy
Town Attorney: Daniel Manning
Fire Chief: Michael Peaks
Public Works Director: Kerry Spivey

ABSENT Mayor Pro Tem Ronell Rodgers

CALL TO ORDER AND INVOCATION
The Mayor called the meeting to order and welcomed everyone. She requested everyone stand for a moment of silence for President Trump, White House staff and Commissioner Rodgers who have tested positive for the corona virus. Commissioner Moore led the pledge of allegiance. Commissioner Chesson offered the invocation.

WELCOME
The Mayor welcomed Tina Brown, Mayor of Robersonville.

AGENDA APPROVED
The Mayor asked if there were any adjustments to the Regular Agenda or if the Board wished any items to be removed or added the Regular Agenda. *It was moved by Commissioner Chesson, seconded by Commissioner Moore, and unanimously passed to approve the regular agenda as presented.*

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

Items approved in the Consent Agenda are as follows:

(1) Approval of the Minutes of the September 14, 2020 meeting
(2) Tax Relief Order

Year	Name	Remarks	Total
2020	Claude Wilkins	County Over Billed Value	$ 188.06
2020	Earl Uzzell Jr	Boar not inside City Limits	$ 16.40

PUBLIC COMMENT
John Liddick, 502 S. Haughton Street, reported concern related to the $200 annual permit fee required for food trucks in Williamston. He reported the permitting fee is impeding business at the Hook Hand microbrewery in Williamston as the Hook Hand relies on food trucks to provide food at the microbrewery.

OLD BUSINESS
COVID DISCUSSION
Chief Peaks expressed appreciation of the partners of Martin Tyrrell Washington County Health Department for all of their work for this community. He reported a drastic increase of COVID-19 in the last week as there are two nursing facilities with an outbreak. There are a total of 65 active cases in Martin County.

NC DEPARTMENT OF LABOR SAFETY AWARDS

Chief Peaks reported receiving safety awards from the NC Department of Labor. The safety awards are normally distributed at the Greenville Safety Awards Banquet which was cancelled due to COVID. This award shows the Town has a safety-first work environment. He presented the following Town of Williamston departments with the Gold-Level Safety awards:

- 2nd Year: Sanitation Collection
- 3rd Year: Public Works Administration
- 4th Year: Water/Sewer Department
- • 8th Year: Administration, Garage Mechanics, Waste Water Treatment, and Zoning Departments
- 9th Year: Street & Road Maintenance, & Cemetery Departments

NEW BUSINESS

Consideration of Citizen Request Regarding Bowen Signs Building

The Town Administrator reported Jeremy Maxic has purchased the Bowen Signs building which is a building the Town is pursuing code enforcement. Mr. Maxic has done some work to the building and the property is noticeably improved but not to code as of yet. He reported the owner was unable to attend tonight and requested permission to delay the code enforcement proceedings until the next regular meeting to allow the new owner to present his case. *It was moved by Commissioner Chesson, seconded by Commissioner Moore, and unanimously passed to delay the demolition procedures until the November meeting to allow Mr. Maxic to present his case to the Board.*

Cell Phone Policy Discussion

The Town Administrator reported the Town does not currently have a cell phone policy and requested Board direction in development of a policy. Employees have expressed the desire to use their own cellular plan instead of joining the Town's cellphone plan. He recommends allowing staff the option to use their own plan and presented a sample policy for discussion. The Mayor questioned if the Town Administrator is proposing the employees are to purchase their own phones and the Town reimburses. The Town Administrator reported the employee could make that choice in the proposal. The Mayor questioned who, other than herself, Department Heads and supervisors, have phones. The Town Administrator reported each department is different. Only the director has one in the Zoning and Finance Departments. The Fire Chief reported the fire department has 5 phones which are distributed to the Fire Marshall, administration, two officers on duty and himself. The Police Chief reported not all of the police department staff have phones and some are only used by officers when on duty.

Commissioner Moore questioned if the Town phones are also used for personal and business. The Town Administrator reported this is the current practice as carrying two phones is cumbersome. As the Town plan does not have unlimited data, this has restricted some staff in their personal needs. Commissioner Chesson questioned if the change would save the Town money. The Town Administrator reported only three are interested at this point so the savings will be minimal. The Finance Director reported some phones do not have data and the cost is minimal so the reimbursement would only be $30. The Town Administrator reported the reimbursement would not be more than the plan cost, even if staff were able to find a $20 plan. Others with data would be limited to the $50 reimbursement. The Mayor questioned if the Town would pay the entire bill or based on a percentage. The Finance director reported it depends on the phone plan as plans without data costs a lot less than a phone plan with data. The Town Administrator reported he wanted to be certain it was fair to the Town and employee. He reported if the Town paid $50 on his plan instead of a separate plan provided by the Town, he would have to pay the bill and be reimbursed. Commissioner Chesson questioned the public record issue with using a cell phone. The Town Attorney reported the best analogy is email. If staff is to send a private email on the Town's computer, the private email related to personal business is not a public record. The email is only considered public record when Town business is discussed in the email. The email could be a public record whether it is sent via computer, Town cellphone or personal cell phone. Ownership does not add any extra weight as to whether it is personal device or town device. Commissioner Chesson expressed concern the employees are exposing themselves to the possibility of being scrutinized if using a personal phone for Town business. Commissioner Moore questioned if the reimbursement would be listed on a W-2 form. The Town Administrator reported two other towns pay a stipend which is included on a W-2 form. If the employee brings in a monthly bill and is reimbursed, the amount will not be included on a W-2 form. The Town Administrator questioned if the Board has any direction regarding the policy or concerns that could be researched prior to the next meeting. The Recreation director reported he was one that had approached

the Town Administrator for reimbursement instead of carrying two phones. There are applications he likes on the personal phone that he is not comfortable adding to a Town-owned phone. Commissioner Moore reported some of the language in the policy seem extreme such as taking the staff to court concerning the phone at termination or retirement. The Town Administrator reported the Town would not be liable. If the Town purchased the phone, staff must turn the phone in on exit to be distributed to the newly hired employee. The Town Administrator reported the policy is just a sample and would like direction from the Board in the creation of the Town policy. He recommends the Town to reimburse at a set rate for those who choose this route monthly reimbursement upon receipt of their personal bill. The Mayor reported she needs additional time to review the policy and would like to table the discussion until the November meeting.

DEPARTMENTAL REPORTS

Public Works
The Public Works Director provided the following report:

- Covid-19 restrictions have slowed operations as temperatures must be taken at the beginning of each shift. There have been staff affected directly by the virus which has limited staff available.
- 25 tons of asphalt has been used in September
- Staff is currently working on the Street Paving project.
- The Street sweeper is due for replacement.

Planning
The Town Planner and Zoning Administrator reported:

- Planning and administration has been reviewing the food truck ordinance and will bring before the Board in November
- He expressed appreciation for the Public Works department who assisted with the awning at the Tar Heel apartments.
- The Housing Authority stated they would clean the 110 Perry Street property last week. They did not give a timeline.
- He is currently reviewing applications for the Code Enforcement position. Nine applications were received.

Parks & Recreation
The Parks & Recreation director reported the following:

- The opening of the Perry Park has gone smoothly. The limit of 6 in the weight room was decreased to 5. Only a few people have used the gym for walking.
- There will be a trunk or treat event at Godwin Coppage Park on October 30th. There will be a few vendors spaced apart. The participants are requested to stay in the vehicle as they will drive thru for the treats. Vendors will walk to the cars. Children are encouraged to wear costumes.
- There is a crack in the culvert at Godwin Coppage Park and culvert issue on the Rail Trail. Contractors have been scheduled to review both issues.

Police
The Police Chief reported:

- Staff was able to participate in training offered by the District Attorney office to refine procedures to prepare for court. Most of the training is internet based and worked very well.
- Staff continues to clean the old building in preparation to move to the new facility. As soon as the GovDeals auction site opens back up, he feels they are in a good position for the relocation.
- Construction of the new building is going well. In the next few weeks, there will be a remarkable difference.
- Firearms training begins tomorrow and will be a 3-week process for him. This is the last of the mandated training for the calendar year.

Fire/Rescue
The Fire Chief provided the following report:

- He reached out to the Health Department regarding cold and flu season during COVID-19. The Health Department reinforced the current practice by continuing the daily staff questionnaire and temperatures.

- RRT went to Tarboro to help upright some tanks and put into containment. RRT also responded locally to assist Piedmont Gas as a natural gas line cut at the Walmart location by a contractor.
- The RRT contract has been signed and executed. Of the seven RRT units in the state, we were the only unit with a contract for almost a week.
- Fire Prevention has applied for a grant for 9-volt batteries for smoke detectors.
- The County purchased Panasonic tuff book computers for Fire/EMS through a CARES Act grant. The computers will be mounted in the trucks.
- Please like and share information on the Williamston Fire/EMS Facebook page as staff will post fire prevention ideas daily.
- In honor of Breast Cancer Awareness month, staff will wear pink shirts. Staff has started a "Paint the Town Pink" project by painting fire hydrants pink on Main Street and encourages citizens to write the names of survivors or in memory of those who lost the battle. The hydrants will be painted red again in November. Next year, the hydrants will be painted pink prior to the Homecoming Parade.

Administrator
The Town Administrator requested the Board consider a special called meeting for the end of October as the Town should hear from the Demolition Grant application by October 15th. The Mayor questioned if he had dates in mind. The Town Administrator reported if the Board continues to meet on Mondays, the 19th may be too soon as the contract must be sent to the Town once the award notice is received. The Planning Board meets on October 26th. The Mayor questioned if the Commissioners will be available on the 19th at 5:30.

CLOSED SESSION
It was moved by Commissioner Coffield, seconded by Commissioner Chesson and passed to go out of regular session into closed session to address Attorney-client per N.C.G.S. 143-318-11(a)(6).

It was moved by Commissioner Chesson to go out of closed session and into regular session. The motion was seconded by Commissioner Moore and passed.

EMS TRUCK REMOUNT
It was moved by Commissioner Knox, seconded by Commissioner Moore, and unanimously passed to award the bid for the EMS Truck Remount to Select Custom Aparatus for $88,500.

STREET SWEEPER PURCHASE
It was moved by Commissioner Chesson, seconded by Commissioner Moore, and unanimously passed to award the bid for the purchase of a street sweeper to RegenX in the amount of $228,400.

ADJOURNMENT

There being no further business, the Mayor declared the meeting adjourned at *7:03* p.m.

Submitted By: Approved By:

Christina Craft
Town Clerk

J. Richard Brown
Mayor

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

September 14, 2020

The Board of Commissioners of the Town of Williamston met in special session on Monday, September 14, 2020 at 5:30 p.m. in the Assembly Room located at 102 East Main Street, Williamston, NC.

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

ABSENT None

CALL TO ORDER AND INVOCATION
The Mayor called the meeting to order and welcomed everyone. She requested everyone stand for a moment of silence regarding the COVID pandemic. Commissioner Coffield led the pledge of allegiance. Commissioner Knox offered the invocation.

WELCOME
The Mayor welcomed Tina Brown, Mayor of Robersonville.

AGENDA APPROVED
The Mayor asked if there were any adjustments to the Regular Agenda or if the Board wished any items to be removed or added the Regular Agenda. The Town Administrator requested the addition of a purchase request received and consideration of softball fee refunds. The Mayor requested moving the Police Chief's presentation prior to public comment. *It was moved by Commissioner Chesson, seconded by Commissioner Coffield, and unanimously passed to approve the regular agenda as amended.*

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

Items approved in the Consent Agenda are as follows:

(1) Approval of the Minutes of the August 6, 2020 meeting was approved with the correction of Commissioner Rodgers was not in attendance and August 10, 2020 meeting minutes approved as presented.

(2) Tax Relief Order

Year	Name	Remarks	Total
2017	LaDenes, Inc	Property Donated to Town	$ 203.51
2018	LaDenes, Inc	Property Donated to Town	$ 570.81
2019	LaDenes, Inc	Property Donated to Town	$ 527.26
2020	LaDenes, Inc	Property Donated to Town	$ 548.06
2020	Randy Stalls	Town Purchased	$1,366.57
2020	Randy Stalls	Town Purchased	$ 310.06
2020	David Taylor	Boat not inside town limits	$ 271.70
2019	Thalassa Fishing LLC	Boat not inside town limits	$3,367.30
2020	Thalassa Fishing LLC	Boat not inside town limits	$3,641.79

(3) Budget Amendment – RRT

Undesignated Fund Balance $22,719.77

The purpose of this amendment is to budget funds not spent at June 30, 2020 for the RRT Grant. These funds were rolled into fund balance and we are required by the grant to budget them in the next fiscal year in order that they are used for RRT only.

PRESENTATION OF ADVANCED LAW ENFORCEMENT CERTIFICATION

Police Chief Cowan congratulated and presented the Lieutenant Michael Pope with the Advanced Law Enforcement Certification. The NC Criminal Justice Education and Standards Commission recognized officers for their service in time and dedication to development and improvement through in-service training. This is not regarding the mandated training but is above and beyond. This is the highest level one can achieve and it takes at least 10 years to achieve. Lt. Pope has been dedicated to the Town and the citizens for 14 years.

PUBLIC COMMENT

Angela Adams, 108 Roberson Avenue, reported an ongoing trash issue from Moore Apartments. The issue was addressed and cleaned up but the next day, the landlord and tenants put trash at the fence again. She wants a permanent fix for this issue. The Mayor reported she has seen the issue and her comment will be taken under advisement.

OLD BUSINESS

COVID DISCUSSION

The Town Administrator presented a COVID update received from the Martin-Tyrell-Washington Health Department. The Recreation Director reported the Board had given direction previously on softball He recommended following the NC High School Athletic Association recommendations for soccer and volleyball. Volleyball is scheduled to begin in November and soccer in February. The Soccer Association does not plan to play this fall and have received no notifications that any All-Stars plan to play this fall. Basketball would normally begin in December. The Recreation Director recommends following the high school lead as to whether to or not to play as things can change a lot between now and December. Commissioner Rodgers questioned if safety measures will be in place if the sports are to continue. The Recreation Director reported there will be something in place as it was with softball. The Town Administrator reported no vote is needed as this will be brought back to the Board prior to any organized sports registration. The Recreation Director reported softball was scheduled to play for 8 weeks but ended after two games. He requested Board consideration to refund all or part of the $20 to $30 softball registration fees. The Town Administrator reported it was the intention to roll the fees towards volleyball registrations but as it appears volleyball season may also be cancelled, it would be cleaner to refund instead of doing credits. *It was moved by Commissioner Chesson, seconded by Commissioner Moore, and unanimously passed to refund the 2020 softball registration fees in full.*

The Recreation Director reported the Governor's Phase 2.5 allows gyms to reopen at 30% capacity. Per the Fire Marshall, the maximum capacity of the indoor Perry Fitness area is 20 so only 6 people would be allowed entrance at one time. The gym would be open only for people who wish to walk. He recommends the center to be open Monday through Friday (7am to 8pm) and remain closed on Saturday. He would check for symptoms before anyone is allowed to enter and strict cleaning procedures will be put in place. *It was moved by Commissioner Chesson, seconded by Commissioner Coffield, to allow the gym to reopen per the Governor's recommendation. Commissioner Rodgers reported COVID cases in Martin County have increased and while the numbers are increasing, there is no need to change the restrictions in place. There will be close contact when weight lifting and basketball. The Recreation Director clarified basketball will not be allowed at this time. Commissioner Rodgers reported the spotters for weightlifting are very close. Commissioner Moore reported the fitness room is very small, even for six people, especially with the heavy breathing associated with exercise. The Town Attorney reported the Town should not be held liable if in compliance with the Governor's order. The Board can be more restrictive than the Governor's order. Commissioner Rodgers reported concern of the ones that go to the gym will go home to family members and that should be taken into consideration. With no further discussion, the Mayor reported there is a motion on the floor and a second and requested a vote. Commissioners Chesson, Knox and Coffield voted to allow the fitness center to reopen per the Governor's recommendation. Commissioners Rodgers and Moore voted against. The motion passed.*

The Town Administrator reported the Christmas Parade is scheduled for December 3, 2020. The Mayor reported while she doesn't get a vote, she is opposed to holding the parade as it will bring a large number of people together and most will not wear a mask. The Recreation Director reported his and the Town Clerk's recommendation to

cancel the parade. The Town Clerk reported people on floats and in vehicles will be in close contact for over an hour. Commissioner Chesson reported there will not be any bands either. *It was moved by Commissioner Chesson, seconded by Commissioner Coffield, and unanimously passed to cancel the 2020 Christmas Parade.*

APPROVAL OF RESOLUTION 2020-203 AUTHORIZING CONVEYANCE OF 140 W MAIN STREET LOT

The Town Administrator reported the Town Attorney drafted the presented resolution per Board direction. The Board approved conveyance of 140 West Main Street at the August meeting to the Martin Chamber of Commerce. Commissioner Rodgers questioned if the people living in that area have been informed concerning this transfer. The Town Administrator reported the empty lot is in the Downtown Area and not in a residential area. The Martin County Chamber of Commerce's plan for the area will be facelift for the lot in question.

UPDATE ON STREET LIGHT PROJECT IN ANNEXATION AREA A

The Town Administrator reported a second survey was sent to the citizens in the annexation area by the Country Club. Dominion would not consider the project without a signed survey from the property owners. Once the survey is sent to Dominion, Dominion will proceed with obtaining easements from the agreeable property owners prior to the installation of the lines and poles. The Town Administrator requested Board direction as to whether to attempt a third survey to hopefully increase the number of responses. Commissioner Coffield reported to move forward with the ones that want street lights and do not prolong the project. Commissioner Chesson reported he agreed but is concerned with the logistics of the sporadic placements of the lights. The Town Administrator reported Dominion will connect to junction boxes and will not have to bore the light line beside the entire street. Commissioner Chesson reported once some lights are installed, others will want street lights in their area once they see the minimal impact to their property. The Town Administrator reported a budget amendment will to proceed will be brought to the Board if approved. He is uncertain how long before Dominion will begin as many are working from home at this time. *It was moved by Commissioner Chesson, seconded by Commissioner Moore, and unanimously passed to allow the Annexation Area A Street Light Project to proceed with the property owners who have agreed with the request.*

APPROVAL OF COMMUNITY GARDEN

The Planning and Downtown Marketing Coordinator reported a new location for consideration of the Community Garden. The new location is behind the tennis courts and has ample parking. The Mayor questioned if the property is residential. Town Planner and Zoning Administrator reported the property is zoned as office and institutional. Commissioner Chesson reported the garden would be good use of the property with the street lights and ample parking to include the primary school parking area. *It was moved by Commissioner Knox, seconded by Commissioner Coffield, and unanimously passed to allow a community garden behind the tennis courts.*

APPROVAL OF NOVEMBER MEETING DATE CHANGE

The Town Administrator reported there is a conflict meeting at the NC Telecenter for the November meeting. Commissioner Chesson recommended November 9, 2020 for the Regular Meeting. The Town Clerk verified the meeting room at the NC Telecenter was available. *It was moved by Commissioner Knox, seconded by Commissioner Moore, and unanimously passed to change the Regular November meeting to November 9, 2020 at 5:30 pm to be held at the NC Telecenter.*

APPROVAL OF CAPITAL PROJECT ORDINANCE 2020-13

The Town Administrator reported the Town will receive a total of $166,911 from Martin County as part of the Corona Relief Fund (CRF). The laptops purchased by the county on our behalf totaled $21,687, leaving the remaining balance of $145,223. The Town submitted a plan to the County and State on how the funds would be spent. The entire balance will be used to reimburse the town for the payroll expenses of employees that responded to COVID-19. He requested Board's consideration in moving $145,223 from budgeted salaries to cover the cost of Police and Fire radio and IT expenditures. The Town will be required to switch all radios over to the new VIPER system within the next few years at a total cost of $504,957. When current radios cease to work, new radios will be purchased as replacements as the older radios are no longer available. The Mayor questioned if this was in the plan to the County and State. The Town Administrator reported the actual submission report was included in the packet but recently more detailed information has been requested. *A motion was made by Commissioner Chesson to approve the Capital Project Ordinance 2020-13 Police and Fire Department Radio Project. Commissioner Knox seconded the motion and*

the motion was passed unanimously. The ordinance is hereby attached with the minutes of this meeting and incorporated in the Town's Ordinance Book for future reference.

DISCUSSION OF TREESIDE MOBILE HOME PARK (MHP)

The Town Administrator reported Lewis Whitley addressed the board with concerns over the water supply to his recently purchased mobile home park. While only 19 lots are occupied, he is charged an availability fee for all 38 lots. He presented several options reviewed. Mr. Whitley requested the water system in the park to be turned over to the Town. As the 37 acres are privately owned, it is not financially feasible for the Town to install waterlines and meters at each individual site as the property is not within town limits, it is cost-prohibitive and it is unknown if the lines were installed to Town code. The second option is to reduce the number of flat rate charges which is complicated by the treatment of apartment rentals, such as duplexes, do not have individual meters although they have been encouraged to do so. The apartments, even if not rented, are existing structures. If this option is also extended to apartment rentals, it would be impossible to manage and verify changes resulting is significant revenue loss to the Town. The third option is to continue business as usual but reduce the number of flat rate charges for the MHP to 20. It will be the responsibility of the owner to contact the Town prior to the installation of another mobile home in the park. Staff will conduct quarterly checks to verify that these regulations are followed. *It was moved by Commissioner Chesson, seconded by Commissioner Coffield, and unanimously passed to reduce the flat rate of availability charge for the Treeside Mobile Home park be reduced from 38 units to 25 units and is to be reassessed on a semi-annual basis but the Director of Public Works has the authority to raise as needed.*

APPROVAL OF RRT CONTRACT

The Fire Chief reported the RRT contract November 1, 2020 through June 30, 2024 with the availability of a one-year extension. Currently the RRT program is running under a one-year extension. He requested the Board to approve the contract presented and grant authority to Town Attorney, Town Administrator, Mayor and Fire Chief to sign the contract via Docusign. There are a few changes regarding RRT guidelines. *It was moved by Commissioner Knox, seconded by Commissioner Coffield, and unanimously passed to approve the RRT Contract as submitted and grant signing authority to Town Attorney, Town Administrator, Mayor and Fire Chief for the RRT contract.*

DISCUSSION OF PARKS AND RECREATION USER FEES

The Recreation Director requested the Board's consideration of changes in the Perry Center fees. The only changes were to the rate schedule is to change the group participant numbers for "home school-mentor, etc." to allow for groups 10 or less and 11+ clients. For the athletic fees, currently the charge is $20 for residents and $30 for nonresident for basketball, volleyball, football, and softball. The proposed change will be $15 for residents and $25 for non-residents for basketball and volleyball; $25 per resident and $35 for non-resident for football and softball. The requested change reflects the expenses with each sport. Participants that participate in all sport will notice a slight decrease in the cost. Concession Fees are currently 10% of sales and would change to $1 per registered participant. Under travel team and tournament fees, use of the gym for practice will be $20 for a 2-hour session and $30 for a 3-hour session. Under General Fees, a temporary fence currently costs $100 and would change to $200 for the setup fee. General fees for Martin County Youth Soccer will change from the cost of paint to $300 set up fee per season. *It was moved by Commissioner Chesson, seconded by Commissioner Coffield, and unanimously passed to approve increased rates as presented.*

APPROVAL OF LILLEY SUBDIVISION REQUEST

The Town Planner and Zoning Administrator reported the Elmo Lilley Jr. has submitted a final plat for subdivision of a 14.25-acre property located on US 17 north of the Walmart property – parcel 0501881. The plat shows the subdivision of the property into 8 separate parcels intended to be used for future residential properties. The preliminary plat and final plat were approved by the Williamston Planning Board. The property is currently zoned Commercial. The Town Planner suggested the two parcels along US 17 remain commercial and the remaining lots be rezoned to Residential at a later date. The properties to be rezoned to residential are bound by Walmart to the south and residential property to the northeast. The Mayor questioned when the Crescom bank was to build on the property. Commissioner Chesson reported the bank has changed plans concerning locating in Williamston. *It was moved by Commissioner Chesson, seconded by Commissioner Moore, and unanimously passed to approve the final plat for the subdivision request for parcel 0501881 with the two parcels along US 17 remain commercial and the remaining lots be rezoned to Residential at a later date.*

DISCUSSION OF FINANCE UPDATES

The Town Administrator reported Commissioner Moore requested a Finance Report to be submitted at the monthly meetings. The Finance Director provided a Tax Collector report, cash balances report, and a revenue/expense statement for the Board to review. The Town Administrator requested the Board to review and decide what types of information would prove most beneficial. He also reported the data reported will be at least two months behind to allow for monthly closeout procedures. The Town Administrator requested Board direction as to the frequency and information provided. Commissioner Chesson reported the dashboard received in January should be sufficient. Commissioner Chesson reported he is satisfied with receiving the data with trends in January as no one is allowed to go over budget. Commissioner Chesson reported unless you dig deep, the numbers don't make sense and will be creating additional workload for staff. While he sees what cash balances are, but without context, the information doesn't make sense. Commissioner Moore reported the request was not to point fingers but needed as the Board is accountable for the information. If there are issues, he wants to know ahead of time. Commissioner Chesson reported the information could be provided to any Commissioner upon request. The Mayor reported quarterly may be too often but biannually would be sufficient. The Town Administrator reported the current times information is presented to the Board during the retreat in January and audit presentation which is presented towards yearend. The Mayor questioned if the Board was satisfied with receiving the information twice a year. Commissioner Chesson reported anyone in the public plus the Board can receive this information upon request. Commissioner Moore reported he was satisfied as long as he is able to receive the information upon request. The Town Administrator reported staff will gladly provide the information upon request and twice a year. The Finance Director reported franchise information is always 3 months behind and is estimated in June. Sales and Use Tax is always received two months behind. She can give numbers in June prior to the yearend audit as long as the Board is aware of the approximations. The Town Administrator reported the Town's goal is to complete the budget process by May as the Finance Director will retire in May.

DISCUSSION OF POLE PURCHASE REQUEST

The Town Administrator reported an individual expressed interest in purchasing a pole at the old service station, located on Town-owned property on River Road. The Town Attorney reported someone has offered $50 for the pole and the pole is no value or use to the Town. In a situation such as this, the Board can grant the Town Administrator the authorization to dispose of nominal value items. *It was moved by Commissioner Rodgers, seconded by Commissioner Coffield, and unanimously passed to authorize the Town Administrator to dispose of the pole.*

DEPARTMENTAL REPORTS

Public Works

The Public Works Director provided the following report:

- Landfill fees were very high for the month with 289 tons of debris collected. There was no choice but to take a large portion to the landfill.
- The chipper is out of service as the replacement part has to be fabricated.
- He reported he may need help to get the application completed as the permitting process is complex for the air curtain project.
- The street sweeper is close to replacement time as the sweeper unit is in poor shape. The truck mileage is not as important as the hours on the sweeper unit. A third unit will be onsite next week for staff review and will hopefully have quotes for the Board's review soon. The Mayor questioned if a sweeper could be purchased and mounted on the truck. The Director reported the town has never done that and an issue may be finding one that would fit. Some of the funds could be recouped by selling the aged equipment on GovDeals.com and savings of retrofitting would be limited as it is a specialty piece of equipment.
- Safety on Tank Street continues to be an issue due to the public traffic plus the large equipment in an area with many blind spots. There was discussions in the past concerning closing the street and making it a part of the Public Works compound. Closing the street will not create a hardship on the residential access. The proposal is to put an automatic gate on Martin Luther King Drive end of Tank Street and a manual gate at the other end. Commissioner Coffield questioned the house at the corner of Tank Street and Martin Luther King Drive. The Director reported there are multiple heirs and have satisfied the tax issue. The Town Planner and Zoning Administrator reported the home is a repeat offender for Code Enforced mowing.

Planning

The Town Planner and Zoning Administrator reported:

- He provided a handout to update the Board of Code Enforcement activities. He reported the potential for additional code enforcement funds. Currently there are $24,000 in the budget with $3,675. 1004 W. Main Street is included in the report which was referenced in the public comment period as $1,100 was used to clean that property after the fire. That property is a constant issue with trash. Commissioner Moore questioned if there is a long-range plan for this property. The director reported staff has recommended the owner obtain additional trashcans for the tenants. Commissioner Moore reported the owner personally placed an interior door on the property line. It is hopeful the $1,100 bill for the dumpster will correct their behavior. The Mayor questioned if any tenants are in the building. The Fire Chief reported power has not been restored to the building since the fire and should be vacant to the best of his knowledge. Two of the apartments were uninhabitable after the fire. The Director reported the owner is located in Cary, NC per the tax card and will not respond to any letters sent. Staff was able to talk to him briefly on one occasion when he was onsite after the fire. He requested the Board to review the list and let him know if there are any additions or questions. Commissioner Moore questioned if the cleanup at 110 Perry Street was a turnkey job as it appears to be gutted. The Director reported the property was cleared but currently seeking a contractor to finish. Commissioner Rodgers questioned if the Town will also spray the property. The Director reported the property is owned by the Williamston Housing Authority and the Town does not have the authority to spray. The Town Administrator requested direction from the Board as the department does not have the needed funds in the budget for basic operations as funds were exhausted on big projects. Commissioner Rodgers questioned if the funds for the black summit wasn't used last year. The Finance Director reported unused funds are rolled into fund balance and departments must stay within the budgeted allowance unless the Board approves a budget amendment. The Mayor questioned what fund balance is used for. The Finance Director reported fund balance is not used for budget but is like a savings fund. When there are savings from a budgeted item, the excess funds are moved into fund balance. An exception would be for the RRT Fund as those funds have restricted use. Commissioner Rodgers questioned the use of budget amendments. The Finance Director reported budget amendments are used to move funds from fund balance to current expenses or to move from one budgeted line to another which will not utilize any fund balance. The Town Administrator reported of the $24,000 that is budgeted, the Board has directed $47,400 of Code Enforcement concerns to be addressed in this year. He requested the department to not add any additional projects until costs for current projects are realized. The Mayor reported an understanding these costs were charged by adding to the property's taxes. The Town Administrator reported the costs are added as a lien on the property. The Finance Director reported the costs are not always reimbursed. The Director reported none of the year-to-date expenses of $3,475 have been reimbursed. Commissioner Rodgers questioned the current projects that have been voted on will be completed. The Town Administrator reported the need to wait until the Town receives notification on the demolition grant for the Mitchell building in the next month as that will determine as to the amount of funds left that were budgeted. Commissioner Rodgers reported noticed some of the places that were voted on to be mowed have not been done. The Town Administrator reported the Board hasn't voted on mowing except the clearing of a lot but have received calls concerning properties. This update is to make certain the Board is aware the projects are placing the department over budget and will have to be addressed. Commissioner Chesson expressed appreciation for the update but was adamant these properties must be cleaned up even if it requires the use of fund balance. The Mayor agreed and the vegetation on Perry Street has been cut but the lot looks like a trash dump and needs to be cleaned. Commissioner Rodgers reported citizens who pay their bills contribute to the finances of Williamston and they suffer because of properties that don't belong to them and affect the value of their property. Commissioner Chesson instructed the Director to use every legal method at your disposal to get the items taken care of with no tolerance.
- The Code Enforcement position application deadline was extended to September 30th. The Mayor questioned if only one person applied. The Director reported the job was posted in additional places to obtain more interest in the position. Commissioner Moore questioned the hours required for the position. The Director reported the hours were Tuesday, Wednesday and a half day on Thursday for a total of 20 hours.
- The Patriot House renovation is to be completed in December.
- A motorcycle parts store is relocated downtown which will be an online sales store.

- Cakes by Becky bakery has opened in the old Red Heron building and appears to be well received.
- Roanoke Realty has relocated downtown.
- There is interest in opening a florist shop downtown.
- The Michell Building is to be demolished by the end of this year.
- Commissioner Coffield questioned who determines when the grass gets mowed through code enforcement as it is hard on a mower to mow when grass gets that high. The Director reported the nuisance ordinance in the Town Code of Ordinances states the grass must be at least 10" tall before staff can begin code enforcement process. the Town has to mow through code enforcement repeatedly one of the properties on Martin Luther King Drive and is technically 3 parcels.
- There has been an increase in investment interest in the downtown area.

Parks & Recreation

The Parks & Recreation director reported the following:

- The department currently has a new program supervisor and a new maintenance worker.
- Tree root repair has been fixed on the walking trail at the Godwin Coppage park.
- Erosion work has been completed between the softball field and mobile home park. Concrete has been installed under the bleachers. Martin County Travel and Tourism allocated $500 to assist with the $4,000 project.
- The program supervisor is currently working on coaching manuals.

Police

The Police Chief reported:

- The renovations of the new police department are moving along. Staff is working in advance organizing items to be relocated when the building is complete.
- The department has had sickness, isolations and a lot of decontamination. COVID has made working a challenge but services have not suffered and staff is working together to ensure guidelines from the CDC, health department and Governor's office are followed.
- Staff has been taking advantage of online classes except for firearms training.

Fire/Rescue

The Fire Chief provided the following report:

- The Captain has returned to work after a heart attack.
- He met with David Jenkins (Martin County Schools), and Larry Johnson (Fire Protection Coordinator) to instill a fire program for High School juniors and seniors to complete the entire fire course with the exception of live burns. A person must be at least 18 years old to participate in live burns.
- One of the EMS units is out of service and will need to be replaced very soon.
- Departmental supplies are stocked but the back orders are concerning.
- There are 38 active COVID cases in Martin County with a total of nine deaths.
- October is fire prevention month.

Administrator

The Town Administrator reported:

- Staff is working towards obtaining quotes for the EMS remount and a street sweeper for the next board meeting.
- He is hopeful the NCLM Safety Grant will help fund the fence needed for Public Works.
- He requested assistance with the Mitchell building demolition from Martin County. A motion was made but never seconded. No assistance is anticipated.
- The longevity luncheon will be held November 10, 2020.
- A tree fell on the fence at the Skinner warehouse.

CLOSED SESSION
It was moved by Commissioner Chesson, seconded by Commissioner Coffield and passed to go out of regular session into closed session to address Attorney-client per N.C.G.S. 143-318-11(a)(3) and Personnel matters per N.C.G.S. 143-318.11(a)(6).

It was moved by Commissioner Chesson to go out of closed session and into regular session. The motion was seconded by Commissioner Coffield and passed.

STREET PAVING PROJECT
It was moved by Commissioner Chesson, seconded by Commissioner Coffield, and unanimously passed to accept staff recommendation to repair Williamston Street (from South Watts Street to South Haughton Street) and North Martin Luther King Drive (Hyman Street to Gurganus Street) in the amount of $82,970 per the Barnhill Contracting Company bid proposal.

FINANCE OFFICER IN TRAINING
It was moved by Commissioner Chesson, seconded by Commissioner Coffield, and unanimously passed to hire Christina Craft as the Finance Officer in Training effective immediately per the pay schedule presented.

ADJOURNMENT

There being no further business, the Mayor declared the meeting adjourned at 9:20 p.m.

Submitted By: Approved By:

Town Clerk

Mayor

TOWN OF WILLIAMSTON
TAX RELIEF ORDER

To the Tax Collector of the TOWN OF WILLIAMSTON

The following tax relief orders are hereby allowed:

No 3

Year Levy	Acct No	Receipt No	Name	Remarks	Location	Principal	Interest	Total
2020	26650	3275	Claudie Wilkins	County over billed value	307 S Pearl	$ 188.06		$188.06
2020	47652	3074	Earl Uzzell Jr	Boat not inside City Limits	Personal Prop	$ 16.40		
						$ 204.46	$0.00	$188.06

Date_____

Clerk to the Board

John O'Daniel

From: Chase Conner <director@martinncchamber.com>
Sent: Tuesday, September 22, 2020 1:54 PM
To: Jerry Knox; Ronell Rodgers; William Coffield; Alton Moore; Al Chesson
Cc: Joyce Whichard-Brown; John O'Daniel; April Cooper
Subject: Bowen Sign Shop Improvements
Attachments: Bowen Sign Shop - Before and After.png

Hi everyone,

I wanted to reach out to make you all aware of a request from Jeremy at Hook Hand. He has plans for expansion in the next few years and is interested in the Bowen Sign building. He has been interested in that space for a while but due to it being tied up in the grant and owned by a private individual, he has been unable to try and purchase or explore avenues in order to obtain the building. We are aware that now that building has been under code enforcement and slated to be demolished in the near future. Jeremy would like an option to get that property instead of demolition.

Jason Semple, EDC Director, and myself met with Jeremy a few weeks ago and he discussed his plans. While we are not sure of an exact timetable on his expansion plan (COVID caused a large decrease in his revenue) he does want to further invest in Williamston. He has been frustrated with some barriers and regulations from the Town this past year but as Jason and I explained to him, he is blazing a new trail as Williamston's first microbrewery and there will be some bumps along the way. New legislation and ordinances has to be researched, written, and voted on and it isn't an overnight process. Jeremy is starting to understand more how local government works and now sees how many people are working behind the scenes to help business thrive in Williamston. I applaud Zach and Cameron working so closely with many of our businesses to work towards growth. John has been a great advocate as well and his knowledge and advice is very valuable.

Attached below is a Before and After of the Bowen Sign Building. Jeremy has spent the past couple weeks improving the aesthetics of the building and trying to show good faith on what he plans to do with the space. To me it already looks 10 times better and that is just a couple weeks of him working on it.

I think it would be a good decision to keep the building standing and explore options to get the building to Jeremy. It would keep the taxes on that building and property and if he continues his plans to fix up the building and expand his business, then it would increase the value and tax base. Plus this space would be in great partnership with the Griffin's building and their future plans.

Thanks for all you have done to be forward thinking and supportive of our community through this tough year. Feel free to reach out to myself or Jeremy (blackwaterciderllc@gmail.com) with questions. I'd be happy to put you in touch with him to learn more.

--

Chase Conner
Executive Director
MARTIN COUNTY CHAMBER OF COMMERCE
252-792-4131
www.martinncchamber.com

Before



After



Town of Williamston
Cell Phone Policy

PURPOSE: The purpose of this policy is to establish a program for managing cell phone use and for explaining the different cell phone options available to certain employees of the Town of Williamston. The voice functionality of cell phones combined with other cell features, such as messaging and access to numerous online resources, establishes the cell phone as a necessary and effective tool for certain employees. This policy outlines the mobile telephone options supported by the Town and guidelines for appropriate use and maintenance for each mobile telephone option supported by the Town. This policy was created in order to enhance employee safety, limit Town liability, and help manage telecommunications costs.

DEFINITIONS:

Standard Phone: A cell phone with the standard features to allow voice calling.

Smartphone: A mobile phone offering advanced capabilities beyond a typical cell phone, often with PC-like functionality. These advanced capabilities usually include email and Internet functionality and normally require a data package to be purchased with the service provider's plan. At a minimum the smartphone must be capable of sending and receiving messages through the Town email server.

Reimbursement: A sum of money paid to an employee to reimburse for expenses incurred during Town operations.

Policy
The Town of Williamston has developed a program to offer choices to employees based on their need for cell phones within their current job requirements. Based on the program below, employees approved for cell phone usage may request the most appropriate option. Department Heads must establish the need for a cell phone for each employee. All requests for cell service, benefits, or changes must be approved by each Department's respective Department Head and the Town Administrator.

Identification of Need and Eligibility Requirements
Town telephone systems are available to accomplish the work of the Town. The Town Administrator, upon recommendation of the Department head for such employee, may issue mobile telephones to designated personnel or a monthly reimbursement to designated employees as a means of efficient and effective communication. Departments should limit the use of mobile telephones and services to those employees who have demonstrated a business need to have them. Other communication means such as land-line phones, network access, email, etc. should be used instead of mobile telephone equipment whenever possible. The following criteria should be used to determine whether an employee is eligible for a mobile telephone device:

- Fixed Location- The employee's job duties and responsibilities are such that they are not working at a fixed location the majority of the time and the employee cannot be reached through other means.

- On-Call- The employee is required to be on-call outside of normal business hours and the employee cannot be reached through other means.

- Reachable immediately- The employee's job duties and responsibilities are such that it is important that the organization be able to reach them and/or transmit data immediately, and the employee cannot be reached through other means.

- Travel- The employee's job duties and responsibilities are such that they make frequent and/or prolonged travel outside of the Town of Williamston area and need to remain in contact with their office or employees.

- Safety- The employee's job duties and responsibilities are such that they need a mobile telephone device for their safety and the safety of their clients, or constituents.

Procedure

A Department Head must fill out the Cell Phone Request Form for each employee for which such equipment is requested to be issued or reimbursement to be granted for the same. The justification form must identify each of the applicable elements from the above criteria list that the Department for each requested employee. The justification form must also identify the nature of the request (i.e. request for Town-owned mobile telephone or request for reimbursement for the purchase and service for the same). The Department Head is responsible for completing the required fields of information for the option applicable to the individual employee.

The cost associated with each of the Town-owned mobile telephone options will be expensed from the departmental budget for which the equipment is in use.

The request will be forwarded to the Town Administrator for review and if approved, the Cell Phone Request Form must be completed by the Department Head and submitted to the Finance Director. Each request for the reimbursement option must include the mobile telephone number assigned to the phone and the name of the carrier supplying the service.

Town-Owned Mobile Telephone Option Procedures and Requirements

Each Town-owned mobile telephone shall be documented with the Finance Director. Upon termination or separation of the employee from the Town's employment the Department Head will be responsible for ensuring Town issued cell phones are turned in before the employee's last payroll check is processed.

Any employee using a Town-owned mobile telephone (shared and non-shared) must adhere to the following procedures in order to comply with the terms of this policy:

- Employees issued such equipment are responsible for the care and maintenance of the mobile device. The device must be secured and its whereabouts known at all times by the user.
- Employees issued such equipment are required to immediately report the loss or theft of the Town-owned mobile telephone and any associated equipment to their Department Head. The Department Head shall report the same to the Finance Director for recordation and the Finance Director shall contact the service provider in order to prevent unauthorized use. The employee may be responsible for reimbursing the Town for the costs incurred as a result of the loss or due to negligence. Departmental budgets will be charged for replacement phones if the phone was damaged during the regular course of work-related duties and the employee was exercising reasonable care.
- Employees issued such equipment shall use proper safety procedures at all times when using a mobile telephone, but especially while operating equipment, driving on Town business, or performing similar duties. The use of common sense and sound judgment is encouraged while operating a motor vehicle when using a mobile telephone. If at all possible, pull the vehicle safely off the side of the road or worksite and park before using a mobile telephone.
- Employees issued such equipment shall return mobile telephone and all equipment to the Department Head upon separation from duty with the Town of Williamston. If the same is not returned as required prior to the final paycheck issued by the Town, all costs associated with replacing and establishing service shall be garnished from said paycheck. In the event such equipment is not returned and the final paycheck is not sufficient to cover the noted costs, the Town shall pursue all equitable remedies afforded by law to recover such cost, including but not limited to criminal prosecution. The Department Head is responsible for documenting the returned inventory and forwarding the same to the Finance Director for recordation and review.
- Employees are held primarily responsible for complying with this policy. Departments with Town-owned shared mobile telephones are allowed to develop their own internal review process provided that such process does not contravene or abridge those herein defined.
- Any employee using Town-owned mobile telephones who does not honor the procedures, documentation, and other requirements of this policy in a consistent and regular pattern may be subject to disciplinary action up to and including dismissal.
- Additional charges not resulting from official town business may result in the employee being required to reimburse the town for these expenses.

Mobile Telephone Reimbursement

In order to receive a mobile telephone reimbursement, the employee must be approved for such payment and have an active mobile phone account. Employees that are recommended by their Department head and approved by the Town Administrator will be issued a monthly reimbursement for the purchase of a mobile telephone and use of a mobile telephone calling plan. Such mobile telephone calling plans shall contain a "252" area code unless specifically approved by the Department

Head and Town Administrator to qualify for reimbursement. The employee shall be free to use the rovider or carrier of his or her own choice. Any additional features or costs are the sole responsibility of the employee and the employee is solely responsible for all costs and charges related to such plan.

Upon termination or separation of the employee from the Town's employment the employee is fully responsible for any remaining charges or contract termination fees that are part of the mobile telephone plan or contract used by the employee. The employee has no authority or right to obligate the Town of Williamston as a contractual or responsible party to such calling plans. Employee shall hold harmless the Town of Williamston from any such charges. The employee accepts such terms and conditions upon acceptance of the first reimbursement for mobile telephone use from the Town.

The Town shall make a monthly reimbursement of the amount indicated below (or any other monthly amount that the Board of Commissioners may determine from time to time, usually during the adoption of the annual budget) to the employees approved pursuant to this policy for the monthly reimbursement. The maximum reimbursement may not exceed the cost to the employee. Typically, such monthly payment will be made during the first payroll week of each month as a separate AP check from the employee's regular paycheck.

If a monthly reimbursement is granted, the mobile telephone number will be considered public information. Employees receiving a monthly reimbursement from the Town for mobile telephone use may use such mobile telephone for personal telephone, texting, and/or Internet activities so long as any such personal use does not interfere with the normal Town business responsibilities of the mployee. Abusive use of a mobile telephone of any nature during an employee work schedule may result in adverse disciplinary action toward the employee up to and including elimination of the reimbursement and/or termination of the employee.

Employees receiving reimbursement as herein described, the employee must retain an active mobile telephone contract as long as a mobile telephone reimbursement is in place. A copy of the first page of the invoice showing the name, the mobile telephone number, and the invoice amount is required monthly to be submitted to Accounts Payable in order to receive the reimbursement. Accounts Payable, upon receipt of the same, shall review, file, and generate payment to such employees eligible and approved for reimbursement payments. Phone invoices are due by the last Monday of the month preceding reimbursement. Any invoices received after this deadline will be processed the following month, but invoices more than 1 month behind will not be eligible for reimbursement. Reimbursement payments will be issued the week of the first pay check of each month as a separate process from payroll.

Employee will be responsible for all costs related to the mobile telephone including accessories.

If mobile telephone reimbursements are discontinued for budgetary reasons, a sixty (60) day notice of such termination will be given by the Town of Williamston.

The department shall immediately suspend or terminate the monthly mobile telephone eimbursement if any of the following conditions exist:

- When an employee is out of work for more than thirty (30) days their mobile telephone privileges may be suspended. The Finance Director will notify the responsible parties when these situations arise.
- When the requirement and business need by the employee ceases to exist, as determined by the Department Head.
- When the employee is transferred from the department or terminates employment with the Town.

Option One (Town provided Cell phone)
This option is for employees that prefer to use a Town owned phone. The cost of the phone and all necessary equipment is paid by the Town. This program is overseen by the Finance Director, but the cell service and phone models used will be determined by the Department Heads or Town Administrator. The Department Head is responsible for determining whether the employee requires a standard phone or a smart phone.

Option Two (Reimbursement)
This option is for employees who prefer to provide their own cell phone and receive a reimbursement for a portion of the expense in a monthly reimbursement. The cost of the phone, plan, accessories, maintenance, etc. is paid by the employee. The Department Head and Town Administrator are responsible for determining which amount the employee will receive. Reimbursements are tax exempt. If an employee has a town owned device that was financed the employee will not be eligible to switch to a reimbursement option until the phone is paid for. There are two levels of reimbursement.

Level one: standard phone reimbursement - $30 per month

Level two: smartphone reimbursement - $50 per month

Basis of Reimbursements
This procedure is not intended to cover the full cost of an employee-owned wireless communication device. It does intend to cover the pro-rated cost for business use so that the Town maintains responsibility for payment of its operational cost incurred by its employees.

An employee is not eligible for a reimbursement and a Town-owned device for the same time period. Any employee receiving a reimbursement agrees to allow the Town to publish their number for business purposes and to accept business calls and/or messages on the phone.

Employee and carrier are responsible for technical support of the phone, plan and functionality. Employee will be responsible for all costs related to the device, including accessories.

Employee must retain an active contract as long as a reimbursement is in place.

If the Town should terminate an employee's reimbursement for any reason, the Town shall not be responsible for any costs or fees associated with ongoing service costs or contract termination fees.

Establishing New Service

Department Heads or their designees should evaluate those employees that require cell phones. After making this decision, the Department Head or Designee must determine which option the employee will need. The Department Head must submit a Cell Phone Request Form to the Finance Director and Town Administrator for processing.

Accountability and Public Record

All wireless communication devices and accessories purchased by the Town remain the property of the Town. All cell phone activity with a Town owned cell phone is deemed to be public record unless explicitly exempt under law. Employees who receive a cell phone reimbursement should note that Town related business may be public record unless explicitly exempt under law. If an employee separates from the Town, the cell phone and accessories must be returned immediately. If a wireless cell phone is no longer needed, the Supervisor, Department Head or Designee must notify the Finance Director so the service can be discontinued.

Phone Safety

Employees should use proper safety procedures at all times when using a cell phone, especially while performing job duties.

- Employees should use sound judgment while operating equipment or a motor vehicle. If at all possible, pull the vehicle to safety or turn off equipment when using any feature of a cellular phone.
- Employees in possession of a Town phone should keep the phone secure and well-maintained at all times to prevent damage.
- Employees should adhere to all federal, state, and local laws regarding cell phone use.

Cell Phone Request form
Town of Williamston
Town Issued or Reimbursement

Employee Name: _____

Department: _____

Position: _____

Requested:

Town Issued Cell Phone ☐ Standard Phone

☐ Smart Phone

Cell Phone Reimbursement

☐ Standard Phone

☐ Smart Phone

Explanation (Justification): _____

_____

_____

Employee Cell Number (mandatory) _____

I certify that I have received a copy of the Town of Williamston's cell phone policy and I understand the Town of Williamston's cell phone policy.

_____ _____

Employee Signature Date

_____ _____

Department Head Signature Date

Send a copy of completed and signed form to the Finance Director

Please read this in to public record:

To the august body of Councilmen, Mayor and Town Manager;

My name is John Liddick a home owning resident of Williamston. My address is 502 S. Haughton Street.

I had a short phone conversation with town manager, John O'Daniel and him I want to submit a concern to all of you.
Thus the following: As you already know you have a young man Jeremy, whom has open a microbrewery (Hook Hand) in Williamston. After speaking with him, he stated he struggles establishing a customer base. His customers stated to him that having a bite of food would enhance the experience at Hook Hand. Most microbreweries' offer some sort of food. When asked why no food trucks, the answer was the ordinance you have established for food trucks was written to limit, not promote a friendly business environment. After reading Williamston ordinance117 establishing laws for food trucks, I agree. Williamston must be able to flex in order to help those who are actually trying to make a difference in this community. Jeremy has stated to me that when he has asked truck owners, to come just 2 days a week, the answer has been always no. The bureaucratic restrictions you enforce with ordinance 117 would keep most food trucks away. The primary concern is the cost a $200 permit fee. I realize that is for an entire year. However, an established food truck with any business sense would not risk $200 simply to help a fellow business owner trying to establish a customer following. I suggest if a food vendor agreed to help Hook Hand, and they were licensed and properly permitted in a neighboring county you could vote an amendment to ordinance 117 requiring a simple onetime fee, that is friendly to a business for a weekend in Williamston. I realize this would require some out of box thinking. For this town to grow its' tax base, it is going to require that. You need to think how businesses create a symbiotic relationship without costly hindrances. If the food truck is successful, and became a regular with the Hook Hand, then apply your permits fees for a year. I also have been told that Jeremy has multiple food vendor friends who may come if the fee was not so draconic. Just think, one weekend Hook Hand has a taco truck, the next week an India food truck. Following weeks different foods, offering a variety. Can you possibly find a way to make it for vendors to establish a foothold in Williamston without costing a bureaucratic fee nightmare? You never know who may see Williamston as an opportunity to thrive. I now realize how simple it was under the cloak of COVID, to raise taxes and water rates without real input. Now I ask you to think about how flexible you can be, and find ways to increase your tax income without taxing you citizens. I have tried to talk to a few of you in hopes of sparking some solutions to your downtown business district. Most just say we know it is bad, but you have done very little in the 12 years I have been here. Along comes Hook Hand trying to start the Williamston comeback, but Ordinance 117 impedes the simple act of having a decent bite of food and a drink at your local microbrewery.

John Liddick
252-508-1875

REGULAR BOARD OF COMMISSIONERS MEETING
NC TELECENTER, 415 EAST BLVD #130, WILLIAMSTON, NC
MONDAY, SEPTEMBER 14, 2020 5:30 P.M.
AGENDA

Agenda Item	Time	Action	Page(s)
I Mayoral Procedures			
(1) Call to Order	5:30		
(2) Pledge of Allegiance	5:31		
(3) Opening Prayer	5:32		
II Discussion/Adjustment to the Agenda (Please include removal and transfer of any Consent Agenda items from Consent Agenda to Regular Agenda that need full discussion)	5:33	X	
III Consent Agenda (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.)	5:34	X	
(1) Approval of the Minutes of August 6 and 10, 2020 Meetings			1-6
(2) Appointment to Williamston Planning/Adjustment Boards – Ricky Coltrain			7
(3) Tax Relief Orders			8-9
(4) Budget Amendment – RRT			10
IV Public Comment	5:37		
V Old Business			
(1) COVID-19 Operations Update Additional COVID-Related Items: (a) Soccer (b) Volleyball (c) Christmas Parade (d) Gym John O'Daniel/Allen Overby	5:40	X	
(2) Consideration of Resolution Authorizing Conveyance of 140 W. Main Street Lot to Martin County Chamber of Commerce John O'Daniel	5:43	X	11
(3) Annexation Area A - Street Light Project Update John O'Daniel	5:46	X	12-15
(4) Consideration of Community Garden Zach Dickerson	5:49	X	16
VI New Business			
(1) Consideration of November Meeting Date Change John O'Daniel	5:52	X	17
(2) Consideration of Capital Project Ordinance 2020-13 John O'Daniel	5:55	X	18-24
(3) Consideration of Mobile Home Park Request John O'Daniel/Kerry Spivey	5:58	X	25

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

September 14, 2020

The Board of Commissioners of the Town of Williamston met in special session on Monday, September 14, 2020 at 5:30 p.m. in the Assembly Room located at 102 East Main Street, Williamston, NC.

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

ABSENT None

CALL TO ORDER AND INVOCATION
The Mayor called the meeting to order and welcomed everyone. She requested everyone stand for a moment of silence regarding the COVID pandemic. Commissioner Coffield led the pledge of allegiance. Commissioner Knox offered the invocation.

WELCOME
The Mayor welcomed Tina Brown, Mayor of Robersonville.

AGENDA APPROVED
The Mayor asked if there were any adjustments to the Regular Agenda or if the Board wished any items to be removed or added the Regular Agenda. The Town Administrator requested the addition of a purchase request received and consideration of softball fee refunds. The Mayor requested moving the Police Chief's presentation prior to public comment. *It was moved by Commissioner Chesson, seconded by Commissioner Coffield, and unanimously passed to approve the regular agenda as amended.*

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

Items approved in the Consent Agenda are as follows:

(1) Approval of the Minutes of the August 6, 2020 meeting was approved with the correction of Commissioner Rodgers was not in attendance and August 10, 2020 meeting minutes approved as presented.

(2) Tax Relief Order

Year	Name	Remarks	Total
2017	LaDenes, Inc	Property Donated to Town	$ 203.51
2018	LaDenes, Inc	Property Donated to Town	$ 570.81
2019	LaDenes, Inc	Property Donated to Town	$ 527.26
2020	LaDenes, Inc	Property Donated to Town	$ 548.06
2020	Randy Stalls	Town Purchased	$1,366.57
2020	Randy Stalls	Town Purchased	$ 310.06
2020	David Taylor	Boat not inside town limits	$ 271.70
2019	Thalassa Fishing LLC	Boat not inside town limits	$3,367.30
2020	Thalassa Fishing LLC	Boat not inside town limits	$3,641.79

(3) Budget Amendment – RRT

Undesignated Fund Balance $22,719.77

The purpose of this amendment is to budget funds not spent at June 30, 2020 for the RRT Grant. These funds were rolled into fund balance and we are required by the grant to budget them in the next fiscal year in order that they are used for RRT only.

PRESENTATION OF ADVANCED LAW ENFORCEMENT CERTIFICATION

Police Chief Cowan congratulated and presented the Lieutenant Michael Pope with the Advanced Law Enforcement Certification. The NC Criminal Justice Education and Standards Commission recognized officers for their service in time and dedication to development and improvement through in-service training. This is not regarding the mandated training but is above and beyond. This is the highest level one can achieve and it takes at least 10 years to achieve. Lt. Pope has been dedicated to the Town and the citizens for 14 years.

PUBLIC COMMENT

Angela Adams, 108 Roberson Avenue, reported an ongoing trash issue from Moore Apartments. The issue was addressed and cleaned up but the next day, the landlord and tenants put trash at the fence again. She wants a permanent fix for this issue. The Mayor reported she has seen the issue and her comment will be taken under advisement.

OLD BUSINESS

COVID DISCUSSION

The Town Administrator presented a COVID update received from the Martin-Tyrell-Washington Health Department. The Recreation Director reported the Board had given direction previously on softball He recommended following the NC High School Athletic Association recommendations for soccer and volleyball. Volleyball is scheduled to begin in November and soccer in February. The Soccer Association does not plan to play this fall and have received no notifications that any All-Stars plan to play this fall. Basketball would normally begin in December. The Recreation Director recommends following the high school lead as to whether to or not to play as things can change a lot between now and December. Commissioner Rodgers questioned if safety measures will be in place if the sports are to continue. The Recreation Director reported there will be something in place as it was with softball. The Town Administrator reported no vote is needed as this will be brought back to the Board prior to any organized sports registration. The Recreation Director reported softball was scheduled to play for 8 weeks but ended after two games. He requested Board consideration to refund all or part of the $20 to $30 softball registration fees. The Town Administrator reported it was the intention to roll the fees towards volleyball registrations but as it appears volleyball season may also be cancelled, it would be cleaner to refund instead of doing credits. *It was moved by Commissioner Chesson, seconded by Commissioner Moore, and unanimously passed to refund the 2020 softball registration fees in full.*

The Recreation Director reported the Governor's Phase 2.5 allows gyms to reopen at 30% capacity. Per the Fire Marshall, the maximum capacity of the indoor Perry Fitness area is 20 so only 6 people would be allowed entrance at one time. The gym would be open only for people who wish to walk. He recommends the center to be open Monday through Friday (7am to 8pm) and remain closed on Saturday. He would check for symptoms before anyone is allowed to enter and strict cleaning procedures will be put in place. *It was moved by Commissioner Chesson, seconded by Commissioner Coffield, to allow the gym to reopen per the Governor's recommendation. Commissioner Rodgers reported COVID cases in Martin County have increased and while the numbers are increasing, there is no need to change the restrictions in place. There will be close contact when weight lifting and basketball. The Recreation Director clarified basketball will not be allowed at this time. Commissioner Rodgers reported the spotters for weightlifting are very close. Commissioner Moore reported the fitness room is very small, even for six people, especially with the heavy breathing associated with exercise. The Town Attorney reported the Town should not be held liable if in compliance with the Governor's order. The Board can be more restrictive than the Governor's order. Commissioner Rodgers reported concern of the ones that go to the gym will go home to family members and that should be taken into consideration. With no further discussion, the Mayor reported there is a motion on the floor and a second and requested a vote. Commissioners Chesson, Knox and Coffield voted to allow the fitness center to reopen per the Governor's recommendation. Commissioners Rodgers and Moore voted against. The motion passed.*

The Town Administrator reported the Christmas Parade is scheduled for December 3, 2020. The Mayor reported while she doesn't get a vote, she is opposed to holding the parade as it will bring a large number of people together and most will not wear a mask. The Recreation Director reported his and the Town Clerk's recommendation to

cancel the parade. The Town Clerk reported people on floats and in vehicles will be in close contact for over an hour. Commissioner Chesson reported there will not be any bands either. *It was moved by Commissioner Chesson, seconded by Commissioner Coffield, and unanimously passed to cancel the 2020 Christmas Parade.*

APPROVAL OF RESOLUTION 2020-203 AUTHORIZING CONVEYANCE OF 140 W MAIN STREET LOT

The Town Administrator reported the Town Attorney drafted the presented resolution per Board direction. The Board approved conveyance of 140 West Main Street at the August meeting to the Martin Chamber of Commerce. Commissioner Rodgers questioned if the people living in that area have been informed concerning this transfer. The Town Administrator reported the empty lot is in the Downtown Area and not in a residential area. The Martin County Chamber of Commerce's plan for the area will be facelift for the lot in question.

UPDATE ON STREET LIGHT PROJECT IN ANNEXATION AREA A

The Town Administrator reported a second survey was sent to the citizens in the annexation area by the Country Club. Dominion would not consider the project without a signed survey from the property owners. Once the survey is sent to Dominion, Dominion will proceed with obtaining easements from the agreeable property owners prior to the installation of the lines and poles. The Town Administrator requested Board direction as to whether to attempt a third survey to hopefully increase the number of responses. Commissioner Coffield reported to move forward with the ones that want street lights and do not prolong the project. Commissioner Chesson reported he agreed but is concerned with the logistics of the sporadic placements of the lights. The Town Administrator reported Dominion will connect to junction boxes and will not have to bore the light line beside the entire street. Commissioner Chesson reported once some lights are installed, others will want street lights in their area once they see the minimal impact to their property. The Town Administrator reported a budget amendment will to proceed will be brought to the Board if approved. He is uncertain how long before Dominion will begin as many are working from home at this time. *It was moved by Commissioner Chesson, seconded by Commissioner Moore, and unanimously passed to allow the Annexation Area A Street Light Project to proceed with the property owners who have agreed with the request.*

APPROVAL OF COMMUNITY GARDEN

The Planning and Downtown Marketing Coordinator reported a new location for consideration of the Community Garden. The new location is behind the tennis courts and has ample parking. The Mayor questioned if the property is residential. Town Planner and Zoning Administrator reported the property is zoned as office and institutional. Commissioner Chesson reported the garden would be good use of the property with the street lights and ample parking to include the primary school parking area. *It was moved by Commissioner Knox, seconded by Commissioner Coffield, and unanimously passed to allow a community garden behind the tennis courts.*

APPROVAL OF NOVEMBER MEETING DATE CHANGE

The Town Administrator reported there is a conflict meeting at the NC Telecenter for the November meeting. Commissioner Chesson recommended November 9, 2020 for the Regular Meeting. The Town Clerk verified the meeting room at the NC Telecenter was available. *It was moved by Commissioner Knox, seconded by Commissioner Moore, and unanimously passed to change the Regular November meeting to November 9, 2020 at 5:30 pm to be held at the NC Telecenter.*

APPROVAL OF CAPITAL PROJECT ORDINANCE 2020-13

The Town Administrator reported the Town will receive a total of $166,911 from Martin County as part of the Corona Relief Fund (CRF). The laptops purchased by the county on our behalf totaled $21,687, leaving the remaining balance of $145,223. The Town submitted a plan to the County and State on how the funds would be spent. The entire balance will be used to reimburse the town for the payroll expenses of employees that responded to COVID-19. He requested Board's consideration in moving $145,223 from budgeted salaries to cover the cost of Police and Fire radio and IT expenditures. The Town will be required to switch all radios over to the new VIPER system within the next few years at a total cost of $504,957. When current radios cease to work, new radios will be purchased as replacements as the older radios are no longer available. The Mayor questioned if this was in the plan to the County and State. The Town Administrator reported the actual submission report was included in the packet but recently more detailed information has been requested. *A motion was made by Commissioner Chesson to approve the Capital Project Ordinance 2020-13 Police and Fire Department Radio Project. Commissioner Knox seconded the motion and*

the motion was passed unanimously. The ordinance is hereby attached with the minutes of this meeting and incorporated in the Town's Ordinance Book for future reference.

DISCUSSION OF TREESIDE MOBILE HOME PARK (MHP)

The Town Administrator reported Lewis Whitley addressed the board with concerns over the water supply to his recently purchased mobile home park. While only 19 lots are occupied, he is charged an availability fee for all 38 lots. He presented several options reviewed. Mr. Whitley requested the water system in the park to be turned over to the Town. As the 37 acres are privately owned, it is not financially feasible for the Town to install waterlines and meters at each individual site as the property is not within town limits, it is cost-prohibitive and it is unknown if the lines were installed to Town code. The second option is to reduce the number of flat rate charges which is complicated by the treatment of apartment rentals, such as duplexes, do not have individual meters although they have been encouraged to do so. The apartments, even if not rented, are existing structures. If this option is also extended to apartment rentals, it would be impossible to manage and verify changes resulting is significant revenue loss to the Town. The third option is to continue business as usual but reduce the number of flat rate charges for the MHP to 20. It will be the responsibility of the owner to contact the Town prior to the installation of another mobile home in the park. Staff will conduct quarterly checks to verify that these regulations are followed. *It was moved by Commissioner Chesson, seconded by Commissioner Coffield, and unanimously passed to reduce the flat rate of availability charge for the Treeside Mobile Home park be reduced from 38 units to 25 units and is to be reassessed on a semi-annual basis but the Director of Public Works has the authority to raise as needed.*

APPROVAL OF RRT CONTRACT

The Fire Chief reported the RRT contract November 1, 2020 through June 30, 2024 with the availability of a one-year extension. Currently the RRT program is running under a one-year extension. He requested the Board to approve the contract presented and grant authority to Town Attorney, Town Administrator, Mayor and Fire Chief to sign the contract via Docusign. There are a few changes regarding RRT guidelines. *It was moved by Commissioner Knox, seconded by Commissioner Coffield, and unanimously passed to approve the RRT Contract as submitted and grant signing authority to Town Attorney, Town Administrator, Mayor and Fire Chief for the RRT contract.*

DISCUSSION OF PARKS AND RECREATION USER FEES

The Recreation Director requested the Board's consideration of changes in the Perry Center fees. The only changes were to the rate schedule is to change the group participant numbers for "home school-mentor, etc." to allow for groups 10 or less and 11+ clients. For the athletic fees, currently the charge is $20 for residents and $30 for nonresident for basketball, volleyball, football, and softball. The proposed change will be $15 for residents and $25 for non-residents for basketball and volleyball; $25 per resident and $35 for non-resident for football and softball. The requested change reflects the expenses with each sport. Participants that participate in all sport will notice a slight decrease in the cost. Concession Fees are currently 10% of sales and would change to $1 per registered participant. Under travel team and tournament fees, use of the gym for practice will be $20 for a 2-hour session and $30 for a 3-hour session. Under General Fees, a temporary fence currently costs $100 and would change to $200 for the setup fee. General fees for Martin County Youth Soccer will change from the cost of paint to $300 set up fee per season. *It was moved by Commissioner Chesson, seconded by Commissioner Coffield, and unanimously passed to approve increased rates as presented.*

APPROVAL OF LILLEY SUBDIVISION REQUEST

The Town Planner and Zoning Administrator reported the Elmo Lilley Jr. has submitted a final plat for subdivision of a 14.25-acre property located on US 17 north of the Walmart property – parcel 0501881. The plat shows the subdivision of the property into 8 separate parcels intended to be used for future residential properties. The preliminary plat and final plat were approved by the Williamston Planning Board. The property is currently zoned Commercial. The Town Planner suggested the two parcels along US 17 remain commercial and the remaining lots be rezoned to Residential at a later date. The properties to be rezoned to residential are bound by Walmart to the south and residential property to the northeast. The Mayor questioned when the Crescom bank was to build on the property. Commissioner Chesson reported the bank has changed plans concerning locating in Williamston. *It was moved by Commissioner Chesson, seconded by Commissioner Moore, and unanimously passed to approve the final plat for the subdivision request for parcel 0501881 with the two parcels along US 17 remain commercial and the remaining lots be rezoned to Residential at a later date.*

DISCUSSION OF FINANCE UPDATES

The Town Administrator reported Commissioner Moore requested a Finance Report to be submitted at the monthly meetings. The Finance Director provided a Tax Collector report, cash balances report, and a revenue/expense statement for the Board to review. The Town Administrator requested the Board to review and decide what types of information would prove most beneficial. He also reported the data reported will be at least two months behind to allow for monthly closeout procedures. The Town Administrator requested Board direction as to the frequency and information provided. Commissioner Chesson reported the dashboard received in January should be sufficient. Commissioner Chesson reported he is satisfied with receiving the data with trends in January as no one is allowed to go over budget. Commissioner Chesson reported unless you dig deep, the numbers don't make sense and will be creating additional workload for staff. While he sees what cash balances are, but without context, the information doesn't make sense. Commissioner Moore reported the request was not to point fingers but needed as the Board is accountable for the information. If there are issues, he wants to know ahead of time. Commissioner Chesson reported the information could be provided to any Commissioner upon request. The Mayor reported quarterly may be too often but biannually would be sufficient. The Town Administrator reported the current times information is presented to the Board during the retreat in January and audit presentation which is presented towards yearend. The Mayor questioned if the Board was satisfied with receiving the information twice a year. Commissioner Chesson reported anyone in the public plus the Board can receive this information upon request. Commissioner Moore reported he was satisfied as long as he is able to receive the information upon request. The Town Administrator reported staff will gladly provide the information upon request and twice a year. The Finance Director reported franchise information is always 3 months behind and is estimated in June. Sales and Use Tax is always received two months behind. She can give numbers in June prior to the yearend audit as long as the Board is aware of the approximations. The Town Administrator reported the Town's goal is to complete the budget process by May as the Finance Director will retire in May.

DISCUSSION OF POLE PURCHASE REQUEST

The Town Administrator reported an individual expressed interest in purchasing a pole at the old service station, located on Town-owned property on River Road. The Town Attorney reported someone has offered $50 for the pole and the pole is no value or use to the Town. In a situation such as this, the Board can grant the Town Administrator the authorization to dispose of nominal value items. *It was moved by Commissioner Rodgers, seconded by Commissioner Coffield, and unanimously passed to authorize the Town Administrator to dispose of the pole.*

DEPARTMENTAL REPORTS

Public Works

The Public Works Director provided the following report:

- Landfill fees were very high for the month with 289 tons of debris collected. There was no choice but to take a large portion to the landfill.
- The chipper is out of service as the replacement part has to be fabricated.
- He reported he may need help to get the application completed as the permitting process is complex for the air curtain project.
- The street sweeper is close to replacement time as the sweeper unit is in poor shape. The truck mileage is not as important as the hours on the sweeper unit. A third unit will be onsite next week for staff review and will hopefully have quotes for the Board's review soon. The Mayor questioned if a sweeper could be purchased and mounted on the truck. The Director reported the town has never done that and an issue may be finding one that would fit. Some of the funds could be recouped by selling the aged equipment on GovDeals.com and savings of retrofitting would be limited as it is a specialty piece of equipment.
- Safety on Tank Street continues to be an issue due to the public traffic plus the large equipment in an area with many blind spots. There was discussions in the past concerning closing the street and making it a part of the Public Works compound. Closing the street will not create a hardship on the residential access. The proposal is to put an automatic gate on Martin Luther King Drive end of Tank Street and a manual gate at the other end. Commissioner Coffield questioned the house at the corner of Tank Street and Martin Luther King Drive. The Director reported there are multiple heirs and have satisfied the tax issue. The Town Planner and Zoning Administrator reported the home is a repeat offender for Code Enforced mowing.

Planning

The Town Planner and Zoning Administrator reported:

- He provided a handout to update the Board of Code Enforcement activities. He reported the potential for additional code enforcement funds. Currently there are $24,000 in the budget with $3,675. 1004 W. Main Street is included in the report which was referenced in the public comment period as $1,100 was used to clean that property after the fire. That property is a constant issue with trash. Commissioner Moore questioned if there is a long-range plan for this property. The director reported staff has recommended the owner obtain additional trashcans for the tenants. Commissioner Moore reported the owner personally placed an interior door on the property line. It is hopeful the $1,100 bill for the dumpster will correct their behavior. The Mayor questioned if any tenants are in the building. The Fire Chief reported power has not been restored to the building since the fire and should be vacant to the best of his knowledge. Two of the apartments were uninhabitable after the fire. The Director reported the owner is located in Cary, NC per the tax card and will not respond to any letters sent. Staff was able to talk to him briefly on one occasion when he was onsite after the fire. He requested the Board to review the list and let him know if there are any additions or questions. Commissioner Moore questioned if the cleanup at 110 Perry Street was a turnkey job as it appears to be gutted. The Director reported the property was cleared but currently seeking a contractor to finish. Commissioner Rodgers questioned if the Town will also spray the property. The Director reported the property is owned by the Williamston Housing Authority and the Town does not have the authority to spray. The Town Administrator requested direction from the Board as the department does not have the needed funds in the budget for basic operations as funds were exhausted on big projects. Commissioner Rodgers questioned if the funds for the black summit wasn't used last year. The Finance Director reported unused funds are rolled into fund balance and departments must stay within the budgeted allowance unless the Board approves a budget amendment. The Mayor questioned what fund balance is used for. The Finance Director reported fund balance is not used for budget but is like a savings fund. When there are savings from a budgeted item, the excess funds are moved into fund balance. An exception would be for the RRT Fund as those funds have restricted use. Commissioner Rodgers questioned the use of budget amendments. The Finance Director reported budget amendments are used to move funds from fund balance to current expenses or to move from one budgeted line to another which will not utilize any fund balance. The Town Administrator reported of the $24,000 that is budgeted, the Board has directed $47,400 of Code Enforcement concerns to be addressed in this year. He requested the department to not add any additional projects until costs for current projects are realized. The Mayor reported an understanding these costs were charged by adding to the property's taxes. The Town Administrator reported the costs are added as a lien on the property. The Finance Director reported the costs are not always reimbursed. The Director reported none of the year-to-date expenses of $3,475 have been reimbursed. Commissioner Rodgers questioned the current projects that have been voted on will be completed. The Town Administrator reported the need to wait until the Town receives notification on the demolition grant for the Mitchell building in the next month as that will determine as to the amount of funds left that were budgeted. Commissioner Rodgers reported noticed some of the places that were voted on to be mowed have not been done. The Town Administrator reported the Board hasn't voted on mowing except the clearing of a lot but have received calls concerning properties. This update is to make certain the Board is aware the projects are placing the department over budget and will have to be addressed. Commissioner Chesson expressed appreciation for the update but was adamant these properties must be cleaned up even if it requires the use of fund balance. The Mayor agreed and the vegetation on Perry Street has been cut but the lot looks like a trash dump and needs to be cleaned. Commissioner Rodgers reported citizens who pay their bills contribute to the finances of Williamston and they suffer because of properties that don't belong to them and affect the value of their property. Commissioner Chesson instructed the Director to use every legal method at your disposal to get the items taken care of with no tolerance.
- The Code Enforcement position application deadline was extended to September 30th. The Mayor questioned if only one person applied. The Director reported the job was posted in additional places to obtain more interest in the position. Commissioner Moore questioned the hours required for the position. The Director reported the hours were Tuesday, Wednesday and a half day on Thursday for a total of 20 hours.
- The Patriot House renovation is to be completed in December.
- A motorcycle parts store is relocated downtown which will be an online sales store.

- Cakes by Becky bakery has opened in the old Red Heron building and appears to be well received.
- Roanoke Realty has relocated downtown.
- There is interest in opening a florist shop downtown.
- The Michell Building is to be demolished by the end of this year.
- Commissioner Coffield questioned who determines when the grass gets mowed through code enforcement as it is hard on a mower to mow when grass gets that high. The Director reported the nuisance ordinance in the Town Code of Ordinances states the grass must be at least 10" tall before staff can begin code enforcement process. the Town has to mow through code enforcement repeatedly one of the properties on Martin Luther King Drive and is technically 3 parcels.
- There has been an increase in investment interest in the downtown area.

Parks & Recreation

The Parks & Recreation director reported the following:

- The department currently has a new program supervisor and a new maintenance worker.
- Tree root repair has been fixed on the walking trail at the Godwin Coppage park.
- Erosion work has been completed between the softball field and mobile home park. Concrete has been installed under the bleachers. Martin County Travel and Tourism allocated $500 to assist with the $4,000 project.
- The program supervisor is currently working on coaching manuals.

Police

The Police Chief reported:

- The renovations of the new police department are moving along. Staff is working in advance organizing items to be relocated when the building is complete.
- The department has had sickness, isolations and a lot of decontamination. COVID has made working a challenge but services have not suffered and staff is working together to ensure guidelines from the CDC, health department and Governor's office are followed.
- Staff has been taking advantage of online classes except for firearms training.

Fire/Rescue

The Fire Chief provided the following report:

- The Captain has returned to work after a heart attack.
- He met with David Jenkins (Martin County Schools), and Larry Johnson (Fire Protection Coordinator) to instill a fire program for High School juniors and seniors to complete the entire fire course with the exception of live burns. A person must be at least 18 years old to participate in live burns.
- One of the EMS units is out of service and will need to be replaced very soon.
- Departmental supplies are stocked but the back orders are concerning.
- There are 38 active COVID cases in Martin County with a total of nine deaths.
- October is fire prevention month.

Administrator

The Town Administrator reported:

- Staff is working towards obtaining quotes for the EMS remount and a street sweeper for the next board meeting.
- He is hopeful the NCLM Safety Grant will help fund the fence needed for Public Works.
- He requested assistance with the Mitchell building demolition from Martin County. A motion was made but never seconded. No assistance is anticipated.
- The longevity luncheon will be held November 10, 2020.
- A tree fell on the fence at the Skinner warehouse.

CLOSED SESSION
It was moved by Commissioner Chesson, seconded by Commissioner Coffield and passed to go out of regular session into closed session to address Attorney-client per N.C.G.S. 143-318-11(a)(3) and Personnel matters per N.C.G.S. 143-318.11(a)(6).

It was moved by Commissioner Chesson to go out of closed session and into regular session. The motion was seconded by Commissioner Coffield and passed.

STREET PAVING PROJECT
It was moved by Commissioner Chesson, seconded by Commissioner Coffield, and unanimously passed to accept staff recommendation to repair Williamston Street (from South Watts Street to South Haughton Street) and North Martin Luther King Drive (Hyman Street to Gurganus Street) in the amount of $82,970 per the Barnhill Contracting Company bid proposal.

FINANCE OFFICER IN TRAINING
It was moved by Commissioner Chesson, seconded by Commissioner Coffield, and unanimously passed to hire Christina Craft as the Finance Officer in Training effective immediately per the pay schedule presented.

ADJOURNMENT

There being no further business, the Mayor declared the meeting adjourned at 9:20 p.m.

Submitted By:

Christina Craft
Town Clerk

Approved By:

Mayor

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

August 6, 2020

The Board of Commissioners of the Town of Williamston met in regular session on Thursday, August 6, 2020 at 5:30 p.m. in the NC Telecenter located at 415 East Blvd #130, Williamston, NC.

PRESENT Mayor Joyce Whichard-Brown
Commissioners: Mayor Pro Tem Ronell Rodgers, Jerry Knox, Alton, Moore Al Chesson, and William Coffield
Town Administrator: John O'Daniel
Town Clerk: Christina Craft
Town Planner and Zoning Administrator: Cameron Braddy
Town Attorney: Daniel Manning

CALL TO ORDER AND INVOCATION
The Mayor called the meeting to order and welcomed everyone. Commissioner Coffield led the pledge of allegiance. Commissioner Chesson offered the invocation, after a moment of silence for all affected by the hurricane and Corona Virus.

AGENDA APPROVED
The Mayor asked if there were any adjustments to the Regular Agenda or if the Board wished any items to be removed or added the Regular Agenda. The Town Administrator requested the addition of the Utility Payment Arrangement Update as Item 3 under Old Business. The Mayor requested to move the COVID-19 Operations Update prior to the Public Comment period as to allow Vickie Manning (MTW Health Department Supervisor) to report and leave if she chooses. *It was moved by Commissioner Chesson, seconded by Commissioner Coffield, and unanimously passed to approve the regular agenda as amended.*

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

Items approved in the Consent Agenda are as follows:
(1) Minutes of the July 7 and July 15, 2020 meetings
(2) Williamston Housing Authority Reappointment – Kenneth Johnson

COVID-19 OPERATIONS UPDATE
Vickie Manning, MTW Health Department Supervisor, updated the Board on the COVID-19 statewide and local statistics. There are 23 active cases in Martin County. There are 4 active cases in Tyrell County. There are 17 active cases in Washington County. 54% of the cases in Martin County are male. 2,900 people in Martin County have been tested. She stated the Health Department is accepting appointments for testing. The testing is done via "drive-up."

The Town Administrator reported the Town will continue with the current COVID-19 precautions. He requested Board consideration on softball as the Town was hopeful the State would be in Phase 3 by this time. The Parks and Recreation Director was available for questions and wanted direction as to other sports, such as volleyball, softball and football. The Recreation Director reported the church softball league wants to continue to play. There are other groups that also want to play. There are approximately three more weeks of softball on the schedule. Commissioner Chesson recommended continuation of registration to be prepared to continue with the season if allowed. The Town Attorney requested liability aspects of this discussion to be handled in Closed Session under Attorney/Client Privilege.

PUBLIC COMMENT
None

OLD BUSINESS
Code Enforcement Priority List with Estimates
The Town Administrator presented a priority list with estimates as directed by the Board. The Bowen Sign Building was estimated at $4,100 but have received a quote for $8,000. He reported the demolition of the Mitchell Photography building will have a major impact on the annual demolition budget. The Mayor questioned who provided the estimates. The Town Administrator reported he and Town Planner and Zoning Administrator provided the estimates.

He reported the residential demolitions will be delayed until the Mitchell Photography building is demolished in an attempt to remain within the current budget. Commissioner Moore questioned if the Mitchell Building was included in the budget. The Town Administrator reported more funding was budgeted for Code Enforcement to address the properties. Commissioner Knox reported the Mitchell building has been an ongoing problem which needs to be handled first. The Town Administrator reported the possibility of a grant to demolish the Mitchell building if the owner donates to the town. Commissioner Chesson reported all of the items on the list are paramount as the amounts given will and the Town needs to make a statement. The Town Planner and Zoning Administrator reported concern as regular lot mowing consumes one-third of the Code Enforcement budget and wanted the Board to be aware other items are handled under the same budgeted line. He wanted the Board to be aware there will have to be a budget amendment later in the year if the Board moves forward with all items on the priority list. Commissioner Chesson questioned how under budget the Town was for 2019/2020. He is counting on excess funds to handle all of the items on the priority list. *A motion was made by Commissioner Chesson to proceed with the demolition of 110 Perry Street, Bowen Sign building, 415 N. Haughton Street and remove debris plus area preparation for the Magnuson property, seconded by Commissioner Coffield and unanimously passed.*

Approval of Mitchell Building Donation

The Town Administrator reported a Code Enforcement letter has been sent to Mr. Mitchell regarding the Mitchell Photography building which gives him 75 days to bring the property to code or demolish the building. Mr. Mitchell indicated he has no intention to do either but would rather donate the property to the Town. If the Board accepts the donation, the Town will work with the Town Attorney for the property transfer and apply for a Demolition grant. He is hopeful to receive notification about the CDBG grant in October and should have a contractor at that time to begin demolition. The Town Administrator reported the taxes have not been paid on the property. The Town Attorney reported at least three years of back taxes are owed to the Town and County. The Town Attorney reported Mr. Mitchell has offered to donate the Mitchell Photography building to the Town. The Board has to accept the donation prior to conveying the property to the Town. The Town Administrator reported a meeting could be held in the next week to convey the property. The Mayor questioned if the Board needs to make the decision as to when the County taxes are paid. The Town Attorney reported the only decision that needs to be made at this time is whether to accept the donation the Mitchell Building. *A motion was made by Commissioner Moore to accept the donation of the Mitchell building, seconded by Commissioner Coffield. Commissioner Chesson requested the motion to be amended to the donation must be no later than August 17, 2020. The amended motion was passed unanimously.*

NEW BUSINESS

Utility Payment Arrangement

The Town Administrator presented a payment arrangement plan to the Board. Per Board direction, the plan will allow nine months to pay the utility arrears. The original payment arrangement had a clause that would void the agreement if a payment was missed and the full amount would become due immediately. The Attorney General interprets this as another penalty and payments would be caught up within the next month. The plan presented is more advantageous to the citizens than the prior plan. Commissioner Moore questioned that, even if the document is signed, a citizen misses a payment on the plan, water would not be turned off? Town Administrator reported water would be disconnected for current bill plus the monthly payment due on the arrangement. In the previous plan, the entire past due amount would become immediately due and water would have been disconnected until payment is received. The computer system is not designed for this and is a learning curve for the department. The Mayor questioned if citizens have been told they can make higher payments during any month to reduce the amount due the next month. Jeneane Everett, Payroll Supervisor, reported there will be many variations and plans to work with the citizens. *A motion was made by Commissioner Knox, seconded by Commissioner Chesson to accept the utility payment arrangement*

ACCEPTANCE OF FISCAL 2019 AD VALOREM TAX SETTLEMENT AS OF JUNE 30, 2020 REPORT

Jeneane Everett reported as Tiffany White was unable to attend. She reported that the original tax levy was $2,683,766.82. The uncollected tax as of June 30, 2020 is $281,897.03. The 2019 tax collection rate and deductions are at 92.468%. Ms. Everett reported the tax collection rate would have been 93.286% if Walmart had paid on time. The Tax collection and deductions for the 2019 levy were 89.420%. Ms. Everett requested, in accordance with G.S. 105-373(a) that the report be approved and accepted as a settlement of the 2019 Ad Valorem Tax Levy. Commissioner Coffield questioned the discoveries. Ms. Everett reported the tax assessor finds property when performing assessments and adds the properties to the list. The Mayor questioned why the Mitchell Building was not listed. Ms. Everett reported all delinquent taxes are published in the newspaper but not all were listed for this report. *It was moved by Commissioner Chesson seconded by Commissioner Moore and unanimously passed to approve the Fiscal 2019 Ad Valorem Tax Settlement report as presented.*

TAX ORDER TO COLLECT FISCAL 2020 PROPERTY TAXES

Jeneane Everett requested approval of the Tax Order to Collect Fiscal 2020 Property Taxes in accordance with G.S. 105-373(a). *It was moved by Commissioner Coffield, seconded by Commissioner Moore and unanimously passed to approve the Tax Order to Collect Fiscal 2020 Property Taxes as presented.*

Consideration of Community Garden

The Town Administrator reported a request of the Williamston Community Gardeners to establish a community garden in Williamston as a public service. If the Board approves, an easement for the community garden would be created for with a term limit of one year. The Town Attorney reported if the agreement is in the form of a lease, the Town Administrator would be authorized to renew the agreement annually without bringing it before the Board in the future. Commissioner Coffield questioned who furnishes the seeds or plants. The Town Administrator reported the Town will not have any financial responsibility to the garden. The Williamston Downtown Planning and Marketing Coordinator Zach Dickerson reported the Williamston Community Garden is a proposed ongoing community service project. The goal of the Community Garden is to serve as both a place where Williamston residents can participate in a hands-on project while also meeting the need of food insecurity. The proposed location of the community garden is in the lot adjacent to Martin Memorial Library at 302 N. Smithwick Street. They are asking permission to use the property with the expectation that the agreement be reviewed on a yearly basis. The group, Williamston Community Gardeners, currently has 23 members and hopes to grow participation in the future. While the community is encouraged to participate, there will be set people who are designated to maintain the garden. The group seems very organized. Walmart has already donated 200 plants to get it started. The plan is for each member to take over a section. There will be baskets onsite for anyone to pick vegetables at no cost. Commissioner Chesson reported the idea is great but the location is highly travelled with limited parking. Dickerson reported the parking lots are full except the church parking lots during the week. Commissioner Chesson reported concern over how well manicured the garden would be. While he supports the idea of the community garden, he does not feel the proposed spot is a good area. Dickerson reported the garden would be a good fit per the zoning ordinance and would increase utilization with the location beside the library. He stated there will be semi-raised areas in the garden. The Town currently mows the lot but the Williamston Community Garden would maintain the garden area. Commissioner Chesson expressed concerns over the maintenance which could be addressed as the agreement is only for one year. Commissioner Knox reported parking in the area was already bad. The Town Attorney reported stipulations for parking could be added to the lease. Commissioner Chesson questioned if they need alternative sites as he offered the use of his 10-acre property by the hospital. There is plenty of parking and a pond for water supply. His only issue with the project is the proposed location. Dickerson reported the area is zoned as "09" (office and institution). Commissioner Chesson suggested Dickerson to speak with the committee concerning other areas. *Commissioner Chesson motioned to table the discussion, seconded by Commissioner Coffield and unanimously passed.*

2020/2021 Street Project Proposal

The Town Administrator reported Public Works Director Spivey submitted a listing of priority streets that need to paved. The current budget for streets is $85,000. The streets include a portion of Williams Street, Roberson Street, MLK Drive and Haines Circle. Commissioner Chesson reported Williams Street is concrete and asphalt over concrete will most likely not last long. The Town Administrator will discuss further with the Public Works Director. The Town Administrator questioned if there are any other streets the Board would like added to the list so staff can move forward with obtaining contracts to begin the work in the fall before the asphalt plant closes. *Commissioner Chesson motion to direct the Public Works Director to obtain quotes and prioritize the recommendations, seconded by Commissioner Moore and unanimously passed.*

Approval of Ordinance 2020-12 Setting Speed Limit on Elm Street

The Town Administrator reported the Board directed staff to install speed limit signs between White Street and Church Street. The proposed Ordinance 2020-12 will make the speed limit sign enforceable. The Mayor questioned the violation portion of "not more than $50." The Town Attorney reported the violation portion was taken directly from the NC State Statures. *A motion was made by Commissioner Moore to approve the Ordinance 2020-12 Setting Speed Limit on Elm Street. Commissioner Coffield seconded the motion and the motion was passed unanimously. The ordinance is hereby attached with the minutes of this meeting and incorporated in the Town's Ordinance Book for future reference.*

Discussion of Street Lights for Annexation Area

The Town Administrator reported Street Light Surveys were sent to 32 residents in the two areas in the Country Club area with a submission deadline of August 3, 2020 to verify the residents would be willing to give the Town an easement to install the lines and poles. Due to a low response or denied easements, there are very few areas where

Dominion would be able to install a light. He plans to send the survey to Dominion to see if there are any alternatives. Prior to meeting with Dominion, the Town Administrator reported he plans to send the survey to the unresponsive residents. A couple of responses denied easements but requested an entry light which is not something the Town does. The Mayor questioned if the area has a spoke person. The Town Administrator reported the survey received previously from one of the residents was not accepted by Dominion which is why there was a need to do an additional survey. The letters are only sent to the residents where easements are required for the project. Commissioner Chesson reported the Town has the responsibility and morally obliged to try to install streets lights per the Annexation agreement. Without approval, the Town will not be able to install lights. *A motion was made by Commissioner Chesson to direct staff to seek approval from existing residents with a submission deadline of August 31, 2020 and based upon those results, seek Dominion Power resources responses to see if the project is financially feasible. Commissioner Moore seconded the motion and the motion was unanimously passed.*

Approval of Administrative Services Contract for Urban Redevelopment Grant
The Town Administrator reported, at the September 12, 2016 meeting, the Board agreed to accept the Mid-East proposal to assist with the final CDBG Downtown Redevelopment Grant application at a cost of $3,500 and for the administration of the grant for $20,000 for a total of $23,500. The contract for the grant application and administration was never received and signed. The contract has been received and reviewed by the Town Attorney. *A motion was made by Commissioner Chesson to approve the signing of the contract. Commissioner Knox seconded the motion and the motion was unanimously passed.*

Approval of Chamber Request for Outdoor Space and Stage Area
Chase Conner, Martin County Chamber Director, reported the Chamber applied for an AARP grant to develop an outdoor space in Downtown Williamston. Originally, the space beside the Chamber office was considered. Due to a lien on the property, the property could not be donated. The Chamber is requesting the 140 West Main Street property to be donated to the Martin County Chamber. The Chamber's plan is to build a covered stage at the far end, patio and seating area off the Main Street sidewalk, and above ground gardening boxes along the building wall that will spell out "Williamston" along its side. The Town Administrator reported the Mitchell Building would have been a great location except the demolition grant stipulates the use of the property as commercial. If the Town tore down the building without the grant, the timeline would be too close to the end of the AARP grant timeline. The grant is for $15,000 for renovation and upkeep of the lot. *A motion was made by Commissioner Chesson to donate 140 West Main Street to the Martin County Chamber of Commerce for economic development purposes. Commissioner Knox seconded the motion and the motion was unanimously passed. The Town Administrator reported the Town will no longer provide upkeep for the lot once the property is donated.*

Administrator Update
The Town Administrator reported:

- There is approximately $67,000 in unpaid utility bills due to COVID-19 and will need to be paid via payment arrangements.
- There was an issue with several meters that did not read properly. The Utility Clerk found some that had read a zero usage for months and some accounts were over 4 years. The citizens were receiving a minimum bill. 50% of the past due was waived and the remainder was charged to the resident with the option of paying the excess over nine months. The Mayor reported it was unfair to charge the citizen for the Town's mistake. The Town Administrator reported other towns still charge as the citizen used the water. Commissioner Knox reported the plan in place is fair as the plan encourages honesty. Commissioner Coffield reported the end user knew something was wrong and should have asked questions. The Town Administrator reported the 13 accounts found is an approximate total of $10,000 prior to the 50% reduction. Procedures are in place to review the extra reports every few months. The Public Works staff do not see the amount of usage when using the device to wireless take readings as most meters are not manually read. Commissioner Moore reported he would have questioned if his water bill dropped and remained low with the same usage. *A motion was made by Commissioner Coffield to allow the 50% reduction in the amount owed to be paid on a nine-month payment plan. The motion was seconded by Commissioner Knox and unanimously passed.*
- An individual requested at the last meeting to reduce the minimum bills for his mobile home park on Highway 125. Only a portion of the mobile home park has homes in the lots. Commissioner Coffield requested staff to review the options and report back to the Board.
- One of the four EMS units is out of service. This is one that was slated for a remount but was moved to next year in the Capital Improvement Plan. There are enough units to provide service as one was a backup unit. The Finance Director and Fire Chief are reviewing options.

- The Fire and Police Departments did a fantastic job during the hurricane as many went to Bertie County to provide assistance. While 47% of Martin County lost power, only one household is currently without power.

CLOSED SESSION
It was moved by Commissioner Coffield, seconded by Commissioner Chesson and passed to go out of regular session into closed session to address Attorney-client per N.C.G.S. 143-318-11(a)(3) and Personnel matters per N.C.G.S. 143-318.11(a)(6).

It was moved by Commissioner Chesson to go out of closed session and into regular session. The motion was seconded by Commissioner Coffield and passed.

There being no further business, the Mayor declared the meeting adjourned at 8:23 p.m.

Submitted By: Approved By:

Town Clerk

Mayor

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

August 10, 2020

The Board of Commissioners of the Town of Williamston met in special session on Monday, August 10, 2020 at 5:30 p.m. in the Assembly Room located at 102 East Main Street, Williamston, NC.

PRESENT VIA GOTOMEETING

Mayor Joyce Whichard-Brown
Commissioners: Mayor Pro Tem Ronell Rodgers, Alton, Moore Al Chesson, and William Coffield
Town Administrator: John O'Daniel

PRESENT IN THE ASSEMBLY ROOM

Commissioner Jerry Knox
Town Clerk: Christina Craft

CALL TO ORDER AND INVOCATION

The Mayor called the meeting to order and welcomed everyone. Commissioner Chesson led the pledge of allegiance. Commissioner Moore offered the invocation, after a moment of silence for all affected by the Corona Virus. Roll call was taken by the Clerk.

OLD BUSINESS

Approval of Resolution 2020-202 Demolition Grant Program

The Town Administrator reported Resolution 2020-202 is required prior to applying for the Demolition Grant from the NC Rural Infrastructure Authority. An appointment has been scheduled for this Thursday for Mr. Mitchell to sign the deed of trust to convey the Mitchell Photography Building to the town. The Town will work with the Mid East Commission with a charge to the Town of $1,800. Grant applications are usually done inhouse. Due to time restraints of the grant, an agreement has been made with Mid East to assist with the grant process. The next step is to get new demolition quotes, which should be received this week. The grant application is due August 22, 2020. This Resolution states the Town will follow the grant rules and the Town agrees to provide a 25% match of the grant request amount. The Mayor questioned if any Board members had questions regarding the information received. *A motion was made by Commissioner Chesson to approve the Resolution 2020-202 Demolition Grant Program. Commissioner Coffield seconded the motion and the motion was passed unanimously. The resolution is hereby attached with the minutes of this meeting and incorporated in the Town's Resolution Book for future reference.*

There being no further business, the Mayor declared the meeting adjourned at 5:47 p.m.

Submitted By: Approved By:

Town Clerk

Mayor

TOWN OF WILLIAMSTON PLANNING/ ADJUSTMENTS BOARDS

MEMBERSHIP REQUEST FOR **Ricky Coltrain**
(Board Member)

(CHECK ONE): APPOINTMENT X REAPPOINTMENT

TO WHAT TERM 1st TERM LENGTH 3 years

TERMS APPOINTEE HAS ALREADY SERVED (if any) _____

MAXIMUM TERMS YOUR POLICY ALLOWS 3

Requested By: _____
Cameron Braddy

TOWN OF WILLIAMSTON
TAX RELIEF ORDER

To the Tax Collector of the TOWN OF WILLIAMSTON

The following tax relief orders are hereby allowed:

No 2

Year Levy	Acct No	Receipt No	Name	Remarks	Location	Principal	Interest	Total
2017	36804	1528	LaDenes Inc	Property Donated to Town	111 & 113 W Main st	$ 191.11	$12.40	$203.51
2018	36804	1570	LaDenes Inc	Property Donated to Town	111 & 113 W Main st	$ 486.48	$ 84.33	$ 570.81
2019	36804	1585	LaDenes Inc	Property Donated to Town	111 & 113 W Main st	$ 486.48	$ 40.78	$ 527.26
2020	36804	1563	LaDenes Inc	Property Donated to Town	111 & 113 W Main st	$ 548.06		$ 548.06
						$ 1,712.13	$137.51	$1,849.64

Date _____

Clerk to the Board

TOWN OF WILLIAMSTON
TAX RELIEF ORDER

To the Tax Collector of the TOWN OF WILLIAMSTON

The following tax relief orders are hereby allowed:

No 1

Year Levy	Acct No	Receipt No	Name	Remarks	Location	Principal	nteres	Total
2020	1715	2848	Randy Stalls	Town purchased	100 S Haughton St	$ 1,366.57		$1,366.57
2020	1715	2849	Randy Stalls	Town purchased	308 Railroad St	$ 310.06		$ 310.06
2020	49038	2932	David Taylor	Boat not inside town limits	Persoanl Proerty	$ 271.70		$ 271.70
2019	47650	2970	Thalassa Fishing LLC	Boat not inside town limits	Persoanl Proerty	$ 3,367.30		$ 3,367.30
2020	47650	2975	Thalassa Fishing LLC	Boat not inside town limits	Persoanl Proerty	$ 3,641.79		$ 3,641.79
								$8,957.42

Date_____

Clerk to the Board

TO: John O'Daniel

Date Submitted: 9/9/2020

SUBJECT: Budget Amendment

Date of Council Action: 9/14/2020

I hereby request that the budget for the General 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 budget funds not spent at June 30, 2020 for the RRT Grant. These funds were rolled into fund balance and we are required by the grant to budget them in the next fiscal year in order that they are used for RRT only. The following accounts will be increased/decreased.

	Account No	Title	Department	Amount
Revenue Accounts:				
	103900.3910	Undesignated Fund Balance		$ 22,719.77
				$ 22,719.77
Expense Accounts:				
	105350.3300	Department Supplies	RRT	$ 4,000.00
	105350.3600	Uniforms	RRT	$ 2,000.00
	105350.3800	Garbage Collection	RRT	$ 500.00
	105350.7401	Small Equipment	RRT	$ 1,500.00
	105350.7402	Vehicle Reserve	RRT	$ 14,719.77
				$ 22,719.77

Department Head P. Michael Peele

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

Linda W Harrison
Finance Officer

ACTION OF TOWN ADMINISTRATOR

✓ Approved for Council Action

_____ Disapproved

Administrator

RESOLUTION 2020-203
AUTHORIZING CONVEYANCE OF
140 W. MAIN STREET LOT TO
MARTIN COUNTY CHAMBER OF COMMERCE

WHEREAS the Martin County Chamber of Commerce (the Chamber) is eligible to receive an AARP Grant to develop an open green space in downtown Williamston (the Town) for the purpose of providing a venue for Senior Citizens' Programs and other community and human relations programs;

WHEREAS the Town, pursuant to North Carolina General Statute 160A-279, is authorized to convey real property by private sale to the Chamber, a non-profit corporation, to carry out such a public use or purpose and the Chamber has requested that the Town convey its vacant lot known as 140 W. Main Street to the Chamber for development in accordance with the AARP Grant;

AND WHEREAS North Carolina General Statute 160A-279 requires that the Town attach to any such conveyance covenants or conditions which assure that the property will be put to such public use as proposed by the Chamber;

BE IT THEREFORE RESOLVED by the Board of Commissioners of the Town of Williamston pursuant to North Carolina General Statute 160A-279 that the Mayor and Clerk of the Town be authorized to execute a deed to the Martin County Chamber of Commerce for the vacant lot known as 140 W. Main Street; that the deed be on the condition that the lot be developed by the Chamber as an open space venue for senior citizens' programs and other community and human relations programs; and that a notice summarizing the contents of this resolution be published in The Enterprise once after its adoption pursuant to G.S. 160A-267.

Adopted this the _____ day of _____, 2020.

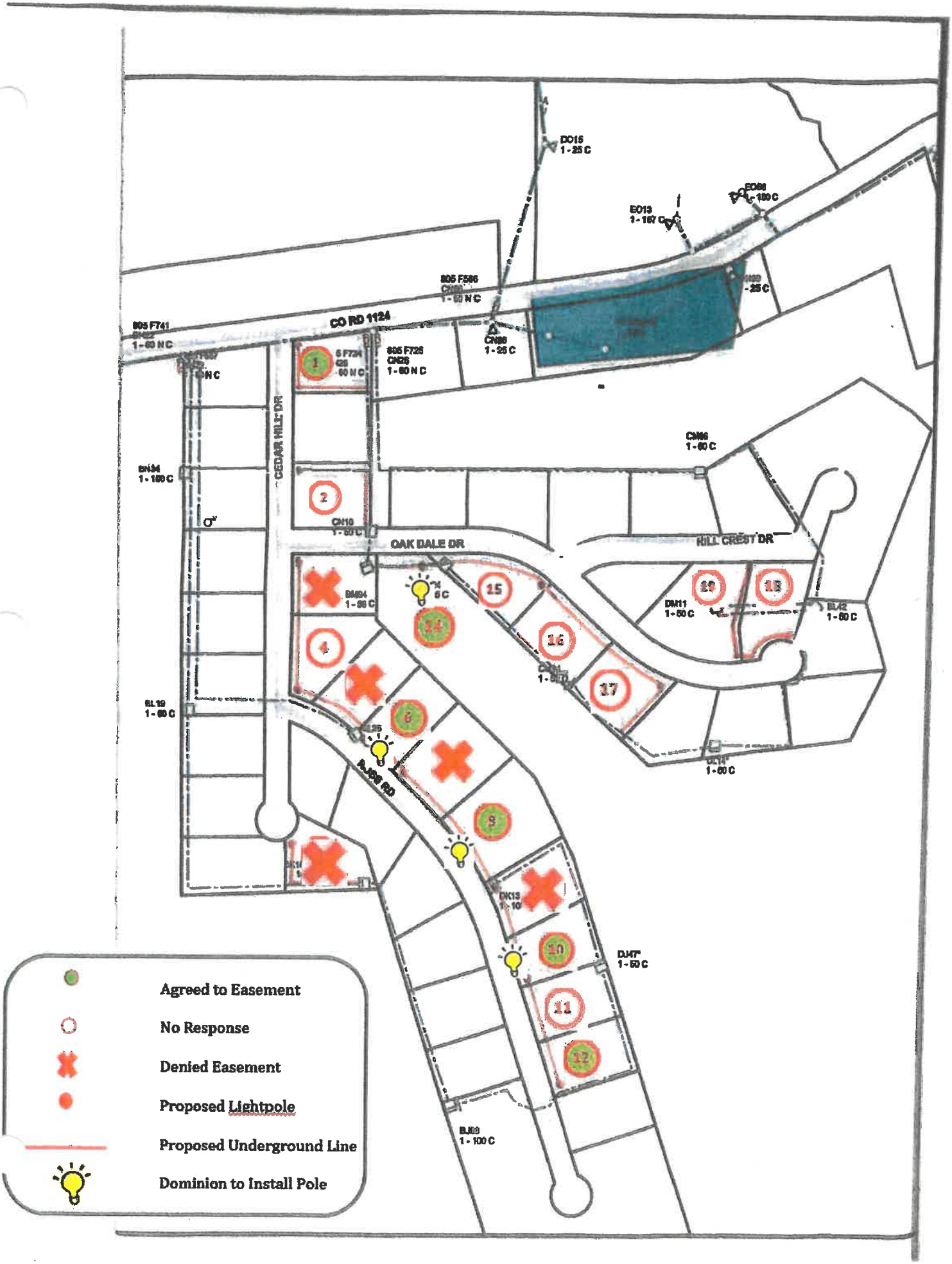
_____
MAYOR

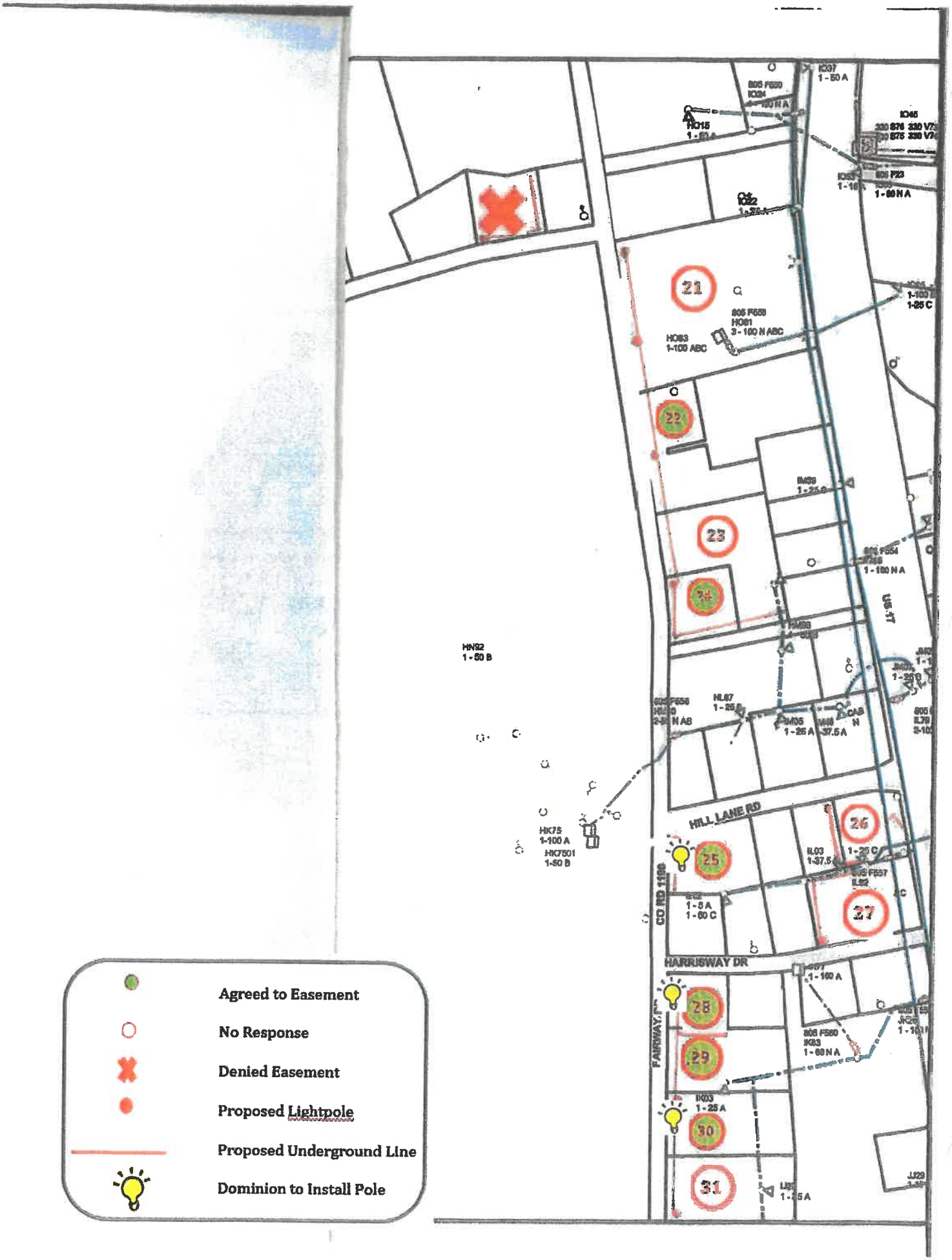
_____
CLERK

STREET LIGHT PROJECT
Annexation Area

R/W Number	Grantor	# from Map	Yes/No/No Response	First	Last	Address	County	Date Assigned	Project Number	Town
62-17-0030	PARKER, CALVIN AND MALINDA	1	Yes	Calvin and Malinda	Parker	1011 CEDAR HILL DR	MRT	01-Mar-17	62-10092881	Williamston, NC 27892
62-17-0029	BRYANT, SOLLIAH	2	NR	Solliah	Bryant	1071 CEDAR HILL DR	MRT	01-Mar-17	62-10092881	Williamston, NC 27892
62-17-0018	DYMEK, STANLEY AND REBECCA	3	No	Stanley and Rebecca	Dymek	1111 CEDAR HILL DR	MRT	01-Mar-17	62-10092881	Williamston, NC 27892
62-17-0019	HARBIN, JAMES AND AMY	4	NR	James and Amy	Harbin	1141 CEDAR HILL DR	MRT	01-Mar-17	62-10092881	Williamston, NC 27892
62-17-0020	DANIEL, CORAL	5	No	Coral	Daniel	1023 WT ROSS RD	MRT	01-Mar-17	62-10092881	Williamston, NC 27892
62-17-0021	ROBERSON, DALLAS AND ANN	6	Yes	Dallas abd Ann	Roberson	1049 WT ROSS RD	MRT	01-Mar-17	62-10092881	Williamston, NC 27892
62-17-0022	HARDISON, JAMES AND JUDITH	7	No	James and Judith	Hardison	1069 WT ROSS RD	MRT	01-Mar-17	62-10092881	Williamston, NC 27892
62-17-0023	ROBERSON, RICHARD AND LINDA SUE	8	Yes	Richard and LINDA SUE	Roberson	1105 WT ROSS RD	MRT	01-Mar-17	62-10092881	Williamston, NC 27892
62-17-0024	STALLS, JAMES AND EFFIE	9	No	James and Effie	Stalls	1127 WT ROSS RD	MRT	01-Mar-17	62-10092881	Williamston, NC 27892
	SKINNER, CATHY	10	Yes	Cathy	Skinner	P.O. Box 150	MRT			Williamston, NC 27892
62-17-0025	JOHNSON, HENRY AND BRENDA	11	NR	Henry and Brenda	Johnson	1117 WT ROSS RD	MRT	01-Mar-17	62-10092881	Williamston, NC 27892
62-17-0026	CARSON, DIANE	12	Yes	Diane	Carson	1201 WT ROSS RD	MRT	01-Mar-17	62-10092881	Williamston, NC 27892
62-17-0028	EURE, ANDREW AND HOPE	13	No	Andrew and Hope	Eure	1223 CEDAR HILL DR	MRT	01-Mar-17	62-10092881	Williamston, NC 27892
62-17-0034	MARTIN COUNTY GOLF LLC	14	Yes	Martin County Golf LLC		1380 FAIRWAY DR	MRT	03-Mar-17	62-10092881	Williamston, NC 27892
62-17-0031	PERRY, JAMES (HEIRS)	15	NR	James	Perry	1100 OAKDALE DR	MRT	01-Mar-17	62-10092881	Williamston, NC 27892
62-17-0032	GRIFFIN, GEORGE AND LUANNE	16	NR	George and Luanne	Griffin III	1150 OAKDALE DR	MRT	01-Mar-17	62-10092881	Williamston, NC 27892
62-17-0033	BURNETTE, OTIS AND KIMBERLY	17	NR	Otis and Kimberly	Burnette, IV	1180 OAKDALE DR	MRT	01-Mar-17	62-10092881	Williamston, NC 27892
	CHICO MARTIN INC	18	NR	Chico Martin Inc.		3001 W MAIN ST				Williamston, NC 27892
	CHICO MARTIN INC	19	NR	Chico Martin Inc.		3001 W MAIN ST				Williamston, NC 27892
62-17-0007	AYERS, PHYLLIS JO	20	No	Phyllis Jo	Ayers	1040 DIXIE TRAIL	MRT	08-Feb-17	62-10092881	Williamston, NC 27892
62-17-0008	TRUSH INC.	21	NR		SHAKUNTA	1700 US HWY 17	MRT	08-Feb-17	62-10092881	Williamston, NC 27892
62-17-0009	POFFENBERGER VET PROPERTIES LLC	22	Yes		POFFENBE	1720 US HWY 17	MRT	08-Feb-17	62-10092881	Williamston, NC 27892
62-17-0010	SESSOMS, MATTHEW AND KIMBERLY	23	NR	Matthew and Kimberl	Sessoms	1261 FAIRWAY DR	MRT	08-Feb-17	62-10092881	Williamston, NC 27892
62-17-0011	MILLS, ROBERT AND VINNIE	24	Yes	Robert and Vinnie	Mills	1291 FAIRWAY DR	MRT	08-Feb-17	62-10092881	Williamston, NC 27892
62-17-0012	RITTER, WILLIAM AND ANN	25	Yes	William and Ann	Ritter	1085 COUNTRY CLUB DR.	MRT	08-Feb-17	62-10092881	Williamston, NC 27892
	MANNING, SETH AND STEPHANIE	26	NR	Seth and Stephanie	Manning	8817 NC 171				Williamston, NC 27892
	COSTANZO, SALVATORE	27	NR	Salvatore	Costanzo	1321 Fairway Drive				Williamston, NC 27892
62-17-0013	SAWYER, WANDA R.	28	Yes	Wanda	Sawyer	1111 HARRISWAY DR	MRT	08-Feb-17	62-10092881	Williamston, NC 27892
62-17-0014	PARKER, NORRIS AND REGINA	29	Yes	Norris and Regina	Parker	1481 FAIRWAY DR.	MRT	08-Feb-17	62-10092881	Williamston, NC 27892
62-17-0015	TAYLOR, RICHARD AND VERONA	30	Yes	Richard and Verona	Taylor	1511 FAIRWAY DR.	MRT	08-Feb-17	62-10092881	Williamston, NC 27892
62-17-0016	HARRIS, MARK	31	NR	Mark Jeffery	Harris	1541 FAIRWAY DR.	MRT	08-Feb-17	62-10092881	Williamston, NC 27892
62-17-0027	RODRIGUEX-CUE, DOMINGO	N/A	NR	Domingo	Rodriguez-c	1221 WT ROSS RD	MRT	01-Mar-17	62-10092881	Williamston, NC 27892

Response Tally	
Yes	12
No	6
No Response	14
Total Responses	32


CO RD 1124
CEDAR HILL DR
OAK DALE DR
HILL CREST DR
Agreed to Easement
No Response
Denied Easement
Proposed Lightpole
Proposed Underground Line
Dominion to Install Pole


21
22
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29
30
31
HILL LANE RD
HARRISWAY DR
CO RD 1190
US 17
HN92
1 - 50 B
HK75
1-100 A
HK7501
1-50 B
HO83
1-100 ABC
HO81
3 - 100 N ABC
Agreed to Easement
No Response
Denied Easement
Proposed Lightpole
Proposed Underground Line
Dominion to Install Pole

Williamston
NORTH CAROLINA

August 12, 2020

Solliah Bryant
1071 CEDAR HILL DR
Williamston, NC 27892

Dear Solliah Bryant,

Re: Street Light Project – SECOND SURVEY REQUEST

The topic of street lighting was brought to the attention of the Williamston Board of Commissioners. After discussing the topic with Dominion Energy, they noted utility easements are required prior to the installation of the lines and street light poles. Before Dominion will agree to begin the process of obtaining easements, they require assurance that residents will support the project. Dominion will bore holes to run the line underground which will minimize property disturbance.

Please review the attached maps as each home may be affected differently. Please fill out the survey below and return this page to Town Hall via the drop box, drive-through window, or mail to 102 East Main Street, Williamston, NC 27892. Survey deadline is August 31, 2020.

If you have any questions, feel free to contact me. Once surveys are completed, there will be a meeting scheduled with the Mayor and Town Board of Commissioners to discuss the project.

Sincerely,

John O'Daniel
Town Administrator

SURVEY

Property Owner's Name:	Solliah Bryant
Address:	1071 CEDAR HILL DR, Williamston, NC 27892
Property # on attached map:	2

This easement will allow for permanent placement of underground lines and/or placement of light pole. Would you sign an easement for the proposed street lighting? ☐ Yes ☐ No

_____
Property Owner's Signature

_____
Property Owner's Signature

Martin County



September 9, 2020

- Roads
- CountyBoundry
- ParcelPolygon

1:1,200

0 0.01 0.02 0.04 mi

0 0.015 0.03 0.06 km

Memo

To: Mayor and Commissioners

From: John O'Daniel

Date: 9/8/2020

Re: November Meeting Change

The Town Clerk has secured the NC Telecenter for all scheduled Board of Commissioner's meetings for the first Monday of each month for the remainder of this 2020/2021 fiscal year with the exception of November 2020. She has tentatively scheduled the room for Tuesday, November 3rd to make certain it is available at 5:30 pm.

Please review your calendars as she will need to schedule the meeting space.

CAPITAL PROJECT ORDINANCE 2020-13

POLICE& FIRE DEPARTMENT RADIO PROJECT

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

Section 1. The project authorized is for the purchase of new "VIPER" radios that will be required for all Police and Fire Department starting in 2025. Over the next three years as radios begin to break or lose functionality they will need to be replaced. The creation of this project ordinance will allow the town to set aside funds for the purchase of radios limiting the impact on our annual budgets. This will also allow staff additional time to work to obtain grant funding.

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:

Radio Purchases	$ 504,957
Total	$ 504,957

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

General Fund Contribution	$ 359,734
General Fund Allocation	$ 142,791
Total Revenues	$ 504,957

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 14th day of September, 2020 during a regularly convened meeting of the Board of Commissioners held at the Williamston Town Hall.

Christina Craft, Town Clerk
(SEAL)

Joyce Whichard-Brown
Mayor

Memo

To: Mayor and Commissioners

From: John O'Daniel

Date: 9/9/2020

Re: Police and Fire Department Radio Project

The Town of Williamston will receive a total of $166,911 from Martin County as part of the Corona Relief Fund (CRF). The laptops purchased by the county on our behalf totaled $21,687, leaving the remaining balance at $145,223.

Before the remaining $145,223 could be allocated, the town was required to submit a plan to the County and State on how these funds would be spent. I have included a copy of the plan (Titled: CRF County Plan) that was submitted to Martin County and the State for approval. The entire $145,223 will be used to reimburse the town for the payroll expenses of employees that responded to COVID-19.

The Town's 2020-2021 budget included funds for these salaries. Since the reimbursement will cover the budget expense, these funds are now disencumbered. I have included a project ordinance and recommend the board approve moving the $145,223 to a project ordinance to cover the cost of Police and Fire radio and IT expenditures.

As discussed at the budget retreat in January, the town will be required to switch all radios over to the new VIPER system within the next few years. We are currently unable to purchase or repair the current radios we have. I have included quotes for this transition and the total cost is quoted to be $504,957 at this time. The proposed project ordinance would earmark the $145,223 for the purchase of radios and necessary IT services.

Over the next three years as radios begin to break or lose functionality, they will need to be replaced. The creation of this project ordinance will allow the town to set aside funds for the purchase of radios limiting the impact on our annual budgets. This will also allow staff additional time to work to obtain grant funding.

After this funding is earmarked, it still leaves us with an approximate cost of $359,734. We have additional grants in the works which will hopefully provide financial relief in a stringent budget year. Staff will also be working to find radio specific grant funding.

I think this is a great opportunity to set aside funds, so we are not put in a difficult financial position in the next few years.

Total Radio Replacement Costs	$ 504,957
Special Funds Allocation Request	$ 142,791
Remaining Funds Needed	$ 362,166

North Carolina Pandemic Recovery Office
Coronavirus Relief Fund (CRF)
County Plan

Instructions

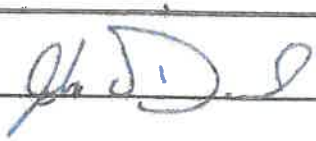
1. This document is to be used by counties to document the planned use of the CRF monies allotted in Session Law 2020-4.
2. Please add the name of your county infront of the exisitng nameas follows: "NashCounty CRF plan"
3. Submit your plan to NCPRO@osbm.nc.gov on or before June 15, 2020.
4. Under Categories. Please aggregate the amount of all expenses for that specific category. Example amounts should be removed and you can enter the county amounts. The total must agree with your allotment.

The County is responsible for maintaining adequate documentation to support expenditures. If estimates are being used the methodology must be documented and defensible. The County is responsible for following the Federal *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* promulgated by the United States Office of Management and Budget unless the US Treasury publishes guidance stating otherwise.

County Information

Name of County: Town of Williamston
Person Submitting: John O'Daniel
Title: Town Administrator
Email: jodaniel@townofwilliamston.com
Phone Number: (252) 792-5142

Planned Expenditures	
Categories	**Amount**
1. Medical expenses such as: • COVID-19-related expenses of public hospitals, clinics, and similar facilities. • Expenses of establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity, including related construction costs. • Costs of providing COVID-19 testing, including serological testing. • Emergency medical response expenses, including emergency medical transportation, related to COVID-19. • Expenses for establishing and operating public telemedicine capabilities for COVID-19 related treatment.	
2. Public health expenses such as: • Expenses for communication and enforcement by State, territorial, local, and Tribal governments of public health orders related to COVID-19. • Expenses for acquisition and distribution of medical and protective supplies, including sanitizing products and personal protective equipment, for medical personnel, police officers, social workers, child protection services, and child welfare officers, direct service providers for older adults and individuals with disabilities in community settings, and other public health or safety workers in connection with the COVID-19 public health emergency. • Expenses for disinfection of public areas and other facilities, e.g., nursing homes, in response to the COVID-19 public health emergency. • Expenses for technical assistance to local authorities or other entities on mitigation of COVID-19-related threats to public health and safety. • Expenses for public safety measures undertaken in response to COVID-19. • Expenses for quarantining individuals.	
3. Payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.	$145,223
4. Expenses of actions to facilitate compliance with COVID-19-related public health measures, such as: • Expenses for food delivery to residents, including, for example, senior citizens and other vulnerable populations, to enable compliance with COVID-19 public health precautions. • Expenses to facilitate distance learning, including technological improvements, in connection with school closings to enable compliance with COVID-19 precautions. • Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions. • Expenses of providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions. • COVID-19-related expenses of maintaining state prisons and county jails, including as relates to sanitation and improvement of social distancing measures, to enable compliance with COVID-19 public health precautions. • Expenses for care for homeless populations provided to mitigate COVID-19 effects and enable compliance with COVID-19 public health precautions.	
5. Expenses associated with the provision of economic support in connection with the COVID-19 public health emergency, such as: • Expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures. • Expenditures related to a State, territorial, local, or Tribal government payroll support program. • Unemployment insurance costs related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.	$ -
6. Any other COVID-19-related expenses reasonably necessary to the function of government that satisfy the Fund's eligibility criteria.	$ -
7. Grants to municipalities and nonprofits. List each planned subaward. (add more rows if necessary)	
c.	
d.	
e.	
f.	
Grand Total	**$ 145,223**

Signature 

Title Town Administrator

Date 8/19/2020

Gaston County, N.C., Police Buy New Radios, Software

BY: Gavin Stewart, Gaston Gazette | September 3, 2019

(TNS) — The Gaston County, N.C., Police Department will soon be equipped with new mobile radios and updated radio software worth over $460,000 in total.

The Board of Commissioners voted unanimously to approve the purchase Tuesday night after Gaston County Police Chief Joe Ramey expressed the need for updated radio gear.

New 800 MHz mobile radios started rolling in this week. Ramey hopes to equip the entire department with the radios by early October and implement the high-capacity "VIPER" radio software come March 2020.

It's what law enforcement calls TDMA software, which stands for time division multiple access. It's designed to improve traffic capacity and communication flexibility, Ramey said.

"Should capacity be needed, we could double our capacity on our system... like if we have a hurricane, or a tornado or just traffic in general," Ramey said.

The system avoids the cost of altering current radio towers for higher capacity as well as using alternative radio waves to communicate. Much of the state's first responders are already on VIPER, and it will become a county and statewide system over the next few years.

VIPER is an expansion of the current state-wide Motorola radio system, according to the North Carolina Department of Public Safety website. By purchasing the software now rather than later, the department is saving around $75,000, Ramey said.

"We will be in much better hands as far as public safety goes," Ramey said.

The bargain is funded by Gaston County Police's drug asset forfeiture fund. When the department makes drug busts or overtakes any property owned by drug traffickers, a portion of the tax on those assets goes to Gaston County Police to buy new equipment.

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This article was printed from: **https://www.govtech.com/public-safety/Gaston-County-NC-Police-Buy-New-Radios-Software.html**

MOTOROLA SOLUTIONS

To: Williamston Fire Department
Williamston, NC
ATT: Chief Michael Peaks

Phone: (252) 792-3521
Fax:

From: Motorola, Inc
Martin L. Chrisc
315 Kittyhawk I
Morrisville, NC

Phone: 919-980-0925
Fax: 919-786-0892

North Carolina Sales Team

Qty	Model #	Description	Your Price	Extended Price
		BUDGETARY QUOTE		
35	H98UCF9PW6BN	APX6000 700/800 MODEL 2.5 PORTABLE	$2,269.50	$79,432.50
35	H38BT	ADD: SMARTZONE OPERATION	$900.00	$31,500.00
35	Q361AR	ADD: P25 9600 BAUD TRUNKING	$225.00	$7,875.00
35	Q806BM	ADD: ASTRO DIGITAL CAI OPERATION	$386.25	$13,518.75
35	QA00580AC	ADD: TDMA OPERATION	$337.50	$11,812.50
35	QA01833AH	ADD: EXTREME 1-SIDED NOISE REDUCTION	$18.75	$656.25
35	Q667BB	ADD: ADP ONLY (NON-P25 CAP COMPLIANT)	$0.00	$0.00
35	Q58AL	ADD: 3Y ESSENTIAL SERVICE	$115.00	$4,025.00
18	M25URS9PW1BN	APX6500 ENHANCED 7/800 MHZ	$2,053.50	$36,963.00
18	B18CR	ADD: AUXILIARY SPKR 7.5 WATT	$45.00	$810.00
18	W484AF	ALT: ANT 3DB GAIN 762-870MHZ	$28.50	$513.00
18	GA00580AA	ADD: TDMA OPERATION APX	$337.50	$6,075.00
18	GA01606AA	ADD: NO GPS/WI-FI ANTENNA NEEDED	$0.00	$0.00
18	GA00235AA	ADD: NO GPS ANTENNA NEEDED	$0.00	$0.00
18	W22BA	ADD: STD PALM MICROPHONE APX	$54.00	$972.00
18	G67DQ	ADD: REMOTE MOUNT APXM	$222.75	$4,009.50
18	G78AT	ADD: 3Y ESSENTIAL SERVICE	$168.00	$3,024.00
18	G444AH	ADD: APX CONTROL HEAD SOFTWARE	$0.00	$0.00
18	GA00804AB	ADD: APX O2 CONTROL HEAD	$369.00	$6,642.00
18	G628AC	ADD: REMOTE MOUNT CBL 17 FEET	$11.25	$202.50
18	G361AH	ENH: P25 TRUNKING SOFTWARE APX	$225.00	$4,050.00
18	G51AU	ENH: SMARTZONE OPERATION APX6500	$900.00	$16,200.00
18	G806BL	ENH: ASTRO DIGITAL CAI OP APX	$386.25	$6,952.50
8	H91TGD9PW7AN	APX 8000 ALL BAND PORTABLE MODEL 3.5	$4,719.00	$37,752.00
8	H38BS	ADD: SMARTZONE OPERATION	$1,125.00	$9,000.00
8	Q361AN	ADD: P25 9600 BAUD TRUNKING	$225.00	$1,800.00
8	QA00580AA	ADD: TDMA OPERATION	$337.50	$2,700.00
8	H869BW	ENH: MULTIKEY	$247.50	$1,980.00
8	Q53AF	ADD: FRONT PANEL PROGRAMMING & CLONING	$112.50	$900.00
8	QA05509AA	DEL: DELETE UHF BAND	($600.00)	($4,800.00)
8	Q806CB	ADD: ASTRO DIGITAL CAI OPERATION	$386.25	$3,090.00
8	Q58AL	ADD: 3Y ESSENTIAL SERVICE	$115.00	$920.00
8	Q667BB	ADD: ADP ONLY (NON-P25 CAP COMPLIANT)	$0.00	$0.00
1	L37TSS9PW1AN	ALL BAND CONSOLETTE	$6,030.00	$6,030.00
1	GA05508AA	DEL: DELETE VHF BAND	($600.00)	($600.00)
1	GA05509AA	DEL: DELETE UHF BAND	($600.00)	($600.00)
1	G51AT	ENH: SMARTZONE OPERATION APX	$1,125.00	$1,125.00
1	G361AH	ENH: P25 TRUNKING SOFTWARE APX	$225.00	$225.00
1	GA00580AA	ADD: TDMA OPERATION APX	$337.50	$337.50
1	L999AB	ADD: FULL FP W/05/KEYPAD/CLOCK/VU	$591.75	$591.75
1	W382AM	ADD: CONTROL STATION DESK GCAI MIC	$126.75	$126.75
1	G193AK	ADD: ADP ONLY (NON-P25 CAP COMPLIANT)	$0.00	$0.00
1	G78AR	ADD: 3Y ESSENTIAL SERVICE	$168.00	$168.00
1	G444AH	ADD: APX CONTROL HEAD SOFTWARE	$0.00	$0.00
1	CA01598AB	ADD: AC LINE CORD US	0.00	0.00
1	G806BL	ENH: ASTRO DIGITAL CAI OP APX	386.25	386.25
43	NNTN8860A	CHARGER, SINGLE-UNIT, IMPRES 2, 3A, 115VAC	123.75	5,321.25
1	SVC03SVC0115D	TEMPLATE REVISIONS, ONE TIME CHARGE	150.00	150.00
62	SVC03SVC0115D	SUBSCRIBER PROGRAMMING	39.00	2,418.00
18	SVC03SVC0124D	SUBSCRIBER REMOVAL - INSTALL MOBILES	300.00	5,400.00
1	SVC03SVC0124D	SUBSCRIBER REMOVAL - INSTALL CONSOLETTE	50.00	50.00

NOTES: 1 Proposal Valid for 30 Days
2 PRICES CONSISTENT WITH STATE CONTRACT 725G

Proposal Name:	WILLIAMSTON FD APX EQUIPMENT	**Equipment**	$309,705.00
Payment Terms:	Net 30 days	**Installation**	n/a
Delivery:	Approx. 30 Days from receipt of PO		
Proposal Date:	August 31, 2020	**Total**	$309,709.00

MOTOROLA SOLUTIONS

To: Williamston Police Department
Williamston, NC
ATT: Chief Travis Cowan

From: Motorola, Inc
Martin L. Chriscoe
315 Kittyhawk Drive
Morrisville, NC 27560

Phone: (252) 792-3521
Fax:

Phone: 919-980-0925
Fax: 919-786-0892

North Carolina Sales Team

Qty	Model #	Description	Your Price	Extended Price
		BUDGETARY QUOTE		
24	H98UCF9PW6BN	APX6000 700/800 MODEL 2.5 PORTABLE	$2,269.50	$54,468.00
24	H38BT	ADD: SMARTZONE OPERATION	$900.00	$21,600.00
24	Q361AR	ADD: P25 9600 BAUD TRUNKING	$225.00	$5,400.00
24	Q806BM	ADD: ASTRO DIGITAL CAI OPERATION	$386.25	$9,270.00
24	QA00580AC	ADD: TDMA OPERATION	$337.50	$8,100.00
24	QA09006AA	ADD: ADAPTIVE NOISE SUPPRESSION	$112.50	$2,700.00
24	Q667BB	ADD: ADP ONLY (NON-P25 CAP COMPLIANT)	$0.00	$0.00
24	H885BK	ADD: 3Y ESSENTIAL SERVICE	$90.00	$2,160.00
15	M25URS9PW1BN	APX6500 ENHANCED 7/800 MHZ	$2,053.50	$30,802.50
15	B18CR	ADD: AUXILIARY SPKR 7.5 WATT	$45.00	$675.00
15	W484AF	ALT: ANT 3DB GAIN 762-870MHZ	$28.50	$427.50
15	GA00580AA	ADD: TDMA OPERATION APX	$337.50	$5,062.50
15	GA01606AA	ADD: NO GPS/WI-FI ANTENNA NEEDED	$0.00	$0.00
15	GA00235AA	ADD: NO GPS ANTENNA NEEDED	$0.00	$0.00
15	W22BA	ADD: STD PALM MICROPHONE APX	$54.00	$810.00
15	G67DT	ADD: REMOTE MOUNT E5 APXM	$222.75	$3,341.25
15	G78AT	ADD: 3Y ESSENTIAL SERVICE	$168.00	$2,520.00
15	G444AH	ADD: APX CONTROL HEAD SOFTWARE	$0.00	$0.00
15	GA01670AA	ADD: APX E5 CONTROL HEAD	$429.00	$6,435.00
15	G628AC	ADD: REMOTE MOUNT CBL 17 FEET	$11.25	$168.75
15	G361AH	ENH: P25 TRUNKING SOFTWARE APX	$225.00	$3,375.00
15	G51AU	ENH: SMARTZONE OPERATION APX6500	$900.00	$13,500.00
15	G806BL	ENH: ASTRO DIGITAL CAI OP APX	$386.25	$5,793.75
1	L37TSS9PW1AN	ALL BAND CONSOLETTE	$6,030.00	$6,030.00
1	GA05508AA	DEL: DELETE VHF BAND	($600.00)	($600.00)
1	GA05509AA	DEL: DELETE UHF BAND	($600.00)	($600.00)
1	G51AT	ENH: SMARTZONE OPERATION APX	$1,125.00	$1,125.00
1	G361AH	ENH: P25 TRUNKING SOFTWARE APX	$225.00	$225.00
1	GA00580AA	ADD: TDMA OPERATION APX	$337.50	$337.50
1	L999AB	ADD: FULL FP W/05/KEYPAD/CLOCK/VU	$591.75	$591.75
1	W382AM	ADD: CONTROL STATION DESK GCAI MIC	$126.75	$126.75
1	G78AR	ADD: 3Y ESSENTIAL SERVICE	$168.00	$168.00
1	G444AH	ADD: APX CONTROL HEAD SOFTWARE	$0.00	$0.00
1	CA01598AB	ADD: AC LINE CORD US	$0.00	$0.00
1	G806BL	ENH: ASTRO DIGITAL CAI OP APX	$386.25	$386.25
15	NNTN8860A	CHARGER, SINGLE-UNIT, IMPRES 2, 3A, 115VAC	$123.75	$1,856.25
1	SVC03SVC0115D	TEMPLATE REVISIONS, ONE TIME CHARGE	$150.00	$150.00
40	SVC03SVC0115D	SUBSCRIBER PROGRAMMING	$39.00	$1,560.00
15	SVC03SVC0124D	SUBSCRIBER REMOVAL - INSTALL MOBILES	$300.00	$4,500.00
1	SVC03SVC0124D	SUBSCRIBER - INSTALL CONSOLETTE	$2,787.00	$2,787.00
		Install and provide VIPER consolette antennae system on roof of PD building. Estimate provided assumes 100ft of antenna line. Will need to verify at time of installation exact location and transmission line length to revise cost, as required. ** Roof penetration and weather head, not included*		

NOTES: 1 Proposal Valid for 30 Days
2 PRICES CONSISTENT WITH STATE CONTRACT 725G

Proposal Name:	WILLIAMSTON PD APX EQUIPMENT	**Equipment**	$195,252.75
Payment Terms:	Net 30 days	**Installation**	n/a
Delivery:	Approx. 30 Days from receipt of PO		
Proposal Date:	August 31, 2020	**Total**	$195,252.75

Memo

To: Mayor and Commissioners

From: John O'Daniel

Date: 9/1/2020

Re: Treeside Mobile Home Park (MHP)

At the July meeting, Lewis Whitley addressed the Board with concerns over the water supply to his recently purchased Treeside Mobile Home Park (TMHP). There is a master meter at the front of the park and he is responsible for all of the water lines throughout the park which is over 37 acres. The Town supplies water to the entire park with one master meter and charges a total of 38 availability charges.

Mr. Whitley noted he is in the process of clearing out several of the uninhabitable mobile homes from the lot and there are currently only 19 lots occupied. He requested assistance from the Town, in one of two ways. His first choice would be to turn the system over to the Town Water department as he had rather focus on the management of the park. If this is not possible, he would like the account to be reconciled to reflect the current residents. He would work with the Town offices to add any new tenants as he is hopeful there will be more tenants moving forward.

The **first option requested** was to turn over the TMHP water system to the town. The property is not within the town limits, but the area is in a water district purchased from the County. In the past, we have taken over additions to our utility system that were built to code and were within town limits. As the 37 acres are privately owned, it is not financially feasible for the Town to install waterlines and meters at each individual site. This is not a good option for the Town based on the fact that the property is not within town limits, it is cost-prohibitive, and we do not know if the lines were properly installed.

The **second option requested** was to reduce the number of flat rate charges TMHP is billed on a monthly basis to reflect only the sites that currently have mobile homes. This option is a little more complicated. This option is very similar to how we treat apartment buildings, such as duplexes, that do not have individual meters for the rented space. The landlord is charged minimum bill for each rental unit and for the amount of water used. Apartment landlords have been encouraged to have individual meters but some have refused. The apartments, even if not rented, are existing structures. Although the property owner has stated he will update the utility department, this could complicate things as the landlords of apartment complexes may want the same benefit. If extended, it would be impossible to manage and verify changes. Resulting in significant losses of revenue to the town.

The **third option** is to continue business as usual, but reduce the number of flat rate charges for the mobile home park. Every lot in the TMHP does not have an existing structure, so that is why they are currently only billed for 38 of the 96 total lots. This was put in place as a fair option that allows for growth, minimal oversight, and protects the towns financial interests.

The **fourth option** is to continue business as usual and make no additional exceptions for the mobile home park.

I recommend we move forward with the **fourth option** or the **third option** with a reduction to 20 units. For either option, it will be the responsibility of the owner to contact the Town prior to the installation of another mobile home in the park. Staff will conduct quarterly checks to verify that these regulations are followed. If the property owner fails to report changes to the number of active units located a TMHP the Town reserves the right to increase the number of flat rate charges.

JOSHUA H. STEIN
ATTORNEY GENERAL

CHERYL A. PERRY
ASSISTANT ATTORNEY GENERAL
DIRECT: (919) 716-6565
E-MAIL: CPERRY@NCDOJ.GOV

August 31, 2020

Via DocuSign

Mr. Daniel Manning
Town Attorney
The Town of Williamston
115 East Main Street
P.O. Box 892
Williamston, North Carolina 27892

RE: The Letter of Agreement concerning Hazardous Materials Emergency Response Team (RRT) Services.

Dear Mr. Manning:

Enclosed is an original of the agreement for Hazardous Materials Emergency Response Team Services. The Agreement includes this Letter of Agreement, Contract, Exhibits, and Standard Operating Guidelines (SOGs)/General Operating Guidelines (GOGs). The Agreement is complete only when you take these four elements as a whole.

The Agreement is subject to the approval of your governing body as signified by signature of local authorities. The Agreement is subject to the following conditions:

1. The Town of Williamston Hazardous Materials Emergency Response Team services Agreement is as detailed in the Contract and Exhibits. Please be advised that there is no promise, express or implied as to future funding in subsequent biennia as funding is subject to legislative approval.

2. The Contractor will operate a hazardous materials emergency response team utilizing the State Hazardous Materials Emergency Response Vehicle and State Equipment Trailers supplied by the State.

3. The parties agree that the details of the Contractor's services are specified in the Standard Operating Guidelines/General Operating Guidelines.

4. **The term of the Agreement will be from November 1, 2020 through June 30, 2024. The parties recognize that we do not guarantee future funding and the services contracted for may need to change. Accordingly, we make no promises, express or implied, regarding future funding.**

5. **If not already provided, the Contractor agrees to provide original certificates of insurance for worker's compensation coverage for Regional Response Team personnel and automobile liability and automobile collision insurance for Contractor's vehicles used pursuant to the terms of this Agreement. The certificates of insurance must be acceptable to the State's Risk Management Division.**

6. **The parties agree that the Contractor will provide services to the primary response area as generally depicted in Exhibit A and described in Section 2.1.1 of the Contract. The parties agree that the Contractor will provide services outside the primary response area as described in Section 2.1.5 of the Contract.**

7. **The Contractor recognizes that rights or authorities do not arise under this Agreement until the State issues a written "Notice to Proceed". The State only will issue a "Notice to Proceed" after the Contractor is trained and equipped to respond according to the Agreement and OSHA requirements.**

If the conditions of the Agreement including this Letter of Agreement, Contract, Exhibits, Standard Operating Guidelines (SOGs)/General Operating Guidelines (GOGs) are satisfactory, please sign via DocuSign. Please note that the Agreement is not final until executed by all parties listed. We will return a copy of the original Agreement with all signatures to you. If you have questions, please contact me at (919) 716-6565.

Very truly yours,

Cheryl A. Perry

Cheryl A. Perry
Assistant Attorney General
(Electronically signed to avoid delay)

c: **Mike Sprayberry, Director**
Justin Graney, RRT Program Coordinator

Regional Hazardous Materials
Emergency Response Team Agreement

CONTRACT FOR

REGIONAL HAZARDOUS MATERIALS EMERGENCY

RESPONSE TEAM SERVICES

Between

THE STATE OF NORTH CAROLINA,
ACTING BY AND THROUGH
THE DEPARTMENT OF PUBLIC SAFETY

AND

TOWN OF WILLIAMSTON, NORTH CAROLINA
WILLIAMSTON, NORTH CAROLINA

STATE OF NORTH CAROLINA
ROY COOPER, GOVERNOR
ERIK A. HOOKS, SECRETARY
DEPARTMENT OF PUBLIC SAFETY

November 1, 2020

AGREEMENT FOR

REGIONAL HAZARDOUS MATERIALS

EMERGENCY RESPONSE TEAM SERVICES

TABLE OF CONTENTS

Section		Page
1.0	Contract Type	1
1.1	Recitals	1
1.2	Contract Term	1
2.0	Definitions	2
2.1	Statement of Work	9
2.1.1	Services to be Performed by Contractor	9
2.1.2	Performance Conditions	10
2.1.3	Personnel	11
2.1.4	Vehicles and Equipment	12
2.1.5	Response Procedures and Limitations-Right of Refusal	16, 18
2.1.6	Standard or General Operating Guidelines	19
2.2	Contractor Compensation	19
	-Personnel Expenses	19, 32
	-Compensation for Equipment and Vehicles	20, 31
	-Replacement of Disposable Materials & Equipment	21, 33
	-Administrative Expenses	23
	-Compensation for Training	26
	-Medical Surveillance	28
	-Vehicles and Equipment Loans	31
	-Compensation for Vehicles & Apparatus	31
	-Worker's Compensation Expenses	33
	-Billing System	34
2.3	Prior Approval	36
2.4	Fiscal Unsoundness of Fund	36
2.5	Contractor Status	37
2.6	Assignments/Subcontracts	37
2.7	Successors in Interest	37
2.8	Compliance with Governmental Regulations	37
2.9	Acts of God	38
2.10	State Tort Claims Act	38
	-Limitations	39
	-Notifications	39
2.11	Indemnification	40

TABLE OF CONTENTS

(cont.'d)

Section		Page
2.12	Severability.	40
2.13	Access to Records.	41
	-Confidentiality.	41
2.14	Amendments.	42
2.15	Payments of Contractors Obligations.	42
2.16	Nondiscrimination.	43
2.17	Dual Payment.	43
2.18	Insurance.	43
	2.18.1 Workers Compensation.	43
	2.18.2 Comprehensive or Commercial General Liability.	44
	2.18.3 Automobile Liability.	45
	2.18.4 Notice of Cancellation or Change.	46
	2.18.5 Physical Damage Clause.	46
2.19	Remedies.	47
2.20	Termination.	47
	2.20.1 Default.	48
2.21	Approval Authority.	48
2.22	Insufficient Funds.	48
2.23	Return of Loaned Property.	49
2.24	Solicitation.	49
2.25	Arbitration.	49
2.26	Audit	49

CONTRACT FOR HAZARDOUS MATERIALS

REGIONAL RESPONSE TEAM SERVICES

General Contract Information

1.0 Contract type:

This Agreement is between the State of North Carolina Department of Public Safety, Division of Emergency Management, acting by and through the Secretary of the Department of Public Safety, (hereinafter STATE) and the Town of Williamston (hereinafter CONTRACTOR) for the provision of regional hazardous materials emergency response services as described herein and authorized pursuant to N.C.G.S. § 166A-20-et seq.

1.1 Recitals:

In order to protect life and property against the dangers of emergencies involving hazardous materials and terrorist incidents, STATE is authorized to assign and make available for use in any county, city or district, all or any part of a Hazardous Materials Regional Response Team or Teams (hereinafter Hazmat Team). STATE desires to enter into this Agreement to establish CONTRACTOR as a hazmat team, and the CONTRACTOR desires to be so designated and to enter into this Agreement.

1.2 Contract term:

This Agreement shall be from the 1st day of November, 2020 to the 30th day of June, 2024. This Agreement is made to establish a Regional Response Team in the State of North Carolina. It is the intent of the parties that this Agreement shall run concurrently with the Agreements for the other six Regional Response Teams.

Subject to legislative funding, sufficient revenues and upon approval by STATE, STATE may extend this Agreement from the 1st day of July, 2024 to the 30th day of June, 2025.

Standard Contract Terms and Conditions

2.0 **Definitions:**

"Administrative costs" means those administrative expenses incurred by the regional response team to maintain incident readiness and respond to an authorized hazmat or terrorist incident and those administrative expenses incurred by the regional response team to provide a vehicle to tow the State Equipment Trailers for use during an authorized hazmat or terrorist incident.

"Agreement" means this contract, together with a letter of Agreement, exhibits, and addenda. Exhibits and addenda include the following:

Exhibit A	Response Area Map
Exhibit B	Standard or General Operating Guidelines
Exhibit C	Vehicle and Equipment List
Exhibit D	Training Expenses
Exhibit E	Medical Surveillance
Exhibit F	Reimbursement for Vehicle Use
Exhibit G	Administrative Costs
Exhibit H	Personnel/Salary Information
Exhibit I	Insurance Expenses
Exhibit J	Training Standards
Exhibit K	Notice to Proceed Checklist
Exhibit L	Quarterly Cost Report

Exhibit M	RRT Contract Adjustment Notice (CAN)
Exhibit N	Equipment Maintenance Costs

"Authorized hazmat or terrorist incident" means a hazmat or terrorist incident or emergency that the Regional Response Team has been authorized to respond to by the Secretary or his designee pursuant to the N.C. Guidelines for tiered response or for emergency response when it meets the guidelines for a tiered response. It does not include a local response or the use of the State Hazardous Materials Emergency Response Vehicle or use of the State Equipment Trailers for local purposes.

"Call Back" means off-duty personnel that will be called in to replace personnel responding to an authorized hazmat or terrorist incident or other administrative activities related to an authorized hazmat or terrorist incident. Reimbursement for call back personnel begins from the time that the response is authorized through the emergency phase to the time that the team is ready to respond to the next request for emergency services and administrative activities have concluded and call-back personnel are relieved from duty.

"Cleanup" means the measures taken after the hazardous materials or terrorist emergency, to permanently remove a hazard from the incident site after a spill or leak has been contained.

"Communications Officer" or "State Communications Officer" or "Emergency Management Officer" means the person that serves as the Communications Officer or Communications Manager for the North

Carolina Department of Public Safety, Division of Emergency Management 24-hour Emergency Operations Center.

"Contractor" means the local government agency by which the hazmat service or services will be performed under this Agreement.

"Director" means the Director of the Division of Emergency Management, Department of Public Safety.

"Division Duty Officer" means the Director of the Division of Emergency Management, Deputy Director of the Division of Emergency Management, or other designated individual who serves as the on-call Division Duty Officer (DDO).

"Exposure incidents" means exposure of a hazmat team member to hazardous materials as a result of response to an authorized hazmat or terrorist incident.

"Hazardous material" or "Hazmat" means any material defined as a hazardous substance under 29 Code of Federal Regulations § 1910.120(a)(3).

"Hazardous Materials Emergency Response Fund" means that fund established pursuant to North Carolina General Statute §166A-28.

"Hazardous materials emergency response team" or "hazmat team" means an organized group of persons specially trained and equipped to respond to and control actual or potential leaks or spills of hazardous materials.

"Hazardous materials incident," "hazardous materials emergency," or "hazmat incident" or "hazmat emergency" means an uncontrolled release, or threatened release of a hazardous substance requiring outside assistance by a local fire department or hazmat team to contain and control.

"Hazardous Materials RRT Coordinator" or "Hazmat RRT Program Coordinator" or "Hazardous Materials Program Manager" or "Hazmat Program Manager" or "RRT Program Coordinator" or "State Hazardous Materials RRT Coordinator" or "State Hazmat RRT Coordinator" or "RRT Coordinator" means the individual designated by the Division of Emergency Management as the advisor to the Regional Response Teams in the area of hazardous materials. The RRT Coordinator will review all requests or claims for reimbursement and requests for replacement of disposable materials or damaged equipment. The RRT Coordinator has responsibilities in training, planning and operations, and will serve as a part of the inspection team for the Regional Response Teams.

"Life threatening" means a situation that may pose an immediate threat to a significant number of lives in the Regional Response Teams' primary response area or that would cause irreversible or delayed adverse health effects or interfere with significant number of persons' ability to escape from a dangerous situation.

"Local response" or "Local purposes" means response to any emergency incident not authorized by the Secretary or his designee or use of State Hazardous Materials Emergency Response Vehicle or

State Equipment Trailers for purposes other than authorized regional response to a hazmat or terrorist incident or emergency response which does not conform to STATE's hazmat team Standard or General Operating Guidelines regarding decisions to respond to hazardous materials or terrorist incidents which is attached as "Exhibit B" and by reference incorporated herein. "Local response" or "Local purposes" does not mean or include attendance by CONTRACTOR at training, exercises and conferences at STATE request or attendance by CONTRACTOR at training for local governments, industry and first responder organizations approved by the RRT Coordinator.

"N.C.G.S." means North Carolina General Statutes.

"NFPA" means National Fire Protection Association.

"North Carolina OSHA" means the Division of Occupational Safety & Health, North Carolina Department of Labor.

"Primary response area" means that geographical area where CONTRACTOR is principally responsible for providing regional hazardous materials emergency response services.

"Regional response team" means a team comprised of State of North Carolina Fire & Rescue Commission Certified Hazardous Materials Level 2 or Level II responders (formerly Hazardous Materials Technician), NC Hazmat Level I and non-technician support members "Auxiliary Members/Logistics" under contract with STATE to provide response to hazardous materials or terrorist emergencies at the

direction of the Department of Public Safety, Division of Emergency Management.

"Replacement Personnel Costs" means those CONTRACTOR expenses for personnel who are called in to replace Regional Response Team Personnel attending training approved by the Regional Response Team Advisory Committee.

"Response costs" means those CONTRACTOR expenses resulting from the activation, demobilization, administrative activities and costs incurred by the regional response team in responding to, mitigating, and the recovery from an authorized hazmat or terrorist incident.

"Responsible party" means the person(s) or their agent(s) responsible for causing or liable for the emergency to which the CONTRACTOR responded as defined in N.C.G.S. § 166A-27.

"Secretary" means the Secretary of the Department of Public Safety.

"STATE" means the State of North Carolina, Department of Public Safety, Division of Emergency Management, acting by and through the Secretary of the North Carolina Department of Public Safety.

"State Vehicle", "State hazmat vehicle", "State Hazardous Materials Emergency Response Vehicle", "STATE's vehicles", "STATE-owned vehicles" or "State Equipment Trailers" mean the vehicles and equipment purchased and loaned to CONTRACTOR equipped to

provide a Level 2, Level II, or technician-level response. The vehicles and equipment are set forth in Exhibit C of this Agreement attached and incorporated herein by reference.

"Technician-level entry capability" or "Hazardous Materials Responder Level 2 or Level II" means the capacity of a hazmat team, in terms of training and equipment as required by the North Carolina Fire and Rescue Commission certification standards and as defined in N.C.G.S. §166A-21(8), to respond to a hazardous materials incident requiring affirmative measures, such as patching, plugging, or other action necessary to stop and contain the release of a hazardous substance at its source.

"Terrorist Incident" means activities that occur within the territorial jurisdiction of the United States, involve acts dangerous to human life that are a violation of the criminal laws of the United States or of any state, and are intended to do one of the following:

a. Intimidate or coerce a civilian population.

b. Influence the policy of a government by intimidation or coercion.

c. Affect the conduct of a government by mass destruction, assassination, or kidnapping.

"Unit of local government" means a county or incorporated city, town or village pursuant to N.C.G.S. §166A-19.3(12).

"Utility/Staff Vehicle" means a vehicle owned by the CONTRACTOR or local government and used by the CONTRACTOR to transport N.C. Regional Response Team members and equipment to an authorized hazmat or terrorist incident. Utility/staff vehicle shall not include vehicles personally-owned by members of the Regional Response Team or vehicles owned by any other person, firm, corporation or government.

2.1 Statement of work:

2.1.1 Services to be provided by the CONTRACTOR:

During the term of this Agreement, CONTRACTOR agrees to provide Regional Response Team services within the boundary of CONTRACTOR's assigned primary response area described in Exhibit A, and by this reference incorporated herein or outside of that area at the request of the Director of the Division of Emergency Management or his designee.

CONTRACTOR is hereby designated hazmat team number 1. CONTRACTOR's response activities under this Agreement shall be limited to emergency operations, reporting and documentation activities arising from authorized hazardous materials or terrorist incidents which threaten life, property, or the environment.

CONTRACTOR shall not provide under this Agreement any services with respect to the sampling, testing, and analysis, treatment, removal, remediation, recovery, packaging, monitoring, transportation, movement of hazardous materials, cleanup, storage

and disposal of hazardous materials, except as these services may be reasonably necessary and incidental to preventing the release or threat of release of hazardous materials, in stabilizing the hazardous materials incident or terrorist incident.

CONTRACTOR shall not be required to maintain general security and/or safety perimeters at or near sites and vessels (except in situations where it is reasonably necessary to protect life and property), locate underground utilities, ensure appropriate traffic control services, conduct hydrological investigations and analysis, or provide testing, removal and disposal of underground storage tanks at or near the hazardous materials or terrorist incident to which CONTRACTOR is dispatched.

CONTRACTOR makes no representations or warranties to third parties with regard to the ultimate outcome of the hazardous materials services to be provided or response to terrorist incidents, but shall respond to the best of its abilities, subject to the terms of this Agreement.

2.1.2 **Performance conditions:**

CONTRACTOR acknowledges that prior to undertaking initial hazardous materials activities or prior to undertaking initial response to terrorist incidents under this Agreement, CONTRACTOR shall first receive written approval from the STATE to proceed with response activities in accordance with the "Notice to Proceed Checklist", attached as Exhibit K hereto and incorporated by reference herein. STATE approval shall be conditioned upon CONTRACTOR demonstrating to the STATE that its employees,

equipment and vehicles meet or exceed applicable regulatory requirements. CONTRACTOR may request in writing to be authorized to operate on a temporary basis using locally owned vehicles and equipment. Verbal approval from the STATE is insufficient. In any case, CONTRACTOR may not respond to hazardous materials or terrorist incidents under this Agreement until all required signatures have been obtained and the STATE has issued a written "Notice to Proceed" to CONTRACTOR. CONTRACTOR shall not respond to hazardous materials or terrorist incidents under this Agreement until its personnel meet the training requirements as set forth in "Training Standards and Guidelines", attached as Exhibit B and incorporated by reference herein.

2.1.3 **Personnel:**

CONTRACTOR shall maintain at all times a minimum of twelve qualified, trained, medically monitored, competent, and supervised personnel capable of responding twenty-four (24) hours per day, three hundred and sixty-five days (365) per year. CONTRACTOR shall respond with a minimum number of such personnel as set forth in "Levels of Response to Hazardous Materials Incidents", attached as Exhibit B and incorporated by reference herein. CONTRACTOR shall respond with personnel who are capable of providing regional response to authorized hazmat or terrorist incidents requiring technician-level or Hazardous Materials Responder Level 2 or Level II entry capability as that term is defined by the North Carolina Fire and Rescue Commission certification standards and as defined in N.C.G.S. 166A-21.

CONTRACTOR shall limit its hazmat team activity to that within the

safety and training levels specified by the North Carolina Department of Labor, Division of Occupational Safety and Health and the most current applicable NFPA standards for a Hazardous Materials Responder.

CONTRACTOR's personnel performing duties, for the purposes of this contract shall not be employees of STATE and shall not be entitled to state benefits under the Retirement System for Teachers and State Employees, benefits for the payment of federal Social Security, employment insurance, or worker's compensation.

2.1.4 **Vehicles and equipment:**

CONTRACTOR may provide such vehicles and equipment as it currently has available as provided in Exhibit F attached and incorporated by reference herein.

CONTRACTOR may provide vehicles to tow the State Equipment Trailers for use during an authorized hazmat or terrorist incident. STATE will reimburse CONTRACTOR for vehicles used to tow the State Equipment Trailers during an authorized hazmat or terrorist incident as utility/staff vehicles as provided in Exhibit F, attached and incorporated by reference herein, but shall not reimburse CONTRACTOR for mileage at the state or local mileage rate, insurance costs or maintenance costs incurred for use of a vehicle to tow the State Equipment Trailers during an authorized hazmat or terrorist incident.

Routine maintenance of local vehicles and equipment shall be the sole responsibility of the CONTRACTOR.

Use of State Hazardous Materials Emergency Response Vehicle, State Equipment Trailers and Equipment for Local Response:

CONTRACTOR may use State Hazardous Materials Emergency Response Vehicle, equipment, and State Equipment Trailers for local responses or local purposes but must reimburse STATE for local use of State Hazardous Materials Emergency Response Vehicle, equipment or State Equipment Trailers pursuant to N.C.G.S. § 166A-23(d).

Where CONTRACTOR uses State Hazardous Materials Emergency Response Vehicle, State Equipment Trailers and equipment for local response or local purposes, the CONTRACTOR is liable for major repairs, replacement costs or replacements directly attributable to the use of the vehicle, trailers and equipment for the local purposes or local response pursuant to N.C.G.S. 166A-23(d).

Repairs and Routine Maintenance to State Hazardous Materials Emergency Response Vehicle and State Equipment Trailers:

Repairs and routine maintenance to State Hazardous Materials Emergency Response Vehicle and State Equipment Trailers shall be performed by a N.C. Department of Transportation repair facility or a facility designated and approved by STATE. CONTRACTOR shall deliver the State Hazardous Materials Emergency Response Vehicle to the N.C. Department of Transportation repair facility or other facility designated and approved by STATE for routine maintenance and repairs to State Hazardous Materials Emergency Response Vehicle.

For purposes of this Agreement, repairs and routine maintenance to the State Hazardous Materials Emergency Response Vehicle consist

of the following:

(1) Semi-annual/or mileage-related services;

(2) Annual tune-ups as required for preventative maintenance; and

(3) Other maintenance as required by the manufacturer to maintain its factory warranty.

CONTRACTOR shall perform checks of the vehicles and equipment and maintain documentation of vehicle and equipment checks to meet the Pre-Incident Readiness as provided in "Incident Readiness/Vehicle and Equipment Maintenance", attached as Exhibit B and incorporated by reference herein. CONTRACTOR shall operationally test communications equipment as provided in "Incident Readiness/ Vehicle and Equipment Maintenance", attached as Exhibit B and incorporated by reference herein. CONTRACTOR is responsible for maintaining equipment in compliance with the North Carolina Department of Labor, Division of Occupational Safety and Health standards and applicable NFPA standards and manufacturer's recommendations. CONTRACTOR is responsible for maintaining protective clothing in compliance with applicable North Carolina Department of Labor, Division of Occupational Safety and Health standards and is tested as per applicable NFPA standards and manufacturer's recommendations. CONTRACTOR is responsible for maintaining other apparatus and equipment and checking, calibrating and/or testing as per manufacturer's instructions, North Carolina Department of Labor, Division of Occupational Safety and Health requirements, and applicable NFPA requirements.

Repairs and Routine Maintenance to State Equipment:

STATE shall perform or designate the entity to perform repairs and routine maintenance to STATE equipment. CONTRACTOR shall notify STATE and RRT Coordinator regarding repairs and routine maintenance needed to STATE equipment. For the purposes of this agreement, repairs and routine maintenance to state equipment include the following:

(1) Equipment checks and testing as outlined in the North Carolina Department of Labor, Division of Occupational Safety and Health standards and applicable NFPA standards and manufacturer's recommendations.

(2) Protective clothing shall comply with applicable North Carolina Department of Labor, Division of Occupational Safety and Health standards and is to be tested as per applicable NFPA standards and manufacturer's recommendations.

(3) Other apparatus and equipment shall be checked, calibrated and/or tested as per manufacturer's instructions, North Carolina Department of Labor, Division of Occupational Safety and Health requirements, and applicable NFPA requirements.

(4) Annual inspection of the State Response Vehicle and State Equipment Trailers by a qualified and approved North Carolina Annual Safety and Emissions Inspection agent.

CONTRACTOR shall provide physical facilities available for use by

the Regional Response Team including a structure to house, maintain, and adequately protect the State Hazardous Materials Emergency Response Vehicle and environmentally sensitive equipment from adverse weather conditions. If CONTRACTOR has physical facilities available for use by the Regional Response Team including a structure to house, maintain, and adequately protect the State Equipment Trailers and equipment that is not environmentally sensitive, CONTRACTOR shall use such physical facilities to house, maintain and adequately protect the State Equipment Trailers and equipment that is not environmentally sensitive. If CONTRACTOR does not have physical facilities available for use by the Regional Response Team including a structure to house, maintain, and adequately protect the State Equipment Trailers and equipment that is not environmentally sensitive, CONTRACTOR may store and maintain the State Equipment Trailers and equipment that is not environmentally sensitive outdoors.

CONTRACTOR is responsible for maintaining State Hazardous Materials Emergency Response Vehicle and State Equipment Trailers so that they shall meet all Federal and State regulatory requirements.

2.1.5 **Response Procedures and Limitations:**

CONTRACTOR's obligation to provide services hereunder shall arise with respect to specific response actions, when dispatched by the Communications Officer/Emergency Management Officer. If such response request conforms with the STATE's hazmat teams' Standard Operating Guideline or General Operating Guideline regarding "T002

101-Response", attached as "Exhibit B" and by this reference incorporated herein, the Emergency Management Officer/Communications Officer will dispatch the appropriate Regional Response Team(s) in accordance with the Standard Operating Guidelines or General Operating Guidelines. If the incident meets the Immediate Response criteria in the Standard Operating Guidelines or General Operating Guidelines, CONTRACTOR shall notify the Emergency Management Officer/Communications Officer and may begin its response to the hazardous materials or terrorist incident subject to the approval of the Secretary or his designee. The Emergency Management Officer/Communications Officer shall notify the Director or his designee that the incident meets the Immediate Response criteria and shall notify the Director or his designee that CONTRACTOR has begun its response.

If the incident does not meet the Immediate Response criteria in the Standard Operating Guidelines or General Operating Guidelines, the Emergency Management Officer/Communications Officer shall process the incident as a Decision Based Response as outlined in Section 101.5 Decision Based Response in General Operating Guideline T-002 101-Response. Response by CONTRACTOR to incidents not authorized by the Secretary or his designee shall be considered as a local response and will not be reimbursed by STATE. Attendance by CONTRACTOR at training, exercises and conferences at STATE request or attendance by CONTRACTOR at training for local governments, industry and first responder organizations approved by the RRT Coordinator are not considered a local response and are not considered use of the State Vehicle, State Equipment Trailers and State Equipment for local purposes.

Right of refusal:

CONTRACTOR shall respond to all requests for response services by the Secretary or his designee. STATE recognizes that the obligations of the CONTRACTOR in its own jurisdiction are paramount. CONTRACTOR shall immediately inform the Emergency Management Officer/State Communications Officer at the State Emergency Operations Center when its resources are in use and unavailable during a local response or training. STATE will assign an RRT Incident Number as provided in Exhibit B, attached and incorporated by reference herein, the Standard Operating Guidelines (SOG) or General Operating Guidelines (GOG), specifically, GOG #15 103-Incident Documentation.

If a request for response services is made pursuant to General Operating Guideline T002 101-Response and the CONTRACTOR is responding to a local response, CONTRACTOR may delay responding to the request for response services if the regional response Team Leader and the Secretary or his designee determine that the local response is life-threatening or determine that resources and personnel are unavailable. Within twenty-four hours following the conclusion of the local response that was the reason for the delay to the request for response services, CONTRACTOR must submit written documentation to the Director or his designee regarding the delay to respond to the request for response services. CONTRACTOR shall respond to the request for response services if the Team Leader and the Secretary or his designee determine that the local response is not life-threatening or determine that resources and personnel are available. When the local emergency

is no longer life-threatening or resources or personnel are available, CONTRACTOR shall immediately inform the Emergency Management Officer/State Communications Officer that the local response is no longer life-threatening or that its resources or personnel are again available.

If requested by the Secretary or his designee, CONTRACTOR shall provide emergency response services outside of its primary response area in order to cover the response area of a regional response team responding to a life-threatening local response or responding to a local response where resources or personnel are unavailable.

2.1.6 **Standard Operating Guidelines or General Operating Guidelines:**

CONTRACTOR and STATE agree that Hazardous Materials Regional Response Team services will be conducted in accordance with Standard Operating Guidelines or General Operating Guidelines and any subsequent amendments thereto, attached as Exhibit B and incorporated by reference herein. Amendments to Standard Operating Guidelines or General Operating Guidelines will be reviewed by the Regional Response Team Advisory Committee and approved by the Secretary or his designee.

2.2 **Contractor Compensation:**

Personnel expenses:

STATE agrees to provide for the reimbursement of personnel costs as set out in Exhibit H attached hereto and incorporated by reference herein, when a Hazardous Materials Regional Response Team responds to an authorized hazmat or terrorist incident,

attends training, exercises and conferences or provides training for local governments, industry and first responder organizations when approved by the RRT Coordinator.

CONTRACTOR's hazmat team personnel expenses which are approved, authorized and verified under this Agreement are compensable at the rates described in Exhibit H.

Equipment and Vehicles owned and/or used by CONTRACTOR

STATE agrees to provide reimbursement for use of equipment and vehicles owned by CONTRACTOR when such equipment and vehicles are used to respond to an authorized hazmat or terrorist incident as set out in Exhibit F, attached hereto and incorporated by reference herein.

CONTRACTOR may provide vehicles to tow the State Equipment Trailers for use during an authorized hazmat or terrorist incident. STATE will reimburse CONTRACTOR for vehicles used to tow the State Equipment Trailers during an authorized hazmat or terrorist incident as utility/staff vehicles as provided in Exhibit F, attached and incorporated by reference herein, but shall not reimburse CONTRACTOR for mileage at the state or local mileage rate, insurance costs, or maintenance costs for use of a vehicle to tow the State Equipment Trailers during an authorized hazmat or terrorist incident. Except as provided in Section 2.2 "Administrative Costs", STATE shall not reimburse CONTRACTOR for mileage at the state or local mileage rate, insurance costs, or maintenance costs during an authorized hazmat or terrorist incident for use of vehicles to tow the State Equipment Trailers

during an authorized hazmat or terrorist incident.

STATE shall not provide reimbursement for compensation expenses and replacement equipment directly attributable to a non-authorized, unauthorized or local response.

Replacement of disposable materials and damaged equipment:

STATE will provide the replacement of disposable materials and equipment damaged during response to an authorized hazmat or terrorist incident. CONTRACTOR shall submit to the RRT Coordinator, Division of Emergency Management, 1636 Gold Star Drive, Raleigh, NC 27607, on CONTRACTOR or STATE letterhead, a list of items that need to be replaced due to use or damage incurred in an authorized hazmat or terrorist incident. Replacement items will be purchased and delivered to CONTRACTOR by the Division of Emergency Management in accordance with State Purchasing and Contract Procedures.

Equipment Maintenance Compensation:

STATE agrees to provide for equipment maintenance costs as set out in Exhibit N, attached hereto and incorporated by reference herein. STATE will reimburse CONTRACTOR for equipment maintenance costs for repairs and upgrades of equipment used for the hazardous materials emergency response program. STATE will reimburse CONTRACTOR quarterly for equipment maintenance costs, not to exceed Four Thousand Dollars ($4,000.00) per team per State fiscal year unless approved by the Director or his designee. Compensation and reimbursement for equipment maintenance costs are subject to the approval of the Director of the Division of

Emergency Management or his designee and the Controller of the Department of Public Safety. Requests for compensation and reimbursement for equipment maintenance costs must be submitted quarterly and accompanied by a Department of Public Safety, Division of Emergency Management Quarterly Cost Report as set out in Exhibit L, attached hereto and incorporated by reference herein, and other documentation including invoices, receipts, equipment descriptions and an explanation of the maintenance conducted or performed. CONTRACTOR shall immediately notify the RRT Coordinator when equipment maintenance is conducted or performed and equipment is unavailable for use to respond to an authorized hazmat or terrorist incident. STATE shall not use equipment maintenance underruns to offset other costs overruns. Without additional State funds, if approved by the Secretary and Controller, STATE may use cost underruns from medical surveillance or training costs to offset overruns incurred in equipment maintenance costs by using a Department of Public Safety, Division of Emergency Management RRT Contract Adjustment Notice (CAN), attached as Exhibit M and incorporated by reference herein. CONTRACTOR shall submit a Quarterly Cost Report, attached as Exhibit L and incorporated by reference herein, to the RRT Coordinator at each quarterly Regional Response Team Advisory Committee meeting on the following months for expenses incurred during the preceding quarter:

Quarterly Cost Report Due Date	Report Covering Period
January 2021	November 1,2020-December 31, 2020
April 2021	January 1, 2021-March 31, 2021
July 2021	April 1, 2021-June 30, 2021

October 2021	July 1, 2021-September 30, 2021
January 2022	October 1,2021-December 31, 2021
April 2022	January 1, 2022-March 31, 2022
July 2022	April 1, 2022-June 30, 2022
October 2022	July 1,2022-September 30,2022
January 2023	October 1, 2022-December 31,2022
April 2023	January 1, 20239-March 31, 2023
July 2023	April 1, 2023-June 30, 2023
October 2023	July 1, 2023-September 30, 2023
January 2024	October 1,2023-December 31, 2023
April 2024	January 1, 2024-March 31, 2024
July 2024	April 1, 2024-June 30, 2024
If STATE extends contract:	
October 2024	July 1,2024-September 30,2024
January 2025	October 1, 2024-December 31,2024
April 2025	January 1, 2025-March 31, 2025
July 2025	April 1, 2025-June 30, 2025

The RRT Coordinator shall submit the Cost Report to the Controller's Office of the Department of Public Safety.

Administrative Costs

STATE agrees to provide for administrative costs as set out in Exhibit G attached hereto and incorporated by reference herein. Compensation and reimbursement for administrative costs shall not

exceed Twenty Thousand Dollars ($20,000.00) per team per State fiscal year and shall be expended as follows:

(1) Administrative costs to maintain incident readiness for and respond to authorized hazmat or terrorist incidents; and

(2) Administrative costs to provide a vehicle to tow the State Equipment Trailers used during an authorized hazmat or terrorist incident.

STATE will reimburse CONTRACTOR Five Thousand Dollars ($5,000.00) quarterly for administrative costs, not to exceed Twenty Thousand Dollars ($20,000.00) per team per State fiscal year. Compensation and reimbursement for administrative costs are subject to the approval of the Director of the Division of Emergency Management or his designee and the Controller of the Department of Public Safety. Requests for compensation and reimbursement for administrative costs must be submitted quarterly and accompanied by a Department of Public Safety, Division of Emergency Management Quarterly Cost Report as set out in Exhibit L, attached hereto and incorporated by reference herein. Without additional State funds, if approved by the Secretary and Controller, STATE may use cost underruns from medical surveillance or training costs to offset overruns incurred in administrative costs by using a Department of Public Safety, Division of Emergency Management RRT Contract Adjustment Notice (CAN), attached as Exhibit M and incorporated by reference herein. CONTRACTOR shall submit a Quarterly Cost Report, attached as Exhibit L and incorporated by reference herein, to the RRT Coordinator at each quarterly Regional Response Team Advisory Committee meeting on the following months for expenses incurred during the preceding quarter:

Quarterly Cost Report Due Date	Report Covering Period
January 2021	November 1,2020-December 31, 2020
April 2021	January 1, 2021-March 31, 2021
July 2021	April 1, 2021-June 30, 2021
October 2021	July 1, 2021-September 30, 2021
January 2022	October 1,2021-December 31, 2021
April 2022	January 1, 2022-March 31, 2022
July 2022	April 1, 2022-June 30, 2022
October 2022	July 1,2022-September 30,2022
January 2023	October 1, 2022-December 31,2022
April 2023	January 1, 2023-March 31, 2023
July 2023	April 1, 2023-June 30, 2023
October 2023	July 1, 2023-September 30, 2023
January 2024	October 1,2023-December 31, 2023
April 2024	January 1, 2024-March 31, 2024
July 2024	April 1, 2024-June 30, 2024
If STATE extends contract:	
October 2024	July 1,2024-September 30,2024
January 2025	October 1, 2024-December 31,2024
April 2025	January 1, 2025-March 31, 2025
July 2025	April 1, 2025-June 30, 2025

The RRT Coordinator shall submit the Cost Report to the

Controller's Office of the Department of Public Safety.

Training

STATE may provide advanced training and education to CONTRACTOR's current or proposed Hazardous Materials Regional Response Team members. Compensation and reimbursement for training costs, including terrorism training costs, overtime costs in accordance with the Fair Labor Standards Act and replacement personnel costs up to a total of 36 team members, shall not exceed Twenty-Five Thousand Dollars ($25,000.00) per team per State fiscal year. Replacement personnel costs must be documented and will be provided for the same position as the Team member attending training approved by the Director or his designee for overtime hours in accordance with the Fair Labor Standards Act. STATE will reimburse CONTRACTOR quarterly for training costs including terrorism training costs, not to exceed Twenty-Five Thousand Dollars ($25,000.00) per team per State fiscal year for the actual cost of training and education approved by the Director or his designee for CONTRACTOR's current or proposed Hazardous Materials Regional Response Team members as set out in Exhibits B and D, attached and incorporated by reference herein, to maintain the Hazardous Materials Regional Response Team up to the standards described in Exhibit J of this Agreement, attached and incorporated by reference herein. Compensation and reimbursement for training costs including terrorism training costs are subject to the approval of the Director of the Division of Emergency Management or his designee and the Controller of the Department of Public Safety or his designee. Requests for compensation and reimbursement for training costs including terrorism training

costs must be submitted quarterly and include documentation regarding the training, training roster, certificates if available, course outline or description, receipts, invoices, and any other pertinent information or documentation regarding the training, and accompanied by a Department of Public Safety, Division of Emergency Management Quarterly Cost Report as set out in Exhibit L, attached hereto and incorporated by reference herein. Without additional State funds, if approved by the Secretary or his designee and the Controller or his designee, STATE may use cost underruns from medical surveillance or administrative costs to offset overruns incurred in training costs by using a Department of Public Safety, Division of Emergency Management RRT Contract Adjustment Notice (CAN), attached as Exhibit M and incorporated by reference herein. CONTRACTOR shall submit a Quarterly Cost Report, attached as Exhibit L and incorporated by reference herein, to the RRT Coordinator at each quarterly Regional Response Team Advisory Committee meeting on the following months for expenses incurred during the preceding quarter:

Quarterly Cost Report Due Date	Report Covering Period
January 2021	November 1,2020-December 31, 2020
April 2021	January 1, 2021-March 31, 2021
July 2021	April 1, 2021-June 30, 2021
October 2021	July 1, 2021-September 30, 2021
January 2022	October 1,2021-December 31, 2021
April 2022	January 1, 2022-March 31, 2022
July 2022	April 1, 2022-June 30, 2022
October 2022	July 1,2022-September 30,2022

January 2023	October 1, 2022-December 31,2022
April 2023	January 1, 2023-March 31, 2023
July 2023	April 1, 2023-June 30, 2023
October 2023	July 1, 2023-September 30, 2023
January 2024	October 1,2023-December 31, 2023
April 2024	January 1, 2024-March 31, 2024
July 2024	April 1, 2024-June 30, 2024
If STATE extends contract:	
October 2024	July 1,2024-September 30,2024
January 2025	October 1, 2024-December 31,2024
April 2025	January 1, 2025-March 31, 2025
July 2025	April 1, 2025-June 30, 2025

The RRT Coordinator shall submit the Cost Report to the Controller's Office of the Department of Public Safety.

All training must comply with governmental regulations, applicable NFPA standards and North Carolina Fire and Rescue Commission Guidelines for Hazardous Materials Responder Certification for Technician Level (Level 2 or Level II) or Level I Responder for Auxiliary Members/Logistics, associated with the assigned duties under this Agreement.

Medical surveillance:

STATE will provide reimbursement for the cost of medical surveillance for members of the Hazardous Materials Regional Response Team which result from authorized hazmat or terrorist incidents, as set out in Exhibit E attached hereto and incorporated by reference herein. STATE will provide compensation

and reimbursement for baseline, annual maintenance, and exit physical exams for each team member. Compensation and reimbursement for a responder's base line, annual maintenance, and exit physical exams will be limited to Fifteen Thousand Dollars ($15,000.00) per team per State fiscal year. STATE will reimburse CONTRACTOR quarterly for the actual cost of responders' base line, annual maintenance, and exit physical exams, not to exceed Fifteen Thousand Dollars ($15,000.00) per team per State fiscal year. CONTRACTOR shall comply with the standards described in the "N.C. Regional Hazardous Material Response Teams' Occupational Medical Monitoring Program Guidelines" attached as Exhibit B and incorporated by reference herein. Compensation and reimbursement for costs of a responder's base line, annual maintenance, and exit physical exams are subject to the approval of the Director of the Division of Emergency Management or his designee and the Controller of the Department of Public Safety or his designee. Requests for compensation and reimbursement for a responder's base line, annual maintenance, and exit physical exams must be submitted quarterly and accompanied by a Department of Public Safety, Division of Emergency Management Quarterly Cost Report as set out in Exhibit L, attached hereto and incorporated by reference herein. Without additional State funds, if approved by the Secretary or his designee and the Controller or his designee, STATE may use cost underruns from training or administrative costs to offset overruns incurred in medical surveillance costs by using a Department of Public Safety, Division of Emergency Management RRT Contract Adjustment Notice (CAN), attached as Exhibit M and incorporated by reference herein. CONTRACTOR shall submit a Quarterly Cost Report, attached as Exhibit L and incorporated by

reference herein, and a current Team roster listing team members to the RRT Coordinator. The Quarterly Cost Report must be submitted to the RRT Coordinator at each quarterly Regional Response Team Advisory Committee meeting on the following months for expenses incurred during the preceding quarter:

Quarterly Cost Report Due Date	Report Covering Period
January 2021	November 1,2020-December 31, 2020
April 2021	January 1, 2021-March 31, 2021
July 2021	April 1, 2021-June 30, 2021
October 2021	July 1, 2021-September 30, 2021
January 2022	October 1,2021-December 31, 2021
April 2022	January 1, 2022-March 31, 2022
July 2022	April 1, 2022-June 30, 2022
October 2022	July 1,2022-September 30,2022
January 2023	October 1, 2022-December 31,2022
April 2023	January 1, 2023-March 31, 2023
July 2023	April 1, 2023-June 30, 2023
October 2023	July 1, 2023-September 30, 2023
January 2024	October 1,2023-December 31, 2023
April 2024	January 1, 2024-March 31, 2024
July 2024	April 1, 2024-June 30, 2024
If STATE extends contract:	
October 2024	July 1,2024-September 30,2024
January 2025	October 1, 2024-December 31,2024
April 2025	January 1, 2025-March 31, 2025
July 2025	April 1, 2025-June 30, 2025

The RRT Coordinator shall submit the Cost Report to the

Controller's Office of the Department of Public Safety.

All requests for compensation and reimbursement for a responder's base line, annual maintenance, and exit physical exams must be accompanied by the medical providers' invoice and a roster of the names of team personnel who received exams.

Reimbursement for medical expenses incurred due to a documented exposure at an authorized hazmat or terrorist incident is subject to review by the RRT Coordinator and the approval of the Director of the Division of Emergency Management or his designee and will be made in accordance with "Medical Surveillance" attached as Exhibit B hereto and incorporated by reference herein.

Vehicles and equipment loans:

STATE agrees to loan to CONTRACTOR two equipment trailers and a hazardous materials emergency response vehicle equipped to provide a technician level (Level 2 or Level II) response. The State Hazardous Materials Emergency Response Vehicle, the State Equipment Trailers and equipment are set forth in Exhibit C of this Agreement and incorporated herein by reference. CONTRACTOR shall be compensated by STATE under this Agreement for its authorized State hazmat or terrorist incident response costs only. Such State hazmat or terrorist response costs may include, but are not limited to, compensation for:

Vehicles and apparatus:

For response to an authorized hazmat or terrorist incident, STATE shall compensate CONTRACTOR for vehicle use at the rates described

in Exhibit F to this Agreement, attached and incorporated by reference herein. For response to an authorized hazmat or terrorist incident, CONTRACTOR may provide vehicles to tow the State Equipment Trailers for use during an authorized hazmat or terrorist incident. STATE will reimburse CONTRACTOR for vehicles used to tow the State Equipment Trailers during an authorized hazmat or terrorist incident as utility/staff vehicles as provided in Exhibit F, attached and incorporated by reference herein, but shall not reimburse CONTRACTOR for mileage at the state or local mileage rate, insurance costs, or maintenance costs for use of a vehicle to tow the State Equipment Trailers during an authorized hazmat or terrorist incident. A Regional Response Team shall not be reimbursed for more than four utility/staff vehicles per authorized hazmat or terrorist incident without prior approval of the Director or his designee. CONTRACTOR shall provide fuel receipts and completed fuel logs by the tenth day of each month for the period covering the prior month for fuel purchases made by CONTRACTOR using the State issued fuel credit account or the State fuel key fob.

Personnel expenses:

CONTRACTOR's hazmat team personnel expenses that are approved, authorized and verified under this Agreement are compensable at the rates described in Exhibit H. CONTRACTOR shall submit an active personnel roster to the RRT Coordinator with the January 2021, October 2021, October 2022, October 2023, and October 2024 Quarterly Cost Reports. Requests for compensation and reimbursement for personnel expenses must be submitted and accompanied by a completed Exhibit H Personnel Salary Information

Form, attached hereto and incorporated by reference herein.

Replacement of disposable materials and damaged equipment:

CONTRACTOR shall submit to the RRT Coordinator, Division of Emergency Management, 1636 Gold Star Drive, Raleigh, N.C. 27607, on CONTRACTOR letterhead, a list of items that need to be replaced due to use or damage incurred in an authorized hazmat or terrorist incident.

Workers Compensation:

CONTRACTOR or CONTRACTOR programs maintaining self-insurance or a self-insured retention fund shall maintain at its own expense and keep in effect workers compensation insurance for CONTRACTOR personnel performing duties for CONTRACTOR used pursuant to the terms of this Agreement. STATE will reimburse CONTRACTOR quarterly for actual workers compensation costs, not to exceed Five Thousand Dollars ($5,000.00) per team per State fiscal year. Compensation and reimbursement for complying with the worker's compensation requirements of this contract are subject to the approval of the Director of the Division of Emergency Management or his designee and the Controller of the Department of Public Safety. Requests for compensation and reimbursement for complying with the worker's compensation requirements of this contract must be submitted quarterly and accompanied by a Department of Public Safety, Division of Emergency Management Quarterly Cost Report as set out in Exhibit L, attached hereto and incorporated by reference herein. CONTRACTOR shall submit a Quarterly Cost Report, attached as Exhibit L and incorporated by reference herein to the RRT Coordinator on the following months for expenses

incurred during the preceding quarter:

Quarterly Cost Report Due Date	Report Covering Period
January 2021	November 1,2020-December 31, 2020
April 2021	January 1, 2021-March 31, 2021
July 2021	April 1, 2021-June 30, 2021
October 2021	July 1, 2021-September 30, 2021
January 2022	October 1,2021-December 31, 2021
April 2022	January 1, 2022-March 31, 2022
July 2022	April 1, 2022-June 30, 2022
October 2022	July 1,2022-September 30,2022
January 2023	October 1, 2022-December 31,2022
April 2023	January 1, 2023-March 31, 2023
July 2023	April 1, 2023-June 30, 2023
October 2023	July 1, 2023-September 30, 2023
January 2024	October 1,2023-December 31, 2023
April 2024	January 1, 2024-March 31, 2024
July 2024	April 1, 2024-June 30, 2024
If STATE extends contract:	
October 2024	July 1,2024-September 30,2024
January 2025	October 1, 2024-December 31,2024
April 2025	January 1, 2025-March 30, 2025
July 2025	April 1, 2025-June 30, 2025

The RRT Coordinator shall submit the Cost Report to the Controller's Office of the Department of Public Safety.

Billing system:

If CONTRACTOR elects reimbursement for its response costs, it

shall bill the STATE for the response costs within fourteen (14) days of the completion of the authorized hazmat or terrorist incident response. CONTRACTOR's claim for reimbursement shall include complete incident documentation. CONTRACTOR's claim for reimbursement shall be on STATE-approved forms and shall contain such documentation as is necessary to support STATE's cost recovery operations and financial audits. Incident Documentation shall be reviewed by the RRT Coordinator. The STATE will reimburse Contractor as soon as practicable in accordance with Standard Operating Guidelines or General Operating Guidelines, attached as Exhibit B and incorporated by reference herein.

STATE agrees to bill responsible parties for the STATE hazmat team recovery costs. The STATE will not bill responsible parties until it receives from the CONTRACTOR complete incident documentation as described in "Incident Documentation", attached as Exhibit B and incorporated by reference herein. STATE will bill the responsible party or parties within thirty days of the receipt of complete and accurate incident documentation from CONTRACTOR. These costs shall be billed to the responsible party pursuant to N.C.G.S. §166A-27.

Pursuant to N.C.G.S. §166A-27, CONTRACTOR shall cooperate fully with STATE and the N.C. Department of Justice if the Responsible Party does not pay the response costs and an action is instituted in the superior court of the county in which the release occurred to recover the response costs. Cooperation includes, but is not limited to, attendance at and preparation for meetings, interviews, discovery, depositions, mediation, arbitration, pre-

trial motions, trial and all other aspects of litigation or settlement of the action filed to recover response costs.

2.3 **Prior approval:**

CONTRACTOR will be reimbursed only for authorized hazmat or terrorist incidents. Granting of authorization by the Secretary or his designee constitutes STATE's Agreement to pay CONTRACTOR's team costs from the Hazardous Materials Emergency Response Fund.

CONTRACTOR shall immediately notify the Emergency Management Officer or State Communications Officer of all emergency response activities undertaken pursuant to this Agreement.

CONTRACTOR agrees to make reasonable and good faith efforts to minimize responsible party and STATE expenses.

2.4 **Notification that the fund is fiscally unsound:**

If the hazardous materials emergency response fund set up pursuant to N.C.G.S. §166A-28 becomes depleted or fiscally unsound, STATE shall immediately notify the CONTRACTOR who may upon receipt of such notice suspend response actions under this Agreement.

For purposes of this section, "fiscally unsound" shall mean the balance in the Hazardous Materials Emergency Response Fund is less than Twenty Five Thousand Dollars ($25,000) and "immediately" shall mean within twelve hours of CONTRACTOR receiving the hazmat or terrorist incident emergency response request.

CONTRACTOR shall be reimbursed for any unpaid team recovery costs after the Fund becomes depleted or fiscally unsound, if additional funds become available to the Hazardous Materials Emergency Response Fund and CONTRACTOR has billed STATE as set forth in § 2.2.

If CONTRACTOR commences a response to a hazardous materials or terrorist incident subsequent to the State notification that the fund is depleted or fiscally unsound, CONTRACTOR assumes the risk of non-payment if STATE is unable to obtain additional funds for the Hazardous Materials Emergency Response Fund or is unable to recover from the responsible party.

2.5 **CONTRACTOR status:**

CONTRACTOR certifies it is a unit of local government and is not an employee of the State of North Carolina.

2.6 **Assignments and subcontracts:**

CONTRACTOR shall not assign, sell, transfer, subcontract or sublet rights, or delegate responsibilities under this Agreement.

2.7 **Successors in interests:**

The provisions of this Agreement shall be binding upon and shall inure to the benefit of the parties to the Agreement and their respective successors.

2.8 **Compliance to government regulations and NFPA standards:**

CONTRACTOR agrees to comply with federal, state, local laws, and the most current applicable NFPA standards, codes, regulations

and/or ordinances applicable to the work performed under this Agreement, including but not limited to, the North Carolina OSHA and the Fair Labor Standards Act. Failure to comply with such requirements shall constitute a breach of this Agreement and shall be grounds for termination. CONTRACTOR shall provide adequately trained personnel appropriately licensed by the State to operate the State Hazardous Materials Emergency Response Vehicle and the State Equipment Trailers.

2.9 **Acts of God:**

Neither party to this Agreement shall be responsible for delay or default caused by fire, riots, acts of God and/or war which is beyond the party's reasonable control. STATE or CONTRACTOR may terminate this Agreement upon written notice after determining such delay or default will reasonably prevent performance of the Agreement.

2.10 **State Tort Claims Act:**

During operations authorized by this contract, CONTRACTOR and members of the Hazardous Materials Regional Response Team shall be agents of the state and shall be defended from liability and judgments paid in accordance with Article 31A of Chapter 143 of the North Carolina General Statutes. For purposes of this section, "operations" means activities directly related to authorized hazmat or terrorist incidents, but not a local response. "Operations" include travel to and from activities directly related to the authorized hazmat or terrorist incident in the State Hazardous Materials Emergency Response Vehicle and in the State Equipment Trailers. "Operations" do not include travel

to and from the authorized hazmat or terrorist incident in any vehicles other than in the State Hazardous Materials Emergency Response Vehicle and State Equipment Trailers. "Operations" also include attendance at training activities approved by the Director or his designee that is provided at state expense under this contract for the members of the Regional Response Team but does not include travel to and from the training. "Operations" may also include attendance at training, conferences and exercises at STATE request in the State Hazardous Materials Emergency Response Vehicle and in the State Equipment Trailers, but does not include travel to and from the training, conferences and exercises in any vehicles other than in the State Hazardous Materials Emergency Response Vehicle and State Equipment Trailers. The coverage afforded a CONTRACTOR and members of the Regional Response Team under the N.C. Tort Claims Act shall be excess coverage over any commercial liability insurance. This contract does not waive the sovereign immunity of the State with respect to any claim.

Limitations:

This Agreement in no way limits a CONTRACTOR from responding with State Hazardous Materials Emergency Response Vehicle, State Equipment Trailers, State equipment and supplies under local government mutual aid Agreements or other contracts under local authority subject to limitations set forth in paragraphs 2.1.4 and 2.1.5.

Notifications:

CONTRACTOR shall immediately report by telephone and in writing any demand, request or occurrence that may reasonably give rise to

a claim against STATE. Such reports shall be made to the Director and to the Department of Justice legal advisor for the Division of Emergency Management.

2.11 Indemnification:

When acting as other than an agent of STATE under this Agreement and when using the State Hazardous Materials Emergency Response Vehicle, State Equipment Trailers, State equipment, procedures or training, CONTRACTOR shall indemnify, defend and hold harmless STATE, its officers, divisions, agents, employees and members, from all claims, suits or actions of any nature arising out of the negligence of CONTRACTOR, its officers, subcontractors, agents or employees subject to the North Carolina Tort Claims Act and the North Carolina Constitution. When acting as an agent of STATE under this Agreement and when using vehicles and equipment not owned by STATE, CONTRACTOR shall indemnify, defend and hold harmless STATE, its officers, divisions, agents, employees and members, from all claims, suits or actions of any nature arising out of the activities or omissions of CONTRACTOR, its officers, subcontractors, agents or employees subject to the North Carolina Tort Claims Act and the North Carolina Constitution.
Notwithstanding the foregoing, to the extent that CONTRACTOR does not purchase a contract of insurance to meet this requirement, it shall not be deemed to have waived its governmental immunity as otherwise provided by law.

2.12 Severability:

If any provision of this Agreement is declared by a Court to be illegal or in conflict with any law, the validity of the remaining

terms and provisions shall not be affected; and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.

2.13 **Access to records:**

Each party to this contract, and/or its duly authorized representative shall have access to the other party's books, documents, investigative reports, papers and records and accounts which are directly pertinent to this Agreement for the purpose of making financial, maintenance or regulatory audit. Such records shall be maintained for at least five years or longer where required by law or as required pursuant to paragraph 2.26 herein.

Confidentiality:

Except as otherwise provided by law, each party to this Agreement mutually agrees that they shall not in any way, except as may be required in connection with this Agreement, disclose each other's confidential information to a third party. The rights and obligations set forth in this section shall survive termination of the contract. Any duty under this sub-section shall be in conformance with North Carolina's public records law.

Release of information, reports, and documents

STATE may release information, reports, documents, including incident reports in accordance with the North Carolina Public Records Law, Chapter 132 "Public Records" of the North Carolina General Statutes, and other applicable laws, rules, and regulations. CONTRACTOR shall forward all requests for

information to the RRT Coordinator for STATE to process to determine whether to release information in accordance with the North Carolina Public Records Law, Chapter 132 "Public Records" of the North Carolina General Statutes, and other applicable laws, rules, and regulations. STATE shall not release sensitive public security information as defined in N.C.G.S. 132-1.7, Chapter 132 "Public Records" of the North Carolina General Statutes, and applicable laws, rules and regulations. During an authorized hazmat or terrorist incident, the Department of Public Safety, Division of Emergency Management representative shall work with the incident Public Information Officer regarding the determination to release information.

2.14 **Amendments:**

The terms of this Agreement shall not be waived, altered, modified, supplemented or amended in any manner whatsoever without prior written approval of STATE and CONTRACTOR.

2.15 **Payment of CONTRACTOR's obligations:**

CONTRACTOR agrees to make payment promptly as due to all persons furnishing services, equipment or supplies to CONTRACTOR. If CONTRACTOR fails, neglects or refuses to pay any such claims as they become due and for which STATE may be held liable, the Director of the Division of Emergency Management, after ascertaining that the claims are just, due and payable may, but shall not be required to, pay the claim and charge the amount of the payment against funds due CONTRACTOR under this Agreement. The payment and claim to this matter shall not relieve CONTRACTOR of any duty with respect to any unpaid claims.

2.16 Nondiscrimination:

CONTRACTOR shall comply with all applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations. CONTRACTOR is encouraged to recruit qualified women and minorities as Hazardous Materials Regional Response Team members.

2.17 Dual payment:

CONTRACTOR shall not be compensated for work performed under this Agreement by any other state agency or person responsible for causing a hazardous material or terrorist emergency or incident except as approved and authorized under this Agreement.

2.18 Insurance:

STATE will maintain at its own expense, and keep in effect during the term of this Agreement, Comprehensive or Commercial General Liability insurance, Automobile Liability and Automobile Collision insurance for the State Hazardous Materials Emergency Response Vehicle as provided in Exhibit I, attached hereto and incorporated by reference herein.

2.18.1 Worker's compensation:

CONTRACTOR as the employer working under this Agreement is a subject employer under the North Carolina Worker's Compensation Law and shall comply with all worker's compensation coverage requirements. Nothing in this Agreement is intended or shall be construed to create the relationship of employer and employee, as between STATE and CONTRACTOR and CONTRACTOR's employees.

CONTRACTOR as the employer working under this Agreement shall indemnify, defend and hold harmless STATE, its officers, divisions, agents, employees and members, from all worker's compensation claims, suits, or actions arising out of the activities or omissions of CONTRACTOR, its officers, subcontractors, agents or employees subject to the North Carolina Tort Claims Act and the North Carolina Constitution. Notwithstanding the foregoing, to the extent that CONTRACTOR does not purchase a contract of insurance to meet this requirement, it shall not be deemed to have waived its governmental immunity as otherwise provided by law.

2.18.2 **Comprehensive or Commercial General Liability:**

STATE shall maintain at its own expense, and keep in effect during the term of this Agreement, comprehensive or commercial general liability insurance, covering personal injury and property damage of CONTRACTOR during an authorized hazmat incident. This insurance shall include coverage for contractual liability related to the indemnity provisions of this Agreement. This insurance shall include coverage for liability related to pollution and hazmat operations. The STATE's general liability coverage limits for Contractor during an authorized hazmat or terrorist incident shall not be less than One Million Dollars ($1,000,000.00) per occurrence or Two Million Dollars ($2,000,000.00) in the aggregate, or the equivalent. CONTRACTOR shall be a named insured on the policy or an indemnity provision must be provided. Upon CONTRACTOR's request, a current copy of this policy will be provided to the CONTRACTOR.

2.18.3 Automobile liability:

CONTRACTOR shall maintain at its own expense and keep in effect automobile liability insurance for its respective vehicles used pursuant to the terms of this Agreement. CONTRACTOR shall maintain at its own expense and keep in effect insurance for automobile liability for the vehicles used to tow the State Equipment Trailers when such vehicles are used to respond to an authorized hazmat or terrorist incident. STATE shall maintain at its own expense and keep in effect during the term of this Agreement automobile liability insurance for the State Hazardous Materials Emergency Response Vehicle and the State Equipment Trailers used pursuant to the terms of this Agreement. The coverage may be written in combination with the comprehensive or commercial general liability insurance. Automobile liability coverage for the State Hazardous Materials Emergency Response Vehicle shall be not less than $1,000,000.00 combined single limit occurrence or the equivalent. The CONTRACTOR must be named as an insured on the policy or an indemnity provision must be provided. Upon CONTRACTOR'S request, a current copy of this policy will be provided to CONTRACTOR.

CONTRACTOR shall maintain at its own expense and keep in effect automobile collision insurance for its respective vehicles used pursuant to the terms of this Agreement. CONTRACTOR shall maintain at its own expense and keep in effect property insurance for the vehicles used to tow the State Equipment Trailers when such vehicles are used to respond to an authorized hazmat or terrorist incident. STATE shall maintain at its own expense and keep in effect during the term of this Agreement automobile collision insurance for the State

Hazardous Materials Emergency Response Vehicle and the State Equipment Trailers used pursuant to the terms of this Agreement. Collision coverage for the State Hazardous Materials Emergency Response Vehicle shall be not less than $1,290,000.00 to include $640,000.00 agreed vehicle value and $650,000.00 for equipment and contents. The CONTRACTOR must be named as an insured on the policy or an indemnity provision must be provided. Upon CONTRACTOR'S request, a current copy of this policy will be provided to CONTRACTOR.

2.18.4 Notice of cancellation or change:

CONTRACTOR and STATE agree there shall be no cancellation, material change, exhaustion of aggregate limits or intent not to renew its respective insurance coverage without prior sixty-day written notice to the STATE.

2.18.5 Physical damage clause:

CONTRACTOR agrees to be responsible for any physical damage to State Hazardous Materials Emergency Response Vehicle and the State Equipment Trailers and State equipment that is directly attributable to local response regardless of fault, ordinary wear and tear excepted. CONTRACTOR shall be responsible for the custody and care of the State Hazardous Materials Emergency Response Vehicle and the State Equipment Trailers and State equipment furnished for use in connection with the performance of this Agreement and shall reimburse STATE for loss or damage to said property.

2.19 Remedies:

This Agreement shall be governed by and construed in accordance with

the laws of the State of North Carolina as interpreted by North Carolina Courts. Any litigation arising out of this Agreement shall be conducted in the Courts of the State of North Carolina, Wake County.

2.20 **Termination:**

This Agreement may be terminated by mutual consent of both parties or by either party upon sixty (60) days notice in writing and delivered by certified mail or in person. STATE or CONTRACTOR may terminate this Agreement at will effective upon delivery of written notice to the CONTRACTOR or STATE, or at such later date as may be established by STATE or CONTRACTOR under the following conditions:

If funding from federal, state or other sources is not obtained and continued at levels sufficient to allow for the purchase of an indicated quantity of services, the Agreement may be modified to accommodate a reduction in funding.

If federal or state laws, rules, regulations, or guidelines are modified, changed or interpreted in such a way that the services are no longer allowable or appropriate for purchase under this Agreement, or are no longer eligible for the funding proposed for payments by this Agreement.

If any license or certification required by law or regulation to be held by CONTRACTOR to provide the services required by this Agreement is for any reason denied, revoked or not renewed.

Any termination under this Agreement shall be without prejudice to

any obligations or liabilities of either party already accrued prior to such termination.

2.20.1 Default:

STATE or CONTRACTOR upon written notice of default (including breach of contract) to the other party, may terminate the whole or any part of this Agreement: (a) if the other party fails to provide services called for by this Agreement within the time specified herein or extension thereof; or, (b) if the other party fails to perform any other provision of this Agreement, or so fails to pursue the work as to endanger performance of this Agreement in accordance with its terms, and, after receipt of notice of the other party, does not correct such failures within ten days or such longer period as the notice may authorize.

2.21 Approval authority:

CONTRACTOR's representatives certify by their signature herein that he or she, as the case may be, has the necessary and lawful authority to enter into contracts and agreements on behalf of the local government entity.

2.22 Insufficient funds:

The obligation of CONTRACTOR under this Agreement is contingent upon the availability and allotment of funds by STATE to CONTRACTOR, and CONTRACTOR may upon thirty days prior written notice terminate this contract if funds are not available.

Any and all payments to the CONTRACTOR are dependent upon and subject to legislative funding to the STATE for the purpose set forth in this

agreement. All terms and conditions of this Agreement are dependent upon and subject to the allocation of funds for the hazardous materials emergency response program as provided in Chapter 166A of the North Carolina General Statutes and this Agreement shall automatically terminate if funds cease to be available.

2.23 Return of Loaned Property:

If this contract is terminated for any reason, then all property given to CONTRACTOR pursuant to the terms of this Agreement by STATE shall revert to STATE. CONTRACTOR agrees to properly maintain and preserve all such property until such time as STATE regains physical possession.

2.24 Solicitation:

CONTRACTOR shall not solicit third parties for equipment or donations.

2.25 Arbitration:

Upon agreement by STATE and CONTRACTOR, STATE and CONTRACTOR may agree to submit any controversy existing between them resulting from the implementation and interpretation of or arising as a result of this contract to arbitration pursuant to Article 45C of Chapter 1 of the North Carolina General Statutes. The parties shall first submit any controversy existing between them to the procedures as set forth in "Dispute Resolution", attached as Exhibit B and incorporated by reference herein.

2.26 Audit:

If applicable, CONTRACTOR shall conduct audit(s) in accordance with

the Single Audit Act of 1984 (31 U.S.C. §7501 et. seq.), and applicable North Carolina laws, rules and regulations regarding audits of local governments, including but not limited to, Article 5A of Chapter 147 of the North Carolina General Statutes and N.C.G.S. §159-34. CONTRACTOR shall retain all financial records, supporting documents, statistical records, and any other documents pertinent to this Agreement for a period of five years after the date of submission of the final expenditures report or longer where required by law. However, if litigation or an audit has been initiated prior to the expiration of the five-year period, the records shall be retained until the litigation or audit findings have been resolved. CONTRACTOR records shall be available at all reasonable times for inspection, review or audit by the N.C. State Auditor and other personnel duly authorized by STATE. "Reasonable" shall be construed according to circumstances, but ordinarily shall mean, normal business hours of 8:30 a.m. to 5:00 p.m., Eastern Standard Time or Eastern Daylight Time, Monday through Friday. CONTRACTOR shall also provide STATE with the records, reports or financial statements upon request for the purposes of auditing and monitoring the funds awarded under this Agreement. CONTRACTOR shall provide STATE and the Office of the State Auditor with an annual financial audit report. The annual financial audit report shall include all management letters and the CONTRACTOR's response to all findings, including corrective actions to be taken. In the event the audit shows that the entire funds disbursed hereunder, or any portion thereof, were not spent in accordance with the conditions of this agreement, CONTRACTOR shall be held liable for reimbursement to STATE of all funds not spent in accordance with this Agreement, within thirty (30) days after the STATE has notified CONTRACTOR of such non-compliance.

IN WITNESS WHEREOF, the STATE and the CONTRACTOR have each executed this Agreement, this the 1st day of November, 2020.

CONTRACTING AGENCY
DIVISION OF EMERGENCY MANAGEMENT
DEPARTMENT OF PUBLIC SAFETY

WITNESS:
_____

BY: _____
MICHAEL A. SPRAYBERRY, DIRECTOR
DIVISION OF EMERGENCY MANAGEMENT

WITNESS:
_____

BY: _____
ERIK A. HOOKS, SECRETARY
DEPARTMENT OF PUBLIC SAFETY

WITNESS:
_____

BY: _____
JOHN O'DANIEL
TOWN ADMINISTRATOR
TOWN OF WILLIAMSTON
WILLIAMSTON, NORTH CAROLINA

WITNESS:
_____

BY: _____
JOYCE WHICHARD-BROWN
MAYOR
TOWN OF WILLIAMSTON
WILLIAMSTON, NORTH CAROLINA

WITNESS:
_____

BY: _____
DANIEL A. MANNING
TOWN ATTORNEY
TOWN OF WILLIAMSTON
WILLIAMSTON, NORTH CAROLINA

APPROVED AS TO PROCEDURES:
BY: _____
DARLENE LANGSTON, BUDGET DIRECTOR
DEPARTMENT OF PUBLIC SAFETY

APPROVED AS TO INSURANCE REVIEW ONLY
BY: _____
BRYAN HECKLE
DEPARTMENT OF INSURANCE
RISK MANAGEMENT

APPROVED AS TO FORM SUBJECT TO EXECUTION BY ERIK A. HOOKS, SECRETARY OF THE DEPARTMENT OF PUBLIC SAFETY.

JOSHUA STEIN
ATTORNEY GENERAL OF NORTH CAROLINA
BY: _____
ASSISTANT ATTORNEY GENERAL

J:\AGO\Criminal\Public Safety\Crimecontrol\PERRY\rrt 2020\Williamstonrrtk82020.wpd

WILLIAMSTON PARKS AND RECREATION DEPARTMENT
USER FEES
EFFECTIVE AUGUST 2020

Youth Athletics	
Basketball & Volleyball	15 Resident & 25 Non-Resident
Football & Softball	25 Resident & 35 Non-Resident
Basketball & Volleyball Gate Fee	$1 per day or $10 per adult season pass
Perry Center and Picnic Shelter	
Picnic Shelter Only	
Half day is Open-2pm or 3pm-Sunset	
Resident	20 half day & 40 full day
Non-Resident	30 half day & 60 full day
Perry Center and Picnic Shelter (2-hr minimum)	
Resident	20 + Additional 20 per hour for inside
Non-Resident	30 + Additional 30 per hour for inside
Godwin Coppage Picnic Shelter	
Half day is Open-2pm or 3pm-Sunset	
Resident	20 half day & 40 full day
Non-Resident	30 half day & 60 full day
Concession Fees	
Youth Association - Regular season	$1 per registered participant
Youth Association – Tournament	10% of sales
Others & For profit groups	20% of sales
Travel Team & Tournament Fees	
Outdoor Travel Tournaments	40% gate fees + cost of gate worker
Indoor Travel Tournaments	$15 per hour + $10 per team
Gym Use – Practice	$20-2 hour session, $30–3 hour session
Adult Leagues	
Softball Field Prep	$20 per field
Lights	$15 per hour/field (2 hour minimum)
Site Supervisor	$10 per hour
General Fees	
Softball Field Prep	$40 per field each day
Soccer Field prep	Hourly staff rate + cost of materials
Athletic Field Lights	$25 per hour/field (2 hour minimum)
Temporary Fence	$200 set-up fee
Gym Rental Fee	$30 per hour + $500 Refundable Deposit
Recreation Staff	$15 per hour per person
Martin County Youth Soccer	$300 set up fee per season

Currently 20 Res. | 30 N.R Each Sport

- Currently 10% Sales

- Currently 15%

New A/C

→ Currently $100

→ Currently Cost of Paint

WILLIAMSTON PARKS AND RECREATION DEPARTMENT
PERRY CENTER FEES
EFFECTIVE – AUGUST 2020

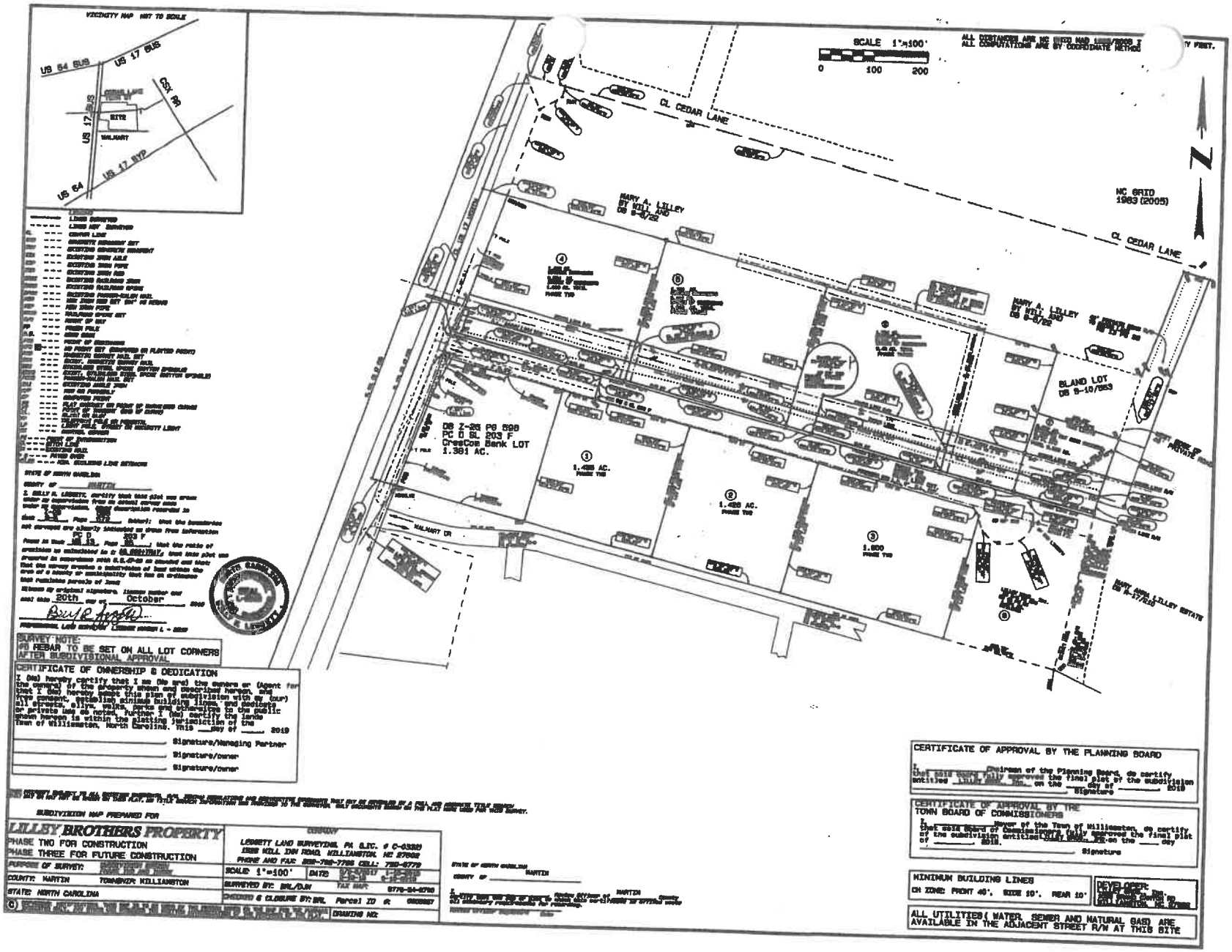
MEMBERSHIP TYPE	Purchased Jan - Mar	Purchased Apr - June	Purchased July - Sept	Purchased Oct - Dec
Adult – Resident	40	30	20	10
Adult - Non Resident	60	45	30	15
Family - Resident	60	45	30	15
Family – Non Resident	80	60	40	20
Children 14+	Official document may be required for verification			
Punch Pass – 5 visits	$10 – counts as credit toward membership			
Guest Fee	$3 – daily fee			
Reduced				
College Students Local High School students Senior Non-Resident (55+) Assistant Coaches*	20	15	10	5
Free				
Recreation Head Coaches* Town Employees/Retirees Department Sponsors* Law Enforcement (Martin Co) Military - Retired or Active Senior Resident (55+)	Family " " " " Individual	-	-	-
Special Business Rates	40 – Family 30 – Ind.	30 - Family 20 – Ind.	20 – Family 10 – Ind.	10 - Family 5 – Ind.
Group Rates **Home School-Mentor-Etc**				
10 or less Clients per Visit	$100 Annual fee – Resident $250 Annual fee – Non-Resident			
11+ Clients per Visit	$200 Annual fee – Resident $500 Annual fee – Non-Resident			

Only charge →

- *Coached or sponsored a department program during the current or previous calendar year.

GENERAL MEMBERSHIP GUIDELINES

- All memberships expire on December 31.
- Family memberships include spouse and custodial children up to age 18 or still in high school.
- Members may be required to show proof of identification when using the facility.
- Proof of guardianship or school attendance may be requested for children 14 and up.
- Punch passes count as credit toward a membership.


VICINITY MAP NOT TO SCALE
US 64 BUS
US 17 BUS
CSX RR
US 17 BUS
US 17 BYP
US 64
SCALE 1"=100'
0 100 200
CL CEDAR LANE
NC GRID 1983 (2005)
MARY A. LILLEY BY WILL AND DB 8-8/22
BLAND LOT DB 8-10/553
DB Z-26 PG 598
PC D SL 203 F
CresCom Bank LOT
1.381 AC.
1.426 AC.
1.500
WALMART DR
MARY ANNA LILLEY ESTATE
SURVEY NOTE:
#8 REBAR TO BE SET ON ALL LOT CORNERS AFTER SUBDIVISIONAL APPROVAL
CERTIFICATE OF OWNERSHIP & DEDICATION
I (We) hereby certify that I am (We are) the owners or (Agent for the owners) of the property shown and described hereon, and that I (We) hereby adopt this plan of subdivision with my (our) free consent, establish minimum building lines, and dedicate all streets, alleys, walks, parks and otherwise to the public or private use as noted. Further I (We) certify the lands shown hereon is within the platting jurisdiction of the Town of Williamston, North Carolina. This ___ day of ___ 2019
Signature/Managing Partner
Signature/owner
Signature/owner
SUBDIVISION MAP PREPARED FOR
LILLEY BROTHERS PROPERTY
PHASE TWO FOR CONSTRUCTION
PHASE THREE FOR FUTURE CONSTRUCTION
PURPOSE OF SURVEY:
COUNTY: MARTIN
TOWNSHIP: WILLIAMSTON
STATE: NORTH CAROLINA
SCALE: 1"=100'
SURVEYED BY: BRL/DJH
CHECKED & CLOSURE BY: BRL
DRAWING NO:
CERTIFICATE OF APPROVAL BY THE PLANNING BOARD
Chairman of the Planning Board, do certify that said board fully approved the final plat of the subdivision entitled LILLEY BROS. INC. on the ___ day of ___ 2019
Signature
CERTIFICATE OF APPROVAL BY THE TOWN BOARD OF COMMISSIONERS
Mayor of the Town of Williamston, do certify that said Board of Commissioners fully approved the final plat of the subdivision entitled LILLEY BROS. INC. on the ___ day of ___ 2019.
Signature
MINIMUM BUILDING LINES
CH ZONE: FRONT 40', SIDE 10', REAR 10'
DEVELOPER:
ALL UTILITIES (WATER, SEWER AND NATURAL GAS) ARE AVAILABLE IN THE ADJACENT STREET R/W AT THIS SITE

REGULAR BOARD OF COMMISSIONERS MEETING
TOWN HALL, ASSEMBLY ROOM, WILLIAMSTON, NC
TUESDAY, AUGUST 10, 2020 5:30 P.M.
AGENDA

	Agenda Item	Time	Action
I	**Mayoral Procedures**		
	(1) Call to Order	5:30	
	(2) Pledge of Allegiance	5:31	
	(3) Opening Prayer	5:32	
II	**Discussion/Adjustment to the Agenda** (Please include removal and transfer of any Consent Agenda items from Consent Agenda to Regular Agenda that need full discussion)	5:33	X
V	**Old Business**		
	(1) Consideration of Resolution 2020-202 – Demolition Grant Program John O'Daniel		X
VI	**New Business**		
	None		
VIII	**Adjourn**	5:37	

This meeting will be held virtually. If unable to make comments during the meeting, please forward questions or comments to christinacraft@townofwilliamston.com or written statements to Town of Williamston, 102 East Main Street, Williamston, NC.

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.
(For supported devices, tap a one-touch number below to join instantly.)

United States: +1 (872) 240-3212
- One-touch: tel:+18722403212,,360529277#

Access Code: 360-529-277

Resolution 2020-202

AUTHORIZING RESOLUTION BY GOVERNING BODY OF THE APPLICANT

Demolition Grant Program

WHEREAS, the North Carolina Rural Infrastructure Authority (RIA) has authorized the awarding of grants from appropriated funds to aid eligible units of government in financing the cost of building demolition activities needed to create jobs; and

WHEREAS, the Town of Williamston needs assistance in financing a demolition project that may qualify for Rural Grants/Programs funding; and

WHEREAS, the Town of Williamston fully supports the project and intends to request grant assistance for the Williamston Demolition project from the Demolition Grants Program;

WHEREAS, the Town agrees that it will provide a 25% match of the grant request amount towards the demolition project if funded;

WHEREAS, the Town of Williamston, if the grant is awarded, expects private sector investment and job creation at the site, will disallow the subject property for ineligible post-demolition uses including government/public use, parking, recreation or housing for a period of at least three (3) years from the grant award date.

NOW THEREFORE BE IT RESOLVED, BY THE TOWN BOARD OF THE TOWN OF WILLIAMSTON:

That Joyce Whichard-Brown, Mayor, and successors so titled, is hereby authorized to execute and file an application on behalf of the Town of Williamston with the Rural Grants/Programs Section for a grant to assist in the above-named building demolition project.

That Joyce Whichard-Brown, Mayor, and successors so titled, is hereby authorized and directed to furnish such information as Rural Grants/Programs Section may request in connection with an application or with the project proposed; to make assurances as contained in the application; and to execute such other documents as may be required in connection with the application.

That the Town of Williamston has substantially complied or will substantially comply with all federal, state, and local laws, rules, regulations, and ordinances applicable to the project and to the grants pertaining thereto, including (without limitation), requirements relating to procurement, environmental standards and permitting standards where applicable.

Adopted this date 10th day of August 2020 at Williamston, North Carolina.

Joyce Whichard-Brown

Mayor

ATTEST:

Clerk (Seal)

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

August 10, 2020

The Board of Commissioners of the Town of Williamston met in special session on Monday, August 10, 2020 at 5:30 p.m. in the Assembly Room located at 102 East Main Street, Williamston, NC.

PRESENT VIA GOTOMEETING

Mayor Joyce Whichard-Brown
Commissioners: Mayor Pro Tem Ronell Rodgers, Alton, Moore Al Chesson, and William Coffield
Town Administrator: John O'Daniel

PRESENT IN THE ASSEMBLY ROOM

Commissioner Jerry Knox
Town Clerk: Christina Craft

CALL TO ORDER AND INVOCATION

The Mayor called the meeting to order and welcomed everyone. Commissioner Chesson led the pledge of allegiance. Commissioner Moore offered the invocation, after a moment of silence for all affected by the Corona Virus. Roll call was taken by the Clerk.

OLD BUSINESS

Approval of Resolution 2020-202 Demolition Grant Program

The Town Administrator reported Resolution 2020-202 is required prior to applying for the Demolition Grant from the NC Rural Infrastructure Authority. An appointment has been scheduled for this Thursday for Mr. Mitchell to sign the deed of trust to convey the Mitchell Photography Building to the town. The Town will work with the Mid East Commission with a charge to the Town of $1,800. Grant applications are usually done inhouse. Due to time restraints of the grant, an agreement has been made with Mid East to assist with the grant process. The next step is to get new demolition quotes, which should be received this week. The grant application is due August 22, 2020. This Resolution states the Town will follow the grant rules and the Town agrees to provide a 25% match of the grant request amount. The Mayor questioned if any Board members had questions regarding the information received. *A motion was made by Commissioner Chesson to approve the Resolution 2020-202 Demolition Grant Program. Commissioner Coffield seconded the motion and the motion was passed unanimously. The resolution is hereby attached with the minutes of this meeting and incorporated in the Town's Resolution Book for future reference.*

There being no further business, the Mayor declared the meeting adjourned at 5:47 p.m.

Submitted By:

Christina Craft
Town Clerk

Approved By:

Joyce Whichard-Brown
Mayor

REGULAR BOARD OF COMMISSIONERS MEETING
NC TELECENTER, 415 EAST BLVD #130, WILLIAMSTON, NC
~~TUESDAY~~ Thursday, AUGUST 6, 2020 5:30 P.M.
AGENDA

	Agenda Item	Time	Action	Page(s)
I	**Mayoral Procedures**			
	(1) Call to Order	5:30		
	(2) Pledge of Allegiance	5:31		
	(3) Opening Prayer	5:32		
II	**Discussion/Adjustment to the Agenda** (Please include removal and transfer of any Consent Agenda items from Consent Agenda to Regular Agenda that need full discussion)	5:33	X	
III	**Consent Agenda** (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.)	5:34	X	
	(1) Approval of the Minutes of July 7 and 15, 2020 Meetings			1-14
	(2) Williamston Housing Authority Reappointment – Kenneth Johnson			15
IV	**Public Comment**	5:37		
V	**Old Business**			
	(1) Review of Code Enforcement Priority List with Estimates John O'Daniel/Cameron Braddy	5:50		16-17.1
	(2) Consideration of Mitchell Building Donation John O'Daniel/Cameron Braddy	5:55	X	18
VI	**New Business**			
	(1) COVID-19 Operations Update John O'Daniel/Vickie Manning (MTW Health Dept)	5:59	X	
	(2) Acceptance of Fiscal 2020 Ad Valorem Tax Settlement Report Tiffany White	6:03	X	19-20
	(3) Tax Order to Collect Fiscal 2021 Property Taxes Tiffany White	6:06	X	21
	(4) Consideration of Community Garden Zach Dickerson	6:08	X	23-24
	(5) 2020/2021 Street Project Proposal Kerry Spivey	6:11	X	25
	(6) Ordinance 2020-12 Setting Speed Limit on Elm Street John O'Daniel	6:14	X	26
	(7) Discussion of Street Lights for Annexation Area A John O'Daniel	6:17	X	27

(8) Administrative Services for Urban Redevelopment Grant John O'Daniel	6:20	X	28-39
(9) Consideration of Chamber Request for Outdoor Space and Stage Area John O'Daniel	6:23	X	40-42
(10) Administrative Update	6:26		
VII Closed Session (1) Personnel N.C.G.S. 143-318.11 (a) (3)	6:29	X	
VIII Adjourn	6:37		

This meeting will be held virtually. If unable to make comments during the meeting, please forward questions or comments to christinacraft@townofwilliamston.com or written statements to Town of Williamston, 102 East Main Street, Williamston, NC.

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.
(For supported devices, tap a one-touch number below to join instantly.)

United States: +1 (872) 240-3212
- One-touch: tel:+18722403212,,360529277#

Access Code: 360-529-277

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

August 6, 2020

The Board of Commissioners of the Town of Williamston met in regular session on Thursday, August 6, 2020 at 5:30 p.m. in the NC Telecenter located at 415 East Blvd #130, Williamston, NC.

PRESENT Mayor Joyce Whichard-Brown
Commissioners: Jerry Knox, Alton, Moore Al Chesson, and William Coffield
Town Administrator: John O'Daniel
Town Clerk: Christina Craft
Town Planner and Zoning Administrator: Cameron Braddy
Town Attorney: Daniel Manning

ABSENT Mayor Pro Tem Ronell Rodgers

CALL TO ORDER AND INVOCATION
The Mayor called the meeting to order and welcomed everyone. Commissioner Coffield led the pledge of allegiance. Commissioner Chesson offered the invocation, after a moment of silence for all affected by the hurricane and Corona Virus.

AGENDA APPROVED
The Mayor asked if there were any adjustments to the Regular Agenda or if the Board wished any items to be removed or added the Regular Agenda. The Town Administrator requested the addition of the Utility Payment Arrangement Update as Item 3 under Old Business. The Mayor requested to move the COVID-19 Operations Update prior to the Public Comment period as to allow Vickie Manning (MTW Health Department Supervisor) to report and leave if she chooses. *It was moved by Commissioner Chesson, seconded by Commissioner Coffield, and unanimously passed to approve the regular agenda as amended.*

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

Items approved in the Consent Agenda are as follows:
(1) Minutes of the July 7 and July 15, 2020 meetings
(2) Williamston Housing Authority Reappointment – Kenneth Johnson

COVID-19 OPERATIONS UPDATE
Vickie Manning, MTW Health Department Supervisor, updated the Board on the COVID-19 statewide and local statistics. There are 23 active cases in Martin County. There are 4 active cases in Tyrell County. There are 17 active cases in Washington County. 54% of the cases in Martin County are male. 2,900 people in Martin County have been tested. She stated the Health Department is accepting appointments for testing. The testing is done via "drive-up."

The Town Administrator reported the Town will continue with the current COVID-19 precautions. He requested Board consideration on softball as the Town was hopeful the State would be in Phase 3 by this time. The Parks and Recreation Director was available for questions and wanted direction as to other sports, such as volleyball, softball and football. The Recreation Director reported the church softball league wants to continue to play. There are other groups that also want to play. There are approximately three more weeks of softball on the schedule. Commissioner Chesson recommended continuation of registration to be prepared to continue with the season if allowed. The Town Attorney requested liability aspects of this discussion to be handled in Closed Session under Attorney/Client Privilege.

PUBLIC COMMENT
None

OLD BUSINESS
Code Enforcement Priority List with Estimates
The Town Administrator presented a priority list with estimates as directed by the Board. The Bowen Sign Building was estimated at $4,100 but have received a quote for $8,000. He reported the demolition of the Mitchell Photography building will have a major impact on the annual demolition budget. The Mayor questioned who provided the estimates. The Town Administrator reported he and Town Planner and Zoning Administrator provided the estimates.

He reported the residential demolitions will be delayed until the Mitchell Photography building is demolished in an attempt to remain within the current budget. Commissioner Moore questioned if the Mitchell Building was included in the budget. The Town Administrator reported more funding was budgeted for Code Enforcement to address the properties. Commissioner Knox reported the Mitchell building has been an ongoing problem which needs to be handled first. The Town Administrator reported the possibility of a grant to demolish the Mitchell building if the owner donates to the town. Commissioner Chesson reported all of the items on the list are paramount as the amounts given will and the Town needs to make a statement. The Town Planner and Zoning Administrator reported concern as regular lot mowing consumes one-third of the Code Enforcement budget and wanted the Board to be aware other items are handled under the same budgeted line. He wanted the Board to be aware there will have to be a budget amendment later in the year if the Board moves forward with all items on the priority list. Commissioner Chesson questioned how under budget the Town was for 2019/2020. He is counting on excess funds to handle all of the items on the priority list. *A motion was made by Commissioner Chesson to proceed with the demolition of 110 Perry Street, Bowen Sign building, 415 N. Haughton Street and remove debris plus area preparation for the Magnuson property, seconded by Commissioner Coffield and unanimously passed.*

Approval of Mitchell Building Donation

The Town Administrator reported a Code Enforcement letter has been sent to Mr. Mitchell regarding the Mitchell Photography building which gives him 75 days to bring the property to code or demolish the building. Mr. Mitchell indicated he has no intention to do either but would rather donate the property to the Town. If the Board accepts the donation, the Town will work with the Town Attorney for the property transfer and apply for a Demolition grant. He is hopeful to receive notification about the CDBG grant in October and should have a contractor at that time to begin demolition. The Town Administrator reported the taxes have not been paid on the property. The Town Attorney reported at least three years of back taxes are owed to the Town and County. The Town Attorney reported Mr. Mitchell has offered to donate the Mitchell Photography building to the Town. The Board has to accept the donation prior to conveying the property to the Town. The Town Administrator reported a meeting could be held in the next week to convey the property. The Mayor questioned if the Board needs to make the decision as to when the County taxes are paid. The Town Attorney reported the only decision that needs to be made at this time is whether to accept the donation the Mitchell Building. *A motion was made by Commissioner Moore to accept the donation of the Mitchell building, seconded by Commissioner Coffield. Commissioner Chesson requested the motion to be amended to the donation must be no later than August 17, 2020. The amended motion was passed unanimously.*

NEW BUSINESS

Utility Payment Arrangement

The Town Administrator presented a payment arrangement plan to the Board. Per Board direction, the plan will allow nine months to pay the utility arrears. The original payment arrangement had a clause that would void the agreement if a payment was missed and the full amount would become due immediately. The Attorney General interprets this as another penalty and payments would be caught up within the next month. The plan presented is more advantageous to the citizens than the prior plan. Commissioner Moore questioned that, even if the document is signed, a citizen misses a payment on the plan, water would not be turned off? Town Administrator reported water would be disconnected for current bill plus the monthly payment due on the arrangement. In the previous plan, the entire past due amount would become immediately due and water would have been disconnected until payment is received. The computer system is not designed for this and is a learning curve for the department. The Mayor questioned if citizens have been told they can make higher payments during any month to reduce the amount due the next month. Jeneane Everett, Payroll Supervisor, reported there will be many variations and plans to work with the citizens. *A motion was made by Commissioner Knox, seconded by Commissioner Chesson to accept the utility payment arrangement*

ACCEPTANCE OF FISCAL 2019 AD VALOREM TAX SETTLEMENT AS OF JUNE 30, 2020 REPORT

Jeneane Everett reported as Tiffany White was unable to attend. She reported that the original tax levy was $2,683,766.82. The uncollected tax as of June 30, 2020 is $281,897.03. The 2019 tax collection rate and deductions are at 92.468%. Ms. Everett reported the tax collection rate would have been 93.286% if Walmart had paid on time. The Tax collection and deductions for the 2019 levy were 89.420%. Ms. Everett requested, in accordance with G.S. 105-373(a) that the report be approved and accepted as a settlement of the 2019 Ad Valorem Tax Levy. Commissioner Coffield questioned the discoveries. Ms. Everett reported the tax assessor finds property when performing assessments and adds the properties to the list. The Mayor questioned why the Mitchell Building was not listed. Ms. Everett reported all delinquent taxes are published in the newspaper but not all were listed for this report. *It was moved by Commissioner Chesson seconded by Commissioner Moore and unanimously passed to approve the Fiscal 2019 Ad Valorem Tax Settlement report as presented.*

TAX ORDER TO COLLECT FISCAL 2020 PROPERTY TAXES

Jeneane Everett requested approval of the Tax Order to Collect Fiscal 2020 Property Taxes in accordance with G.S. 105-373(a). *It was moved by Commissioner Coffield, seconded by Commissioner Moore and unanimously passed to approve the Tax Order to Collect Fiscal 2020 Property Taxes as presented.*

Consideration of Community Garden

The Town Administrator reported a request of the Williamston Community Gardeners to establish a community garden in Williamston as a public service. If the Board approves, an easement for the community garden would be created for with a term limit of one year. The Town Attorney reported if the agreement is in the form of a lease, the Town Administrator would be authorized to renew the agreement annually without bringing it before the Board in the future. Commissioner Coffield questioned who furnishes the seeds or plants. The Town Administrator reported the Town will not have any financial responsibility to the garden. The Williamston Downtown Planning and Marketing Coordinator Zach Dickerson reported the Williamston Community Garden is a proposed ongoing community service project. The goal of the Community Garden is to serve as both a place where Williamston residents can participate in a hands-on project while also meeting the need of food insecurity. The proposed location of the community garden is in the lot adjacent to Martin Memorial Library at 302 N. Smithwick Street. They are asking permission to use the property with the expectation that the agreement be reviewed on a yearly basis. The group, Williamston Community Gardeners, currently has 23 members and hopes to grow participation in the future. While the community is encouraged to participate, there will be set people who are designated to maintain the garden. The group seems very organized. Walmart has already donated 200 plants to get it started. The plan is for each member to take over a section. There will be baskets onsite for anyone to pick vegetables at no cost. Commissioner Chesson reported the idea is great but the location is highly travelled with limited parking. Dickerson reported the parking lots are full except the church parking lots during the week. Commissioner Chesson reported concern over how well manicured the garden would be. While he supports the idea of the community garden, he does not feel the proposed spot is a good area. Dickerson reported the garden would be a good fit per the zoning ordinance and would increase utilization with the location beside the library. He stated there will be semi-raised areas in the garden. The Town currently mows the lot but the Williamston Community Garden would maintain the garden area. Commissioner Chesson expressed concerns over the maintenance which could be addressed as the agreement is only for one year. Commissioner Knox reported parking in the area was already bad. The Town Attorney reported stipulations for parking could be added to the lease. Commissioner Chesson questioned if they need alternative sites as he offered the use of his 10-acre property by the hospital. There is plenty of parking and a pond for water supply. His only issue with the project is the proposed location. Dickerson reported the area is zoned as "09" (office and institution). Commissioner Chesson suggested Dickerson to speak with the committee concerning other areas. *Commissioner Chesson motioned to table the discussion, seconded by Commissioner Coffield and unanimously passed.*

2020/2021 Street Project Proposal

The Town Administrator reported Public Works Director Spivey submitted a listing of priority streets that need to paved. The current budget for streets is $85,000. The streets include a portion of Williams Street, Roberson Street, MLK Drive and Haines Circle. Commissioner Chesson reported Williams Street is concrete and asphalt over concrete will most likely not last long. The Town Administrator will discuss further with the Public Works Director. The Town Administrator questioned if there are any other streets the Board would like added to the list so staff can move forward with obtaining contracts to begin the work in the fall before the asphalt plant closes. *Commissioner Chesson motion to direct the Public Works Director to obtain quotes and prioritize the recommendations, seconded by Commissioner Moore and unanimously passed.*

Approval of Ordinance 2020-12 Setting Speed Limit on Elm Street

The Town Administrator reported the Board directed staff to install speed limit signs between White Street and Church Street. The proposed Ordinance 2020-12 will make the speed limit sign enforceable. The Mayor questioned the violation portion of "not more than $50." The Town Attorney reported the violation portion was taken directly from the NC State Statures. *A motion was made by Commissioner Moore to approve the Ordinance 2020-12 Setting Speed Limit on Elm Street. Commissioner Coffield seconded the motion and the motion was passed unanimously. The ordinance is hereby attached with the minutes of this meeting and incorporated in the Town's Ordinance Book for future reference.*

Discussion of Street Lights for Annexation Area

The Town Administrator reported Street Light Surveys were sent to 32 residents in the two areas in the Country Club area with a submission deadline of August 3, 2020 to verify the residents would be willing to give the Town an easement to install the lines and poles. Due to a low response or denied easements, there are very few areas where

Dominion would be able to install a light. He plans to send the survey to Dominion to see if there are any alternatives. Prior to meeting with Dominion, the Town Administrator reported he plans to send the survey to the unresponsive residents. A couple of responses denied easements but requested an entry light which is not something the Town does. The Mayor questioned if the area has a spoke person. The Town Administrator reported the survey received previously from one of the residents was not accepted by Dominion which is why there was a need to do an additional survey. The letters are only sent to the residents where easements are required for the project. Commissioner Chesson reported the Town has the responsibility and morally obliged to try to install streets lights per the Annexation agreement. Without approval, the Town will not be able to install lights. *A motion was made by Commissioner Chesson to direct staff to seek approval from existing residents with a submission deadline of August 31, 2020 and based upon those results, seek Dominion Power resources responses to see if the project is financially feasible. Commissioner Moore seconded the motion and the motion was unanimously passed.*

Approval of Administrative Services Contract for Urban Redevelopment Grant
The Town Administrator reported, at the September 12, 2016 meeting, the Board agreed to accept the Mid-East proposal to assist with the final CDBG Downtown Redevelopment Grant application at a cost of $3,500 and for the administration of the grant for $20,000 for a total of $23,500. The contract for the grant application and administration was never received and signed. The contract has been received and reviewed by the Town Attorney. *A motion was made by Commissioner Chesson to approve the signing of the contract. Commissioner Knox seconded the motion and the motion was unanimously passed.*

Approval of Chamber Request for Outdoor Space and Stage Area
Chase Conner, Martin County Chamber Director, reported the Chamber applied for an AARP grant to develop an outdoor space in Downtown Williamston. Originally, the space beside the Chamber office was considered. Due to a lien on the property, the property could not be donated. The Chamber is requesting the 140 West Main Street property to be donated to the Martin County Chamber. The Chamber's plan is to build a covered stage at the far end, patio and seating area off the Main Street sidewalk, and above ground gardening boxes along the building wall that will spell out "Williamston" along its side. The Town Administrator reported the Mitchell Building would have been a great location except the demolition grant stipulates the use of the property as commercial. If the Town tore down the building without the grant, the timeline would be too close to the end of the AARP grant timeline. The grant is for $15,000 for renovation and upkeep of the lot. *A motion was made by Commissioner Chesson to donate 140 West Main Street to the Martin County Chamber of Commerce for economic development purposes. Commissioner Knox seconded the motion and the motion was unanimously passed. The Town Administrator reported the Town will no longer provide upkeep for the lot once the property is donated.*

Administrator Update
The Town Administrator reported:

- There is approximately $67,000 in unpaid utility bills due to COVID-19 and will need to be paid via payment arrangements.
- There was an issue with several meters that did not read properly. The Utility Clerk found some that had read a zero usage for months and some accounts were over 4 years. The citizens were receiving a minimum bill. 50% of the past due was waived and the remainder was charged to the resident with the option of paying the excess over nine months. The Mayor reported it was unfair to charge the citizen for the Town's mistake. The Town Administrator reported other towns still charge as the citizen used the water. Commissioner Knox reported the plan in place is fair as the plan encourages honesty. Commissioner Coffield reported the end user knew something was wrong and should have asked questions. The Town Administrator reported the 13 accounts found is an approximate total of $10,000 prior to the 50% reduction. Procedures are in place to review the extra reports every few months. The Public Works staff do not see the amount of usage when using the device to wireless take readings as most meters are not manually read. Commissioner Moore reported he would have questioned if his water bill dropped and remained low with the same usage. *A motion was made by Commissioner Coffield to allow the 50% reduction in the amount owed to be paid on a nine-month payment plan. The motion was seconded by Commissioner Knox and unanimously passed.*
- An individual requested at the last meeting to reduce the minimum bills for his mobile home park on Highway 125. Only a portion of the mobile home park has homes in the lots. Commissioner Coffield requested staff to review the options and report back to the Board.
- One of the four EMS units is out of service. This is one that was slated for a remount but was moved to next year in the Capital Improvement Plan. There are enough units to provide service as one was a backup unit. The Finance Director and Fire Chief are reviewing options.

- The Fire and Police Departments did a fantastic job during the hurricane as many went to Bertie County to provide assistance. While 47% of Martin County lost power, only one household is currently without power.

CLOSED SESSION
It was moved by Commissioner Coffield, seconded by Commissioner Chesson and passed to go out of regular session into closed session to address Attorney-client per N.C.G.S. 143-318-11(a)(3) and Personnel matters per N.C.G.S. 143-318.11(a)(6).

It was moved by Commissioner Chesson to go out of closed session and into regular session. The motion was seconded by Commissioner Coffield and passed.

There being no further business, the Mayor declared the meeting adjourned at 8:23 p.m.

Submitted By:

Christina Craft
Town Clerk

Approved By:

Richard Peele
Mayor

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

July 7, 2020

The Board of Commissioners of the Town of Williamston met in regular session on Tuesday, July 7, 2020 at 5:30 p.m. in the NC Telecenter located at 415 East Boulevard, Williamston, NC.

PRESENT Mayor Joyce Whichard-Brown
Commissioners: Mayor Pro Tem Ronell Rodgers, Al Chesson, Jerry Knox and William Coffield
Town Administrator: John O'Daniel
Town Clerk: Christina Craft

ABSENT Alton Moore

WELCOME
The Mayor welcomed everyone.

CALL TO ORDER AND INVOCATION
The Mayor called the meeting to order and welcomed everyone. Commissioner Rodgers led the pledge of allegiance. Commissioner Knox offered the invocation, followed by a moment of silence.

The Mayor reported the meeting would be recessed following the Public Hearing. The meeting will reconvene on Thursday, July 9, 2020 to address the other items on the agenda.

PUBLIC HEARING
The Mayor reported the purpose of the public hearing is to receive citizen input regarding the intention of the Town of Williamston to apply for funding under the Community Development Block Grant (CDBG-NR). The Town Administrator reported the Town has been working with the Adams Company in preparation of the grant application. The proposed project will include community building improvements, housing acquisition, clearance, reconstruction, rehabilitation and general administration. The proposed CDBG activities are scattered throughout the Town of Williamston. The total estimated CDBG program cost is $750,000.00 which represents 100% of the total program costs. The Town is requesting the maximum amount the grant will allow. The agenda is to select four houses and install an air conditioner in the Gaylord Perry gym. Three of the homes visited will most likely require a complete rebuild and one will be a rehabilitation. There are two items in the agenda packet that will need to be approved to move forward in the application process. The application is due July 24th. Staff resumes are part of the various items required for the approximately 100-page application. The Mayor questioned if the board will receive a copy of the application. The Town Administrator reported the application will be on file at Town Hall and will require Board approval to move forward with the application. The form is lengthy and requires many supplemental attachments. Commissioner Chesson reported the format of the application is online. Commissioner Rodgers questioned how many requests were received that qualify. The Town Administrator reported 35 reached out that were interested but not all were eligible. The selection committee received a listing of all applicants without any names listing. The committee reviewed and sorted the list according to the highest needs reported. Commissioner Rodgers questioned if it was too late to apply and what were the qualifications. The Town Administrator reported the deadline for submission was June 12, 2020. There is an income level requirement, the property must be owned and occupied by the owner, must continue to own and occupy the residence six years after receiving the grant, must live within the city-limits of Williamston. If the owner sells the property prior to selling the property, the funding will have to be repaid and the amount that is repaid will be decreased annually. Commissioner Rodgers questioned how the Gaylord Perry air conditioning fits in the grant. The Town Administrator reported the gym air conditioner will strengthen the merit of the grant as it will benefit the entire community. The Town Clerk questioned if any callers would like to speak in regards to the CDBG-NR application. With no comments regarding the Public Hearing, the Town Clerk reported that any citizen who wished to make comments that are unable to do so during this public hearing to email or drop off a hard copy to the Town Clerk at Town Hall prior to July 9, 2020 and all comments will be forwarded to the Board prior to any action taken. With no further comments, the Mayor closed the public hearing.

The Mayor recessed the meeting at 6:12 pm and will reconvene the meeting on July 9, 2020 at 5:30 pm in the NC Telecenter.

Meeting Reconvened on July 9, 2020

The Board of Commissioners of the Town of Williamston reconvened in regular session on Thursday, July 9, 2020 at 5:30 p.m. in the NC Telecenter located at 415 East Boulevard, Williamston, NC.

PRESENT Mayor Joyce Whichard-Brown
Commissioners: Mayor Pro Tem Ronell Rodgers, Alton Moore, Al Chesson, Jerry Knox and William Coffield
Town Administrator: John O'Daniel
Town Clerk: Christina Craft
Finance Officer: Linda Harrison
Town Attorney: Daniel Manning
Recreation Director: Allen Overby

ABSENT None

WELCOME
The Mayor welcomed everyone. Commissioner Chesson led the pledge of allegiance. Commissioner Moore offered the invocation, followed by a moment of silence for the COVID pandemic and all that is going on around us.

AGENDA APPROVED
The Mayor asked if there were any adjustments to the Regular Agenda or if the Board wished any items to be removed or added the Regular Agenda. *It was moved by Commissioner Chesson, seconded by Commissioner Moore, and unanimously passed to approve the regular agenda as presented.*

The Mayor asked if there were any adjustments to the Consent Agenda or if the Board wished any items to be removed or added to the Census Agenda. The Town Administrator requested the addition of Wes Gray, Director of the MTW Health Department, to the agenda to allow him to update the Board on COVID-19 for our region. He also requested the addition of an Administrative Update as item 9, under New Business. *It was moved by Commissioner Knox, seconded by Commissioner Moore, and unanimously passed to approve the consent agenda as amended.*

Items approved in the Consent Agenda are as follows:

(1) Minutes of the June 2 and 15, 2020 meetings
(2) Approval of Budget Amendment - General Fund – Police

General Fund	
Capital Outlay-Police	$61,526.00

The purpose of this amendment is to budget funds for Police vehicles not received in the 2019/2020 budget year due to unusual circumstances. All other items for the cars purchased in 2020 year will be held in CIP until the vehicles are delivered.

PUBLIC COMMENT
The Mayor opened the floor for public comments. Lewis Whitley reported he has recently purchased Treeside Mobile Home Park in Williamston off of NC-125. There is a master meter at the front of the park and he is responsible for all of the water lines throughout the park which is over 37 acres. He is able to invoice the residents per their usage. Treeside is billed for 38 units while there are only 17 active accounts. His vision for the park is to allow for ownership of the residents which is a change from previous management. The additional 21 accounts are being billed a base charge. While there are abandoned homes still on the property that are being counted as an available unit, they are far from habitable and he is in the process of disposing of those to clean up the community. His first choice would be to turn the system over to the Town Water department as he had rather focus on the management of the park. If this is not possible, he would like the account to be reconciled to reflect the current residents. He would work with the Town offices to add any new tenants as he is hopeful there will be more tenants moving forward.

COVID UPDATE FROM MTW HEALTH DIRECTOR

Due to technical difficulties, the Board was unable to receive the update from Wes Gray via the GoToMeeting application. The Mayor requested the Town Administrator to invite Mr. Gray to the August meeting.

OLD BUSINESS

Approval of Resolution 2020-200 CDBG-NR Application

The Town Administrator reported the Board has been discussing the Gaylord Park gym air conditioner for over a year. At the January retreat, Board gave direction to search for a grant to fund the air conditioner. If a grant could not be obtained, fund balance was to be used. At the June 2, 2020 meeting, he reported to the Board the Adams Company was assisting with a CDBG-NR application. When discussions began with the Adams Company, housing is top priority but the air conditioning strengthens the application. The grant eligibility requirements were on the Town's facebook page, webpage and in the local paper. Over 30 people called in requesting help. The list was reviewed by the selection committee with names removed to prioritize the list. Since that time, he and Ben Jones with the Adams Company performed site visits. There are four homes that will benefit from the grant plus the entire community will benefit with the air conditioning added to the gym. This will allow the gym facility to be used for a shelter or medical overflow in emergency situations. Ben Jones presented a cost estimate summary for the grant, totaling $750,000. He reported this grant is designed to bring homes up to code which will require some houses to be completely reconstructed. Three of the four homes on the grant application will require reconstruction. The fourth home can be rehabilitated at a total cost of $71,000. The grant must be completed in 30 months. After submission of the grant on July 27th, the State will contact the Town to inform if the grant is funded prior to the end of the 2020 unless prolonged due to COVID. Once funded, environmental reviews will have to be done. There will be additional reports to be completed which will require Board approval. There will also be additional public comment periods. The actual work will begin approximately June 2021.

The housing activities will provide needed improvement sin equitable, safe and affordable housing. Current housing conditions in the community are suffering from economic hardships which have led to deferred maintenance which has only worsened due to the current COVID 19 PANDEMIC. This program will target 3 homes for clearance, temporary relocation and reconstruction and 1 home for rehabilitation. These efforts will bring the homes into new home compliance, energy efficient, decent, safe and sanitary conditions. Completion of this work will aid in the continued residential use of the existing properties, and promote building and repair of other homes in the area. The community activities will provide safe, usable, and comfortable community facilities which will aid greatly in the sense of community and provide members of the community with a safe and productive place to spend their time. It will also provide comfortable contingency medical and testing facilities in the event of a similar future event to COVID-19. This work is proposed to be complete within 30 months.

The community center improves the application as the center will benefit a larger number of people. Commissioner Rodgers questioned how the revitalization will benefit the Town. Adams reported the air conditioning in the building will make is usable for training and community outreach programs. He commended the Board for their actions and encouraged the Board to continue to requesting grant funds to improve the Town. The Town Administrator questioned how often the Town can apply for this grant. Mr. Adams reported the grant is interesting in that the Town can have $1.25 million per year from various grants. This grant limit is $750,000 every three years. Commissioner Moore questioned if this grant is attached to COVID as passed by the President in March of this year. Adams reported this grant is not but the same group may have another grant in the next few months. The next stimulus package may have a CDBG-COVID grant. Commissioner Moore reported he was anticipating the grant award in the next couple of months. Adams reported the award notification would most likely not be received until the end of the year. After the award, there are steps that must be taken prior before the money can be spent. Commissioner Chesson reported the center is a priority and would prefer to have the air conditioner installed in the spring. Adams reported the Town has no financial obligation with the grant. Jones reported any funds given back such as when a home is sold will go directly to the Town to be reused on other low to moderate income individuals. The Town Administrator reported the earlier report of a 6-year debt forgiveness loan was incorrect due the amount of repairs and the correct term for debt forgiveness is 8 years. Adams reported if the owner is deceased, the obligations goes to the heirs. If the heirs do not qualify due to the low to moderate income requirement, the heirs would have to pay the town a portion of the debt. Jones reported a few of the homes inspected were in the most need he has seen in his surveys. Adams reported the grant is very competitive and there are no guarantees the Town will receive the grant. *It was moved by Commissioner Knox, seconded by Commissioner Chesson, and unanimously passed to approve Resolution 2020-200 Application for Community Development Block Grant Funding for the 2020 CDBG NR Project. This resolution is hereby attached with the minutes of this meeting and incorporated in the Town's Resolution Book for future reference.*

Approval of Citizen Participation Plan
The Town Administrator reported the Citizen Participation Plan describes how the Town of Williamston will involve citizens in the planning, implementation and assessment of the Community Development Block Grant (CDBG) program. *It was moved by Commissioner Rodgers, seconded by Commissioner Coffield, and unanimously passed to approve Citizen Participation Plan.*

Approval of Utility Billing Plan
The Town Administrator reported the utility billing plan was updated per Board direction to remove the late charge fee for COVID payment arrangement plans. Any citizen who sets up a payment arrangement plan and fails to make a payment will not have a late charge, but will be required to pay the account in full. Commissioner Moore questioned the payment plan as the executive order requires the Town to give 6 months to pay. If the citizen has the current due amount but does not have the money for the past due amount, the executive order will not allow the account to be turned off. The Town Administrator reported a different interpretation from the School of Government and other municipalities as the payments received will be applied to the past due amount before the current payment. Some municipalities automatically enroll citizens in a payment plan but Town of Williamston will require the citizen to sign the payment plan. The bill due in August could be turned off for nonpayment. When the citizen comes in to pay to turn water back on, they will be presented with the payment plan for the past due amount. Citizens can come in at any time to begin the payment plan. The Finance Director reported notifications regarding payment plans has been listed on the bill and a letter will be sent in July to all with past due amounts due to COVID. She estimates there are less than 200 accounts delinquent due to COVID. She wants the customer to state what they can do. Commissioner Moore reported knowing that the Town is obligated to capture the past due water bills but does not want the Town to infringe on their rights. The Town Administrator reported the plan in very similar to what other Towns are doing. Commissioner Rodgers questioned how much of a percentage of the old bill is required. The Town Administrator the payment will be 1/6th of the past due amount plus the current bill. The Mayor reported the past due and current payment will be very difficult for some citizens and recommended a longer repayment plan than the 6 months. *It was moved by Commissioner Moore, seconded by Commissioner Coffield, and unanimously passed to approve utility payment plan as presented with the amendment of allowing 9 months instead of 6 months.*

COVID-19 UPDATE
Wes Gray, MTW District Health Department director, provided the Board with an update on COVID for the district. An update is listed by 5 pm on their website daily. Martin County had two cases today, with 159 total cases since the beginning of the outbreak. There have been 138 recoveries with 5 deaths. Currently there are 19 active cases in Martin County, two in Washington County and twelve active cases in Tyrrell. Martin County has shown a steady increase since Phase 2 has begun. These cases have been linked to groupings in home environments where the ceilings are low and close interactions are prolonged. The State wants testing to increase to 5% per month which equates to a half a million tests per month. 45% of the statewide cases are ages 25 to 49. Only 25% statewide are over 65 years old but this age group has the highest number of deaths. The department does a two-phase testing which includes an antibody test and a swab test. Washington Regional Medical Center has been hosting a COVID test. The antibody test results are very fast. If positive, this indicates you are currently positive or has had the virus recently. If the antibody test is positive, they request all in close contact to be tested. This helps to catch the ones that are asymptomatic and quarantine these before the virus is spread. Several clinics are held outside in a drive-thru fashion. 80% of the positive cases have very little or no symptoms. Some of the laboratories have been overwhelmed with the increase testing and have delayed results. The antibody test have assisted in the screening process to reduce the number of swab tests.

OLD BUSINESS
Town-Related COVID-19 Update
The Town Administrator reported the Town had originally planned to re-open Town facilities to the general public when the State enters Phase III. The Governor has extended Phase II through July 17th. With the increase in cases in Martin County, the Town Administrator recommended facilities remain closed and reassess at the August 4th meeting. He reported citizens have been requesting the opening of the recreation facilities to include the gym. He reported the Town plans to order thermometers for each department to test and log temperatures of employees. *It was moved by Commissioner Knox, seconded by Commissioner Coffield, and unanimously passed to approve facilities remaining closed until reassessment at the August 3, 2020 Board meeting.*

Discussion of 110 Perry Street

The Town Administrator reported Commissioner Moore received a complaint on 110 Perry Street. He and the Planning Administrator inspected the property and reported the property is now a wooded area. The Mayor reported the lady who lives on 112 Perry Street has reported snakes crawling out of the woodsy area where a house used to be. The Town Administrator reported there are many more areas that are similar in the Town. Commissioner Knox reported killing six snakes this year in his yard and snakes are expected in the area we live in. Commissioner Moore reported the property used to have a home on the property and code enforcement for the Town of Williamston was not doing its job for the property to get in this condition in year's past. The only reason it is a wooded area is the Town allowed this happen. Town Administrator reported the code enforcement has limited funds with many needs and properties must be prioritized. There are many properties such as the Bowen's Sign building that the Board has directed the department to begin code enforcement on it. This lot is owned by the Williamston Housing Authority and discussions with the Authority led us to believe this land will not be maintained. The property was given to the Housing Authority by the Town approximately 10-15 years ago. The Housing Authority maintains the Town agreed to keep the land mowed after it was gifted to them. The Town Administrator reported he requested supporting documentation of this agreement but has not received anything. The Mayor reported this area is much more important than the Bowen's Sign building. Commissioner Chesson requested staff to develop a priority list of these area and assigned a cost to each of the problem areas to develop a budget. The Town Administrator reported the only list developed currently is for homes. Commissioner Rodgers questioned if a letter was sent to the Magnuson Hotel property and if there is a timeframe for removing the concrete pile. Commissioner Chesson reported the grass is addressed in the Code Enforcement. The Town Attorney reported this could be discussed in Closed Session under Attorney Client Privileges but this does a major shift in the budget. Commissioner Rodgers reported hearing from citizens who state the taxes are being used to expanding the fire department but not helping their neighborhood and their property values are being affected. While some have left the area for various reason, there are some that leave as they don't see Williamston as being upgraded and want to do something today and beyond to get people to stay. They want to feel a part of the community and they do not. The Town Administrator requested the Board to send any addresses of areas in their district that needs attention to his attention to be certain no areas are missed. *It was moved by Commissioner Chesson, seconded by Commissioner Moore, and unanimously passed to direct staff to bring a proposal for this and similar properties to discuss at the August 3, 2020 meeting.*

Discussion of Speed Limit on Elm Street

The Town Administrator reported Commissioner Moore reached out to him and Chief Cowan related to the speed of vehicles on Elm Street between Church Street and White Street. The area of focus is a section that has a daycare located on it. The vehicle speed is magnified by the fact that parking is allowed on both sides of the street, especially during drop-off and pick-up at the daycare. The speed limit is not posted; thus, it is a 35-mph zone which could be too fast for conditions. The Mayor questioned if a speed table could be installed. Commissioner Rodgers reported he was in favor of speed bumps on both ends of the street to slow traffic. Commissioner Knox reported speed tables are very damaging to the emergency response vehicles. Commissioner Moore reported this concern previously. Complaints had stopped for a while. The Town Administrator reported police increased patrol of this area which helped for some time. The Public Works Director reported a speed limit sign is needed regardless so police will be able to enforce a lower speed. Commissioner Chesson requested patrol to park on the road during the daycare pickup and drop-off times to deter speeding. The Town Attorney reported an ordinance is required to change the speed limit. *It was moved by Commissioner Chesson, seconded by Commissioner Moore, and unanimously passed to authorize the Town Attorney to develop an ordinance to enforce a speed limit of 20 mph on Elm Street.*

Mulberry Street Donation

The Town Administrator reported heirs of the Mulberry Street property, parcel ID 0503246. The Mayor reported the property does not appear to be of use for the Town. The Town Administrator questioned if there are man-holes on the property. The Public Works Director was not aware of a manhole on the location but would have to verify. No action was taken.

Request to Purchase 1014 River Road

The Town Administrator reported Sylvia Gray has expressed interest in purchasing 1014 River Road for her upholstery business. The zoning restrictions for this property, being in the TRD zone, typically wouldn't allow an upholstery business but would also do boats as well which does conform to the district. He reported the Town had previously discussed in years past regarding developing the area for a campground. Commissioner Knox reported the old station is in bad shape and the previous owners had stated they would fix it also. Commissioner Chesson reported the River Landing project is a great plan but will take many years and a lot of funds to complete. If the Town could get the tax

value, it may be beneficial to sell the property to a potential business who will upgrade the property and pay taxes as it is located in a main entry into the town. The current tax value is $59,130. The Town Attorney reported if the Board is interested in selling, the potential buyer would have to make an offer and pay a deposit. The offer would have to be publicized to allow for upset bids. If there is an upset bid, the process would be repeated. If the bid is not upset, the Board would have to decide if willing to accept the amount is offered. Commissioner Chesson reported he would like to see her due diligence period of how it is zoned, how she intends to use the property and how we can help. The Town Attorney reported the next step is for her to make an offer, pay a deposit and staff will bring this back to the Board. *It was the consensus of the Board to consider selling the property on 1014 River Road.*

Approval of Resolution 2020-201 Adopting the Northeastern NC Regional Hazard Mitigation Plan
The Town Administrator reported Resolution 2020-201 Adopting the Northeastern NC Regional Hazard Mitigation Plan is a requirement to continue to receive FEMA funds in the event of a declared disaster. Commissioner Rodgers questioned how this relates to citizen damages. The Town Administrator reported this is for the Town and is uncertain how this will impact private residents.

Approval of Patriot House Request
The Town Administrator reported the Patriot House has requested a temporary easement onto Town property to shore the existing historic masonry on the old R&C building to prevent the walls from stress cracking or sloughing material. This would occur on side of the building that runs parallel to the pedestrian walkway on the south side of the building and the west wall facing the building. He reported Chief Peaks expressed possible concern fire-related but needs to inspect. He recommends a time limit for the easement. The Patriot House has a 6-month time limit in the CDBG-DR grant. Commissioner Chesson reported the time limit should be no more than 90 days as the first 60 days is the most critical. The Town Attorney reported a temporary easement will need to be signed and wants Board authorization to develop a temporary easement. *Commissioner Chesson made a motion to authorize the Town Attorney to develop a temporary easement for no more than 90 days to allow a temporary easement for the Patriot House, subsequent to the signed approval of the Fire Chief. Commissioner Knox seconded the motion, passed unanimously.*

Discussion of Debris Pickup
The Town Administrator reported Commissioner Chesson had requested the Board to review the ordinance regarding yard debris pickup for churches. He reported Commissioners Moore and Coffield had requested staff to pick up debris at two locations and wanted to review the residential pickup also. The current interpretation of the policy is to pick up average pickup for yard maintenance.

Commissioner Chesson clarified he wanted to consider the grass trimming and small limb pickup from churches that do not pay for yard maintenance which is hard to distinguish. The Public Works Director reported some churches are non-profit and some are for profit which makes it difficult to determine which are churches and which are commercial. The department has been agreeable to assist with annual church cleanups for one-time pickups. By not doing churches officially ties the department's hands as currently staff has some latitude. Commissioner Chesson questioned the Public Works recommendation as they are the enforcer. The Public Works Director reported he appreciates the old policy of not doing churches but allowing them the latitude. There are many commercial businesses that will not be happy if pickup is done for any for profit businesses. Commissioner Rodgers reported the Board must be careful how the policy is changed to help some and not others. He had mentioned last month about his church property and wanted to make sure it was not taken out of context. He wanted to be certain all were treated fairly and where the lines are drawn. *It was the Board consensus to continue with the current policy with no changes regarding debris pickup to give the department the latitude to be discretionary.*

The Town Administrator reported the second portion of this discussion is when someone purchases a house for the purpose of rental property, it is commercial property and the Town should not offset their cost of doing business. The Mayor reported the property would be residential as it is zoned as residential. The Town Administrator reported no one lives in the house and the owner does not plan to move into the home. Commissioner Chesson reported regardless of how it is zoned, the tree branches cannot be no more than 4 inches in diameter and 8 feet in length per ordinance. The Town Attorney reported the ordinance also states the department will provide curbside pickup of not more than one standard dump truck load per week of residential rubbish. The Public Works Director reported the Town extended yard debris service to residents for normal yard maintenance. If the Town intention was to remove all debris, the Town would not have limited equipment and staffing. When the reconstruction at Pearl and Railroad Street was presented, there were 5 to 6 dump truck loads of debris placed on the side of the road and neighboring properties.

Staff informed the crew that the town will not pick up the debris. The Public Works Director reported the staff did pick up one dump truck load prior to the notification as it is against current policy. Commissioner Moore reported he would inform the property owner to make them aware the debris will not be picked up by the Town.

Administrative Updates
The Town Administrator reported a street light survey has been developed and approved by Gary Sproat with Dominion Power. Mr. Sproat had informed the Town Administrator Dominion would not continue with the project unless the property owners would agree to sign easements to install the street lights in the Annexation Area "A." The survey will be sent to the all of the affected property owners in the area within the next week. The next step will depend on the resident's response.

The Magnuson Hotel was given until tomorrow to mow the property. Some of the property has been mowed. If the rest is not finished by Monday per the Code Enforcement process, someone will be sent to mow the remainder.

The Town Administrator reported the August meeting will need to be rescheduled to the first Tuesday as the Telecenter is not available the first Monday of the month. The Mayor reported the Assembly Hall at Town Hall should be large enough to maintain social distance. The Town Clerk reported another issue is the technology at the Telecenter allows for a better seating arrangement. *It was moved by Commissioner Chesson, seconded by Commissioner Coffield, and unanimously passed to change the regular meeting from Monday August 3, 2020 to Tuesday August 4, 2020 for COVID reasons and the use of video.*

CLOSED SESSION
It was moved by Commissioner Chesson, seconded by Commissioner Coffield and passed to go out of regular session into closed session to address Attorney-client per N.C.G.S. 143-318-11 (a)(3) and Personnel matters per N.C.G.S. 143-318.11(a)(6).

It was moved by Commissioner Chesson to go out of closed session and into regular session. The motion was seconded by Commissioner Moore and passed.

Consideration of Library Air Conditioning Repair
It was moved by Commissioner Chesson, seconded by Commissioner Knox, and unanimously passed to accept the bid from Bowen and Heating and Air to perform the air conditioning replacement at the Martin Memorial Library .

There being no further business, the Mayor declared the meeting adjourned at 9:19 p.m.

Submitted By:

Approved By:

Town Clerk

Mayor

MINUTES OF THE SPECIAL CALLED JOINT MEETING OF
THE TOWN OF WILLIAMSTON BOARD OF COMMISSIONERS
MARTIN COUNTY BOARD OF COMMISSIONERS
MCRWASA BOARD OF COMMISSIONERS

The Board of Commissioners of the Town of Williamston met in a special called session with the Martin County Regional Water and Sewer Authority (MCRWASA) Board and Martin County Commissioners on Wednesday, July 15, 2020 at 5:30 p.m. in the NC Telecenter located at 415 East Boulevard, Williamston, NC.

PRESENT Mayor Joyce Whichard-Brown
Commissioners: Mayor Pro Tem Ronell Rodgers, Al Chesson, Alton Moore, Jerry Knox and William Coffield
Town Administrator: John O'Daniel
Town Clerk: Christina Craft
Public Works Director: Kerry Spivey

ABSENT None

ASSEMBLY

Martin County Commissioners and Staff in attendance: Chair Tommy Bowen, Vice Chair Dempsey Bond, Jr., Commissioner Ronnie Smith, Commissioner Elmo "Butch" Lilley, County Manager David Bone, Clerk to the Board Jessica Godard, and Sheriff Tim Manning. Finance Officer/Deputy Clerk Cindy Ange and Water District Manager Ed Warren participated remotely. Commissioner Joe R. Ayers was absent.

Town of Williamston Commissioners and Staff in attendance: Mayor Joyce Whichard-Brown, Mayor Pro-Tem Ronell Rodgers, Commissioner Al Chesson, Commissioner William Coffield, Commissioner Jerry Knox, and Commissioner Alton Moore, Town Clerk Christina Craft, and Town Administrator John O'Daniel. Also in attendance were Gary Barmer with the Town of Williamston Water Department, and Town of Williamston Public Works Director Kerry Spivey.

Martin County Regional Water and Sewer Authority Board of Directors and Staff in attendance: Chairman David Bone, Vice Chairman Al R. Chesson, Director-Alt. Tommy Bowen, Director Stacy Stalls, and Director-Alt. William Coffield. Director Julius Patrick participated remotely. Also in attendance was Suez Project Manager Joe Thaxton.

Martin County Commissioner/Chairman Tommy Bowen, Williamston Mayor Whichard-Brown, and Martin County Regional Water and Sewer Authority Chairman Bone called the meeting to order at 5:30 p.m. Williamston Commissioner Moore led the Pledge of Allegiance. Martin County Commissioner Chairman Bowen provided the invocation.

Clerk to the Board Jessica Godard performed a role call for the Martin County Board of Commissioners. Town Clerk Christina Craft performed a roll call for the Martin County Regional Water and Sewer Authority Board of Directors and the Town of Williamston Commissioners.

AGENDA APPROVAL

For Martin County, Commissioner Lilley made a motion to approve the agenda as presented, with a second from Vice Chairman Bond. The Board approved the motion unanimously.

For the Town of Williamston, Commissioner Chesson made a motion to approve the agenda as presented, with a second from Commissioner Coffield. The Board approved the motion unanimously.

For the Martin County Regional Water and Sewer Authority, Director Stalls made a motion to approve the agenda as presented, with a second from Director Chesson. The Board approved the motion unanimously.

Roll Call Vote for agenda approval:

Aye:	Nay:
Director Patrick	
Chairman Bone	
Director Chesson	
Director Stalls	

MCGILL ASSOCIATES -- Water Merger and Regionalization Study Report

County Manager Bone stated staff from McGill Associates would be providing the results of a Water Merger and Regionalization study. County Manager Bone stated this had been in the works for many years, and Martin County had received a grant to pay for the study. No decision would need to be made tonight, but there would be an opportunity for questions and discussion after the presentation of the report.

Project Manager R.J. Mozeley and Business Services Manager Gary Jackson with McGill Associates were present to review the water systems merger and regionalization evaluation. Project Manager Mozeley provided a summary of what would be discussed in the presentation. Next, Project Manager Mozeley reviewed the Merger & Regionalization Program and how is was administered (through North Carolina Division of Water Infrastructure) through grant funds. Project Manager Mozeley reported the state recognized systems that were in distress and prioritized those projects for mergers to attempt to relieve the distressed systems.

Project Manager Mozeley reviewed the current state of the water systems in Martin County, noting the current Public Water Service providers and Wastewater Service providers throughout the county. Next, Project Manager Mozeley showed a map of Martin County, showing the current systems and water districts and where needs were for services.

Project Manager Mozeley next discussed the current state and need, stating it was a universal truth that utility systems all had needs, and those needs would vary. Affordability and viability (fixed costs and variable costs) would continue to be important, as industry trends showed costs to provide services would continue to increase. Rates established for utility systems would need to continue to increase to cover the cost of providing those services.

In the financial analysis section of the presentation, Project Manager Mozeley highlighted population served, number of connections, and current demand (MGD) for each water district in

Martin County. He pointed out that there were a relatively low number of connections in the water districts 1 and 2, making it more difficult to make money or break even. The number of customers for the Town of Williamston's water system was relatively low also. All information used in the report was based on audit information.

It was noted that Martin County Water District 1 and the Town of Williamston operated at an operating ratio of 1.0 or better, meaning operating at a break-even status. Martin County Water District 2 and MCRWASA operating ratios were below 1.0, meaning they operated at a loss. If a system operated below 1.0 for an extended period of time, the Local Government Commission should step in to help utility systems evaluate their operations. Some cooperation with operating utility systems would be necessary to ensure services were provided at the most efficient cost. The overall need included more customers and more sales.

Mr. Gary Jackson provided information about the importance of collaboration, mergers and consolidation. Mr. Jackson highlighted his work history and experience working with utility systems and in city management. Mr. Jackson stated McGill staff was unable to find a system that had the same unique challenges as those in Martin County. Mr. Jackson explained how affordable water service was a difficult business, not just in Martin County. Mr. Jackson discussed the fragmented systems all across North Carolina and touched on how mergers and consolidations could potentially be helpful to some utility systems.

Mr. Jackson reported several strategies that were discussed in the merger study. The strategies for evaluation that Mr. Jackson discussed were 1) management partnership with Greenville Utilities Commission, 2) comprehensive consolidation of water and wastewater utilities in Martin County, 3) informal and formal partnerships of MCRWASA and other utilities in Martin County (Martin County and Town of Williamston), and 4) additional cost saving measures. Mr. Jackson provided examples for each strategy and discussed pros and cons of each approach. Mr. Jackson stated it was up to the elected officials to decide if a merger was in their best interest but stated it was a huge challenge.

Mr. Jackson further discussed methods for informal and formal partnerships. Informal examples included shared equipment, bulk supply purchases, and mutual aid agreements. Formal examples included shared operators, line maintenance agreements, and shared administrative and billing functions. Mr. Jackson stated formal and informal partnerships would not solve any outstanding debt or bring the rates down, but over time the small savings would add up.

Project Manager Mozeley showed some comparative financial analyses with comparable systems throughout the state. The administrative costs of Town of Williamston and MCRWASA + Water District 1 and 2 were compared with Anson County, Boone, Lenoir, Valdese, and Waynesville. The estimated administrative costs were based on the annual cost divided by the total number of connections to reach a cost per connection. The cost per connection for the Town of Williamston was $109 per connection. The cost per connection for MCRWASA + District 1 and 2 was $88 per connection. There were many other jurisdictions that had costs per connection much lower than those in Martin County, highlighting the opportunity for improvements and savings.

Project Manager Mozeley discussed water production cost and compared those costs to comparable water plants. Although costs would vary from plant to plant, this comparison did show

that overall, there could be room for improvements regarding the cost of water production at the MCRWASA plant.

WATER PRODUCTION COST PER MILLION GALLONS			
Utility	Mgal/Year	Cost/Year	$/Mgal
MCRWASA	239	$ 829,672	$ 3,471
	Comparison		
Anson County NC	2,335	$ 2,162,000	$ 926
Broad River Authority	2,147	$ 1,005,000	$ 468
Boone NC	451	$ 1,014,000	$ 2,249
Lenoir NC	1,885	$ 2,386,000	$ 1,266
Marion NC	471	$ 723,835	$ 1,537
TWSA, Sylva NC	324	$ 703,150	$ 2,170
Valdese NC	993	$ 1,034,000	$ 1,042
Waynesville NC	1,286	$ 1,417,000	$ 1,102

Project Manager Mozeley discussed the debt services of the different water entities in Martin County. Debt service restructuring for MCRWASA and Water Districts 1 and 2 was discussed. This was not discussed for the Town of Williamston because of the low debt and interest for that debt service. The principle and interest remaining on the debt service was discussed, as well as the potential savings that could be utilized with debt restructuring with a lower interest rate and potential lengthening of term. The figures could be reasonable assumptions based on the current market, but the date showed there could be some better conditions of terms on the market.

MCRWASA Alone		
Principle & Interest Remaining - $28,845,448 (~36 years)	Current Rate – 2.875%	Current Payment - $812,130
25	2.0%	$919,155 / increase ~$107k
30	2.0%	$801,246 / decrease ~$10k
35	2.0%	$717,843 / decrease ~$94k
Martin County Alone		
Principle & Interest Remaining - $19,521,8238 (~21 years)	Current Rate – 4.0%	Current Payment - $838,000
25	2.0%	$662,280 / decrease ~$176k
25	2.5%	$701,788 / decrease ~$136k
30	2.5%	$617,765 / decrease ~$220k
MCRWASA & Martin County Combined		
Principle & Interest Remaining - $48,367,776	Current Rate – 2.875% - 4.0%	Current Payment - $1,650,130
25	2.0%	$1,581,435 / decrease ~$69k
30	2.3%	$1,436,083 / decrease ~$214k
30	2.5%	$1,475,138 / decrease ~$175k

When discussing future capital needs, Project Manager Mozeley reviewed there was no formal plan that existed for the Town of Williamston. The County plan included radio-read meter replacements and water main/loop replacements. The MCRWASA water treatment plan was effectively new, but depreciation should be beginning now. Moving forward, each water system should assume a 1% per year minimum amount for general renewals and replacements within the distribution systems.

In conclusion, Project Manager Mozeley stated the systems in Martin County were very similar to others across the state in being fragmented. Martin County was unique in its high debt burden and how it came to be (unfunded regulations) and the high cost of operations at the water treatment plant. It was suggested to grow existing partnership and cooperation by seeking improved financing terms or cost sharing. Also, legislative debt relief or other means of debt relief was suggested as something to consider pursuing. Project Manager Mozeley then opened the floor for any questions.

Martin County Commissioner Smith stated he remembered Mr. Gary Jackson being involved with Asheville, NC consolidation process and commended Mr. Jackson on his work. Also, Commissioner Smith asked where Marion, NC got its water. Project Manager Mozeley stated Marion, NC had a surface water plant, similar to Martin County, although slightly more efficient. Commissioner Smith stated there were many cities and counties that Martin County officials could sit down with to get helpful information regarding operations.

Williamston Commissioner/MCRWASA Board Member Al Chesson stated there was a disparity between Martin County and the other entities it was being compared to regarding water production cost, stating most of the entities were approximately double the size of Martin County.

Mr. Gary Jackson stated since the merger study had been done, it was "time to pivot". The current debt issues would not be solved with mergers and acquisitions. Mr. Jackson said the leaders of the county should continue to reach out to partners for helpful information, and work with legislators to try to receive some debt relief.

Martin County Commissioner Smith asked how many other systems similar to ours actually have received debt relief from legislature, and Project Manager Mozeley stated none that he could recall. However, he spoke about House Bill 536 in Cumberland County (Eureka) with a small utility company, and the Local Government Commission (LGC) stepped in to manage that water system. The LGC comes in for a water system that are not operating at a break-even or profitable status. Commissioner Smith stated when the water treatment plant was built, there was already a tremendous amount of debt. Unless some other method of selling water was utilized, the debt would be an issue for many years to come. There were no programs in place to come in and completely relieve a debt, but HB 536 was put in place to help manage debt.

Mr. Gary Jackson reiterated it was "time to pivot". Legislative relief would not come overnight. Mr. Jackson stated there had been a certain injustice, due to unfunded mandates that had caused the debt problem with the water system. Commissioner Smith stated the merger study was not the solution, but it provided leverage for talking with legislators when requesting relief.

County Commissioner Lilley discussed the situation regarding the unfunded mandate in building the water treatment plant, causing the problem with the debt. Commissioner Lilley stated the issues were caused at a state level, and Martin County was doing the best it could with its limited resources. It was a "no-win" for Martin County according to Commissioner Lilley.

Williamston Commissioner / MCRWASA Board Member Al Chesson stated putting all politics and existing equities aside, the most ideal situation would lead to cutting operational costs and cost per gallon to the consumer, not eliminate the debt problem. Mr. Gary Jackson agreed and reiterated

there were no short-term solutions to the problem. Commissioner Chesson spoke about the future possibility of federal assistance, but Project Manager Mozeley stated those funds would be focused on rehabilitation and replacement projects, with a large portion of funds going towards other utilities other than water/sewer utilities.

Project Manager Mozeley stated growing the customer base, whether by adding new customers or having one customer greatly increase their usage (commercial customer), would be the most effective way of being able to drive down costs to the customer. Even with these efforts, the debt would not be eliminated immediately. Mr. Gary Jackson stated one exception related to Community Development Block Grant funds that would potentially address needs in older and disadvantaged neighborhoods.

Martin County Commissioner Vice Chairman Bond thanked McGill for their information. He stated the water needs in the county were much less than they were 20 years ago, along with the Town of Williamston losing one of their biggest customers. Vice Chairman Bond recalled officials were told many years ago that their water aquifer was being infiltrated by salt water. He further stated he did not feel the brackish water was gone. The river levels were currently high because of water being released from the dams in Virginia. The lower the river gets, the more brackish water will continue to come in. Vice Chairman Bond stated the Domtar Plymouth plant ran lines up the river to get fresher water. At some point in time, the fresh water would stop because the dams will stop releasing as much fresh water to preserve their lakes. Then, Martin County would have to utilize another source of water, and the water treatment plant would be that source. If the area wanted to continue to grow, water would need to be available. Officials would have to get together to work something out, and Martin County needed to keep the water treatment plant because it was an asset.

County Commissioner Smith stated Washington County would be needing fresh water soon, due to salt getting in their aquifer. Commissioner Smith stated the aquifer in Martin County was losing water at a rate of 2 inches per year at one point. Officials were told water usage needed to decrease by 75% over time by 2018. He stated the situation needed to be looked at beyond Martin County for making water sales.

Project Manager Mozeley stated Robersonville was looked at as a possible partner but that was not a good plan for them.

County Commissioner Smith asked how many towns or counties sold their water in bottles. Project Manager Mozeley stated he was not aware of any. County Commissioner Smith stated there were no FDA regulations for water. He stated there were counties that had water bottles with their name on it, implying they were selling water. County Commissioner Smith stated officials needed to think outside of the box and approach other avenues to increase revenue. SUEZ Project Manager Joe Thaxton stated that type of production was very expensive. County Commissioner Smith stated there had to be some other type of operation the county could partner with to sell water.

County Commissioner Smith Chairman Bowen thanked the McGill staff for their hard work and presentation.

County Manager Bone also thanked McGill for their diligence. County Manager Bone stated Williamston Town Administrator John O'Daniel and he were looking for guidance from the elected officials, and would continue to work with the Boards as the conversation continued regarding the water situation. Chairman Bowen stated another meeting would need to be held sometime in the near future for further conversation. County Commissioner Smith stated the officials needed time to digest the information and come up with options, and then meet back at a later date with ideas as partners to help eliminate the debt to the County and Town of Williamston. County Manager Bone stated staff would have a discussion with its financial consultant, Davenport, to discuss possibilities for refinancing.

County Commissioner Lilley compared this situation to the new 9-1-1 center, stating collaboration was successful in that project. County Commissioner Lilley stated there were so many potential avenues and possibilities to help this situation.

County Commissioner Smith thanked the Town of Williamston for agreeing to participate in this study and for being willing to partner with Martin County. He stated partnerships and collaboration were vital to be successful. Chairman Bowen agreed, stating Martin County had always had a good relationship with the Town of Williamston.

ADJOURNMENT

With no further business to discuss, Martin County Commissioner/Vice Chair Bond made the motion to adjourn the meeting at 7:11 p.m., with a second by Martin County Commissioner Lilley. The Board approved the motion unanimously.

With no further business to discuss, Town Commissioner Chesson made a motion to adjourn the meeting at 7:11 p.m., with a second by Commissioner Coffield. The Board approved the motion unanimously.

With no further business to discuss, MCRWASA Chairman Bone adjourned the meeting at 7:11 p.m.

_____

Mayor Joyce Whichard-Brown

_____

Christina Craft, Town Clerk

WILLIAMSTON HOUSING AUTHORITY BOARD

MEMBERSHIP REQUEST FOR Kenneth Johnson

BOARD MEMBER

APPOINTMENT _____ (Check One) REAPPOINTMENT X

TO WHAT TERM **July, 2025** TERM LENGTH **Five Years**

(Original appointment was July 1, 1990)

TERMS APPOINTEE HAS ALREADY SERVED (if any) Thirty

MAXIMUM TERMS YOUR POLICY ALLOWS- UNLIMITED YEARS

REQUESTED BY _____

EXECUTIVE DIRECTOR

July 9, 2020

DATE

Code Enforcement priority list with estimates

Board Priority List

1.	Mitchell's Photography	$50,000-$60,000
2.	Magnuson	$1,700 (Grass and area prep) $2,200 (Remove debris)
3.	110 Perry Street Property	$1,200
4.	Bowen Sign	$4,100 estimate (Awaiting quote)
5.	415 N. Haughton	$3,000 estimate (Awaiting quote)
		Total: $62,200-$72,200

2020-20221 Residential Demolitions ($12,000-$15,000)

1.	114 Hunter St	$3,500 (staff estimate based on historical costs)
2.	903 N Haughton St	$3,500 (staff estimate based on historical costs)
3.	502 East Blvd	$2,000 (staff estimate based on historical costs)
4.	105 White St	$3,500 (staff estimate based on historical costs)
		Total: $12,500

Code Enforcement

#	Street Name	Square footage	Status	Approx. cost for demolition*
314	Andrews St			$ -
226	Andrews St		Demolished	$ -
107	Beech St			$ -
416	Blount St	1,104	Demolished	$ 5,464.80
405	Blount St	624	Demolished	$ 3,088.80
108	Broad St			$ -
517	Carolina Ave			$ -
403	E Main St			$ -
216	Faulk St		Demolished	$ -
112	Griffin St		Demolished	$ -
114	Griffin St		Demolished	$ -
118	Griffin St		Demolished	$ -
804	Hamilton St	696		$ 3,445.20
203	Hanover St			$ -
110	Hunter St			$ -
114	Hunter St	336		$ 1,663.20
212	Hunter St		Demolished	$ -
110	Lanier St		Demolished	$ -
118	E Lanier St	1,080		$ 5,346.00
116	E Lanier St	616		$ 3,049.20
113	Little St	2,010		$ 9,949.50
301	Martin St			$ -
406	Martin St		Demolished	$ -
212	N MLK Jr Dr			$ -
602	S MLK Jr Dr			$ -
219	N MLK Jr Dr			$ -
601	MLK Jr Dr			$ -
401	S MLK Jr Dr			$ -
101	Morris St		Demolished	$ -
108	Morris St			$ -
203	Morris St	936	Demolished	$ 4,633.20
205	Morris St			$ -
206	Mulberry St			$ -
413	N Haughton St			$ -
903	N Haughton St	688		$ 3,405.60
302	N Smithwick St		Demolished	$ -
407	New Ave	934		$ 4,623.30
416	New Ave		Demolished	$ -
127	New St		Demolished	$ -
409	Oak St			$ -
209	Outerbridge Rd		Demolished	$ -
403	Park St			$ -
109	Peel St	896		$ 4,435.20
128	Perry St			$ -
112	Perry St			$ -
105	Plum St			$ -
115	Reddick St			$ -
316	Roberson St			$ -
117	S Pearl St	717	Demolished	$ 3,549.15
305	S Watts St		Demolished	$ -
506	W Academy St		Demolished	$ -
516	W Main St			$ -
601	W Main St			$ -
817	W Main St		Demolished	$ -
1011	Washington St			$ -
105	White St	800		$ 3,960.00
621	White St		Demolished	$ -
105	W Woodlawn Dr			$ -
505	W Church			$ -

Total demolition cost of all structures in "Black" category:	$ 56,613.15

* Prices quoted are based on average cost of demolition per square foot of structures from 2013-present

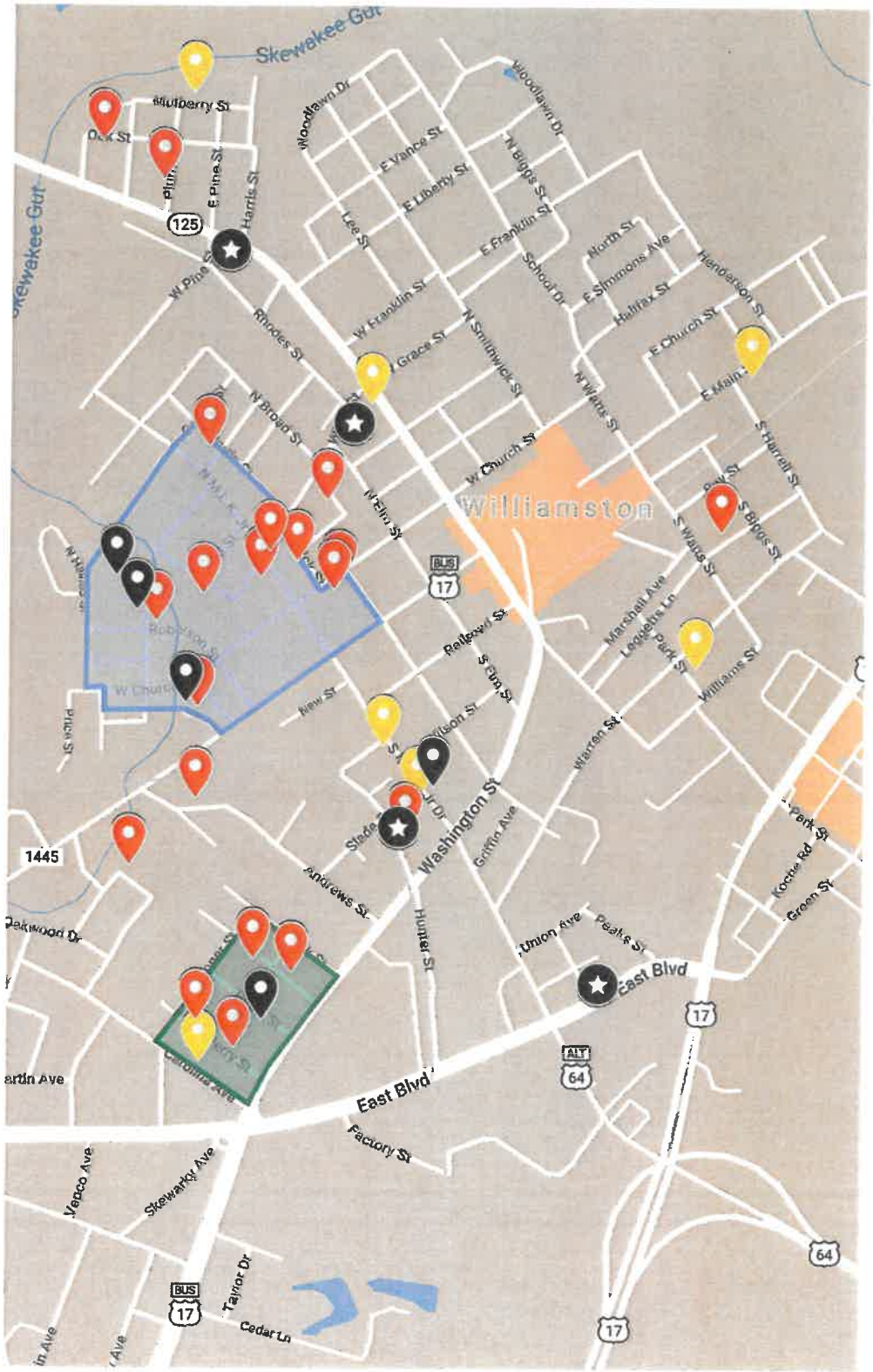
Rating System

	# of Structures
Green: Decent Condition, habitated/habitable, occasional yard maintenance or junk nuisances, no pressing concerns	1
Yellow: Condition is not meeting code, may be habitated/habitable, minor structural work needed, continual yard maintenance or junk nuisances, boarded up, renovation required	7
Red: uninhabitable/not habitated, major structural work needed, continual yard maintenance or junk nuisances, no roof/collapsed roof, minor interior fire	20
Black: uninhabitable/not habitated, no remaning structural integrity, not available for renovation, major fire damage, boarded up, demolition needed	14

Town of Williamston - Code Enforcement

Problem Properties

- 401 S M.L.K. Jr Dr
- 403 Park St
- 413 N Haughton St
- 517 Carolina Ave
- 601 S M.L.K. Jr Dr
- 105 Plum St
- 107 Beech St
- 108 Broad St
- 108 Morris St
- 110 Hunter St
- 112 Perry St
- 113 Little St
- 115 Reddick St
- 118 Lanier St
- 128 Perry St
- 203 Hanover St
- 205 Morris St
- 212 N M.L.K. Jr Dr
- 219 N M.L.K. Jr Dr
- 301 Martin St
- 314 Andrews St
- 316 Roberson St
- 409 Oak St
- 505 W Church St
- 507 W Church St
- 105 White St
- 109 Peele St
- 114 Hunter St
- 116 Lanier St
- 407 New Ave
- 502 East Blvd
- 602 S M.L.K. Jr Dr
- 804 Hamilton St
- 903 N Haughton St
- Area of Interest 1



- Area of Interest 2
- 206 Mulberry St
- 403 E Main St

Memo

To: Mayor and Commissioners

From: John O'Daniel

Date: 7/29/2020

Re: Mitchell Building

Dan Manning and Cameron Braddy held the administrative hearing for the Mitchell Building. Mr. Mitchell expressed that he does not intend to rehabilitate or demolish the property. The code enforcement order has been sent and allowed 75 days to address our concerns. The 75 days will elapse the day before our October 5th/6th Board Meeting. At this meeting, the board can approve a Demolition Ordinance for the building.

Mr. Mitchell expressed interest in donating the property to the Town as municipalities have access to demolition grants that are not available to commercial building owners. As much as I feel that Mr. Mitchell should take full responsibility for his property, this may be our best option. To be eligible for the grant, Mr. Mitchell would have to convey his property over to the Town. The Town Attorney informed Mr. Mitchell that property owners who wish to donate property to the Town pay any back taxes due. The grant covers 75% of the demolition costs, so the Board would have to agree to pay the remaining 25%.

Originally, the Board was informed NC Main Street frowns upon the demolition of town-owned property and this would impact our re-accreditation next year. We have learned the NC Main Street does not view the Mitchell property as a building in its current state and this will not affect our Main Street Accreditation.

The demolition grant application deadline is August 22nd, 2020 and the award date is October 15th, 2020. This option is the best financially for both parties and would only increase the timeline by two weeks. If the Town is not awarded the grant we would then own the building and have the opportunity to re-apply for funding or demolish the building.

TOWN OF WILLLIAMSTON, NC 2019 AD VALOREM TAX SETTLEMENT
WITH TIFFANY WHITE, TAX COLLECTOR
AS OF JUNE 30,2020, IN ACCORDANCE WITH G.S. 105-373(a)

Original Tax Levy		$	2,442,355.66
Add:			
State Board of Assessments (Railroad, Gas, Telephone Bus Lines, Electric Power & Telephone Companies)		$	185,556.02
Discoveries:			
CTW Equipment		$	14,003.38
Davenport Jewlry		$	23.94
Federal National Mortgage		$	217.25
Lendmark Finacial		$	632.96
Nulife Fitness		$	613.10
Reddick Equip		$	481.37
Rent A Center		$	4.77
George Sawyer		$	285.47
Sunnyside Oyster		$	935.33
Total Renal Care		$	184.12
Williamston Clinic		$	233.23
Williamston Hospital		$	11,831.26
Zuaa Mart		$	242.74
Alice Bame		$	159.03
Mary Keel Corey		$	592.50
Total Discoveries	$ 30,440.45		
Late List		$	6,039.69
Total Additions/Adjustments	$ 2,664,391.82		
Lot Cleaning:			
WB Mizelle Heirs		$	130.00
Kiplan Clemmons		$	300.00
Lorraine Walston		$	150.00
Nossie Lee Mason		$	380.00
Kino Outlaw		$	250.00
Donald Hague		$	425.00
Rondy & Gloria Williams		$	485.00
Mark McLendon		$	160.00
Eric Cross		$	30.00
Cora Speech		$	140.00
McArthur Richardson		$	75.00
James McMasters		$	325.00
William Howell		$	400.00
James Veverka		$	355.00
James Leathers		$	150.00
Leo Myers		$	150.00
Dorothy Baggett		$	130.00
Juanita Coltrain		$	200.00
Tom Stokes		$	140.00
Robert Brown DEMO		$	8,000.00

TOWN OF WILLLIAMSTON, NC 2019 AD VALOREM TAX SETTLEMENT
WITH TIFFANY WHITE, TAX COLLECTOR
AS OF JUNE 30,2020, IN ACCORDANCE WITH G.S. 105-373(a)

Lee & Cora Williams DEMO			$ 3,500.00
Lorraine Walston DEMO			$ 3,500.00
Total Lot Cleaning		$ 19,375.00	
Total Levy,Additions,Adjustments & Lot Cleanings			$ 2,683,766.82
Deduct: Tax Relief Orders Approved		**$ 3,055.15**	
Collections		**$ 2,398,814.64**	
Total Deductions:			**$ 2,401,869.79**
Uncollected Tax as of June 30,2020	10.580%		**$ 281,897.03**

Footnote: Tax collections and deductions for the 2019 levy were 89.420%.

Tax Collections Rate if Walmart had pd on time 93.286%

Tiffany White
Tax Collector

I hereby request that the above report be approved and accepted as a settlement of the 2020 Advalorem Tax Levy. I will continue to make every effort to collect those unpaid real and personal property taxes that amount to $281,897.03 at June 30,2020.

Tiffany White
Tax Collector

TIME OF DELIVERY OF TAX RECORDS TO COLLECTOR

As provided in G.S. 105-321, upon order of the governing body, the tax receipts shall be delivered to the tax collector on or before the first day of September.

Before delivering the tax receipts to the Tax Collector in any year, the municipal governing body shall adopt and enter in its minutes an order directing the Tax Collector to collect taxes charged in the tax records and receipts. A copy of this order shall be delivered to the Tax Collector at the time the tax receipts are delivered to him, but the failure to do so shall not affect the Tax Collector's rights and duties to employ the means of collecting taxes provided by the Subchapter. The order of collection shall have the force and effect of a judgment and execution against the taxpayers' real and personal property and shall be drawn in substantially the following form:

State of North Carolina
Town of Williamston

To the Tax Collector of the Town of Williamston

You are hereby authorized, empowered, and commanded to collect the taxes set forth in the tax records filed in the office of Finance and in the tax receipts herewith delivered to you, in the amounts and from the taxpayers likewise therein set forth. Such taxes are hereby declared to be a first lien upon all real property of the respective taxpayers in the Town of Williamston, and this order shall be a full and sufficient authority to direct, require, and enable you to levy on and sell any real or personal property of such taxpayers, for and on account thereof, in accordance with law.

Witness my hand and official seal, this _____ day of _____.

_____
Mayor, Town of Williamston

Attest:

_____
Clerk of the Town of Williamston

(1) To write off taxes by State Statute and adjust Allowance for Doubtful Accounts.

	Account Code	Dr	Cr
GENERAL FUND			
Res for Taxes Rec	102900.1000	$ 14,637.07	
2009 Taxes Rec	101210.2009		$ 14,637.07
Allowance for Doubtful Accts	101219.0000		$ 7,583.98
Res for Taxes Rec	102900.1000	$ 7,583.98	$ -

Allowance is calculated by applying percent derived from uncollected taxes written off books as shown below. See balance shown on 6/30 Tax Collector's report.

Year	Levy	Taxes Written Off
2000	$ 1,378,696.00	$ 1,232.22
2001	$ 1,671,796.00	$ 3,920.45
2002	$ 1,638,120.21	$ 1,755.03
2003	$ 1,744,009.33	$ 1,564.84
2004	$ 1,795,952.50	$ 4,898.58
2005	$ 1,819,314.27	$ 3,565.29
2006	$ 1,868,264.12	$ 4,079.35
2007	$ 1,885,802.17	$ 6,112.13
2008	$ 1,962,320.65	$ 7,145.42
2009	$ 2,406,872.76	$ 14,637.07
	$ 18,171,148.01	$ 48,910.38

year to bottom.
use total levy amount on settlement

2010	$	2,370,538.57
2011	$	2,385,292.44
2012	$	2,424,989.91
2013	$	2,431,923.57
2014	$	2,524,250.10
2015	$	2,559,699.55
2016	$	2,557,774.24
2017	$	2,392,629.61
2018	$	2,423,680.45
2019	$	2,442,355.66
	$	24,513,134.10

	$65,980.79	65980.79
0.269165%	$65,980.79	
$	(58,396.81)	-58396.81 GL Balance
$	7,583.98	7583.98

Uncollected amount per above
Less Balance showing on this report dated 6/30/20
Make sure this also agrees with GL balance
10-1219-0000 Allowance for Doubtful Taxes

change prior year each year

Memo

To: Mayor and Commissioners

From: Zach Dickerson

Date: 7/29/2020

Re: Williamston Community Garden Proposal

The Williamston Community Garden is a proposed ongoing community service project. The goal of the Community Garden is to serve as both a place where Williamston residents can participate in a hands-on project while also meeting the need of food insecurity. It will have a basket/bucket at the garden with a "take what you need" sign for harvested produce. Produce to be grown includes but is not limited to peppers, tomatoes, lettuce, cabbage, onions and herbs.

The proposed location of the community garden is in the lot adjacent to Martin Memorial Library, address 302 N Smithwick St. They are asking permission to use that property with the expectation that the agreement be reviewed on a yearly basis. The group, Williamston Community Gardeners, currently has 23 members and hopes to grow participation in the future. They plan to use rainwater catchment in barrels to supply water to the garden. While the community is encouraged to participate, there will be set people who are designated to maintain the garden.



Owner:	WILLIAMSTON TOWN OF		
Mailing Address:	PO BOX 506 WILLIAMSTON NC 27892-0506		
Parcel ID:	0501860	Township:	
Deed Ref:	B-25 879	Current Value:	$10,300
Sale Price:	$60,000	District:	0
Sale Date:	20130628	Map/Block/Lot:	5777-52-8498
Total Acres:	0	Last Update:	20160608
Location:	302 N SMITHWICK ST		

July 29, 2020

1:720

0 0.005 0.01 0.02 mi

0 0.0075 0.015 0.03 km

Town of Williamston
Public Works

Martin County North Carolina

Stacy Stalls, Street & Lines Supervisor
Email: stacystalls@townofwilliamston.com
PO Box 506, Williamston, NC 27892
Phone (252) 792-1024 FAX (252) 792-3875

Memorandum

Date: 7/28/20
To: Kerry Spivey

RE: Street Project/ prices are rough estimates

- Williams street – From S Watts street to S Haughton street
  Mill and overlay 1.5" $48000.00
- Roberson street – From Hamilton street to Haines street
  Overlay 1.5" $15792.00
- MLK From Hyman street to Gurganus street
  Under cut 8" install 6" ABC stone and 2" asphalt $45000.00
- Haines circle From address 313 to 328
  Under cut 8" install 6" ABC stone and 2" asphalt $10000.00

Stacy Stalls
Street / lines supervisor

ORDINANCE 2020-12

AN ORDINANCE SETTING THE
SPEED LIMIT ON PORTION OF ELM STREET

BE IT ORDAINED by the Board of Commissioners of the Town of Williamston that it shall be unlawful for any person, firm or corporation to operate a motor vehicle on that portion of Elm Street in the Town of Williamston between White Street and Church Street in excess of twenty (20) miles per hour. This Ordinance shall be effective upon the posting of a sign or signs giving notice of this speed limit

A violation of this Ordinance shall be an infraction carrying a penalty of not more than fifty dollars ($50.00).

Adopted this the _____ day of _____, 2020.

_____
Mayor

_____
Clerk

Residents in the Annexation Area A were given until August 3, 2020 to complete the survey required by Dominion. Survey results will be given to the Board at the meeting.

Memo

To: Mayor and Commissioners

From: John O'Daniel

Date: 7/29/2020

Re: Administrative Services for CDBG Downtown Redevelopment Grant

---

At the September 12, 2016 Town Board meeting, the Board agreed to accept the Mid-East proposal to assist with the final CDBG Downtown Redevelopment Grant application at a cost of $3,500 and for the administration of the CDBG Downtown Redevelopment Grant for $20,000 for a total of $23,500.

The contract for the grant application and administration was never received and signed. We have recently received the contract and wanted the Board to be aware as the approval was received almost four year's prior.

AGREEMENT
Between the
Mid-East Commission and the Town of Williamston
For the Provision of
GRANT MANAGEMENT ASSISTANCE

CDBG- Downtown Redevelopment
July 1, 2019 – January 31, 2021

This Agreement, entered into by and between the Mid-East Commission (hereinafter called the "Planning Agency") and the Town of Williamston North Carolina (hereinafter called the "Local Government"), WITNESSETH THAT:

WHEREAS, the Planning Agency is empowered to provide planning assistance by the North Carolina General Statutes. Planning assistance shall consist of the provision of grant management assistance regarding The Town of Williamston CDBG Downtown Redevelopment– Project (Grant No. 15-E-2786); and

WHEREAS, the Local Government has requested the Planning Agency to provide such grant management assistance to the Local Government; and

WHEREAS, the Planning Agency desires to cooperate with the Local Government in every way possible to the end that the proposed activities are carried out in an efficient and professional manner.

NOW, THEREFORE, the parties hereto do mutually agree as follows:

1) That during the period of the Contract, the Planning Agency will furnish the necessary trained personnel approved by the Local Government.

2) *Compensation* - The Local Government will pay the Planning Agency $23,500 (Twenty Three Thousand Dollars) for the satisfactory performance of all services related to the administration of the project, as defined in the attached scope of services (Attachment A). The $23,500.00 consists of $3,500.00 for grant preparation and $20,000.00 for grant administration. It is expressly understood that the total compensation shall not exceed the maximum sum specified without prior approval of both agencies.

3) *Time performance* - The Planning Agency shall ensure that services required herein shall be completed and all required reports, maps, and documents submitted during the period beginning July 1, 2019 and ending July 31, 2020.

4) *Termination of Agreement for Cause* - If, through any cause, the Planning Agency shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or violate any of the covenants, conditions, or stipulations of this Agreement, the Local Government shall thereupon have the right to terminate this Agreement by giving a 60

day written notice of such termination and specifying the effective date thereof. In such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports prepared under this Agreement shall, at the option of the Local Government, become its property, and the Planning Agency shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials in direct proportion to the extent of services actually completed.

6) *Grantee Assurances* - In the performance of this Agreement, the Planning Agency shall comply with all applicable Federal rules and procedures outlined on the attached pages as E.O. 11246 Clause and the Section 3 Clause (Attachment B)

7) *Remedies/Sanctions or Breach of Contract Terms* - In accordance with 24 CFR 85.36, upon written notice, the Local Government may withhold payments to the Planning Agency if the Planning Agency shall fail to fulfill in a timely and proper manner its obligations to the Local Government under this contract, or if the Planning Agency shall violate any of the conditions of this contract. The Local Government shall in its written notice to the Planning Agency fully describe the nature of failure or violation by the Planning Agency, the corrective action required of the Planning Agency, and the Local Government shall allow the Planning Agency thirty (30) days from the date of the notification to correct such failure and/or violation. If such failure or violation is corrected by the Planning Agency within thirty (30) days from the date of notification, then the Local Government shall process payment(s) to the Planning Agency. If such failure or violation is not corrected within thirty (30) days from the date of the notification, then the Local Government may proceed to terminate this contract.

IN WITNESS WHEREOF, the Planning Agency and the Local Government have executed this Agreement as of July 1, 2019.

For the Local Government	**For the Planning Agency**
TOWN OF WILLIAMSTON	**MID-EAST COMMISSION**
By: _____	**By:** _____
Mayor	Executive Director
_____	_____
Attest	Attest

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

_____ _____

Town of Williamston Date
(Signature of Finance Officer)

ATTACHMENT A

Scope of Services
Town of Williamston
CDBG Downtown Redevelopment Project

Scope of Services/Staff Assignment

The Scope of Services includes activities associated with the project administration and service delivery. The Mid-East Commission will assign Kevin Richards, Director of Planning, Economic Development and Community Services, the responsibility of administering the Town of Williamston's CDBG Downtown Redevelopment Project- (Grant No. 15-E-2786). The scope of services will include the following:

1) Application preparation, submission, and follow-up.
2) Maintain on file all correspondence, agreements, and documentation relating to project activities.
3) Maintain documentation on the use of all project funds.
4) Process the Requisition for CDBG funds as necessary.
5) Complete all environmental review procedures.
6) Prepare all required public notices for publication, including Finding of No Significant Impact and Request for Release of Funds.
7) Prepare project amendments, if needed.
8) Coordinate with business owners to maintain CDBG compliance with the project contracts and contractors.
9) Assist the Local Government to ensure contractors and subcontractors are not debarred from doing business with the Federal or State Government.
10) Assist the Local Government in reviewing all payrolls and performing on-site interviews to ensure compliance with Davis-Bacon and Section 3 requirements.
11) Maintain complete files on the project with all documentation required by program regulations.
12) Submit reports to the NC Department of Commerce in a timely manner.
13) Assist the Local Government in closeout procedures.
14) Perform other activities deemed necessary for the success of the project.

Time of Performance

The Mid-East Commission proposes to complete all activities involved in administration of the Town of Williamston's CDBG Downtown Redevelopment Project in a 12-month period beginning July 1, 2019 through July 31, 2020.

Cost

The Mid-East Commission will provide the above services, which includes grant application preparation and project administration and services associated with the Williamston CDBG Downtown Redevelopment Project for a fee of $23,500.00.

Assurances

Assurances are attached as a part of the contract.

Amendments

This scope of services and budget may be amended as desired by mutual consent of the Local Government and Planning Agency.

ATTACHMENT B

Assurances of Compliance

Required Contract Provisions

Contracts shall contain at a minimum the following provisions, as applicable.

Conflict of Interest (2 CFR Part §200.318 General procurement standards)

Interest of Members, Officers, or Employees of the Recipient, Members of Local Governing Body, or Other Public Officials. No member, officer, or employee of the recipient, or its agents, no member of the governing body of the locality in which the program is situated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the program during his tenure or for one year thereafter, shall have any financial interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed in connection with the program assisted under this agreement. Immediate family members of said members, officers, employees, and officials are similarly barred from having any financial interest in the program. The recipient shall incorporate, or cause to be incorporated, in all such contracts or subcontracts, a provision prohibiting such interest pursuant to the purpose of this section.

Nondiscrimination Clause - Section 109, Housing and Community Development Act of 1974

No person in the United States shall on the ground of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds available under this title.

Age Discrimination Act of 1975, as amended - Nondiscrimination on the Basis of Age

No qualified person shall on the basis of age, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from Federal financial assistance.

Section 504 of the Rehabilitation Act of 1973, as amended - Nondiscrimination on the Basis of Disability

No qualified disabled person shall on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from federal financial assistance.

Access to Records and Record Retainage Clause

In general, all official project records and documents must be maintained during the operation of this project and for a period of five years following closeout in compliance with 24 CFR §570.490.

The North Carolina Department of the Treasurer, U.S. Department of Housing and Urban Development, the Comptroller General of the United States, and the NC Department of Environmental Quality, or any of their duly authorized representatives, shall have access to any books, documents, papers and records of the Administering Agency which are pertinent to the execution of this agreement, for the purpose of making audits, examinations, excerpts and transcriptions in compliance with the above Rule.

Lobbying Clauses

Required by Section 1352, Title 31, U.S. Code

1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative, agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2) If any funds other than Federal appropriated funds, have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying" in accordance with its instructions.

This is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each failure.

Legal Remedies Provision and Termination Provision

1) Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts under Federal Awards Contracts. *other than small purchases shall contain provisions or conditions which will allow for administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as may be appropriate.*

2) Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts under Federal Awards. *All contracts in excess of $10,000 shall contain suitable provisions for termination by the grantee including the manner by which it will be effected and the basis for settlement. In addition, such contracts shall describe conditions under which the contract may be terminated for default as well as conditions where the contract may be terminated because of circumstances beyond the control of the contractor.*

Section 3 Clause

All section 3 covered contracts shall include the following clause (referred to as the section 3 clause):

A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.

C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.

E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.

F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

G. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are

subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

(A) Contracts for more than the simplified acquisition threshold currently set at $150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

(B) All contracts in excess of $10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of $2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled.

The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of $100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of $150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(H) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding $100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered

by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

(J) See §200.322 Procurement of recovered materials.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75888, Dec. 19, 2014]

Executive Order 11246

During the performance of this Contract, the contractor agrees as follows:

1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, age, or national origin. Such action shall include, but not be limited to the following: recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex age, or national origin.

3) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, notice advising the labor union or workers' representative of the contractor's commitments under Section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

4) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations and relevant orders of the Secretary of Labor.

5) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

6) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulation, or orders, this contract may be

canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies involved as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

7) The contractor will include the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions including sanctions for noncompliance; provided, however, that in the event the contractor becomes involved in, or threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

Certification of Eligibility Form

Grantee: Town of Williamston

Grant Number: 15-E-2786

Project Name: CDBG- Downtown Redevelopment

This form must be included in all contracts obligated by grantees and paid with CDBG funds

By entering into this contract, the contractor certifies that neither it (nor he or she) nor any person or firm who has an interest in the contractor's firm is a person or firm ineligible to be awarded Federal Funded Government contracts by **29 CFR §5.12, 2 CFR § 2424, 2 CFR § 180.220, and 40 U.S. Code § 3144 - Authority to pay wages and list contractors violating contracts, Davis Bacon Act.**

No part of this contract shall be subcontracted to any person or firm ineligible for award of a Federal Funded Government contract by **29 CFR §5.12, 2 CFR § 2424, 2 CFR § 180.220, and 40 U.S. Code § 3144 - Authority to pay wages and list contractors violating contracts, Davis Bacon Act.**

The Federal Debarment and Suspension/ Purchase and Contract List (www.sam.gov) and the State of North Carolina Debarred Vendors/Purchase and Contract List (http://ncadmin.nc.gov/government-agencies/procurement/contracts/debarred-vendors) have been reviewed and the contractor or subcontractor has been determined to be eligible to participate in a CDBG assisted project.
We have attached the documentation proving eligibility (websites printout).

Firm Information	
Name:	Mid-East Commission
Address:	1502 N. Market St., Suite A Washington, NC 27889
Federal Identification Number or Social Security Number:	56-0905636
Representative Name and Title:	Bryant Buck, Executive Director
Verification	
Verification date:	June 29, 2019
Verifying Officer Name and Title:	Kevin Richards, Grant Administrator

Firm Representative (Bryant Buck, Executive Director) — June 29, 2019 Date

Verifying Officer (Kevin Richards- Grant Administrator) — June 29, 2019 Date

Grantee Representative — June 29, 2019 Date

Memo

To: Mayor and Commissioners

From: John O'Daniel

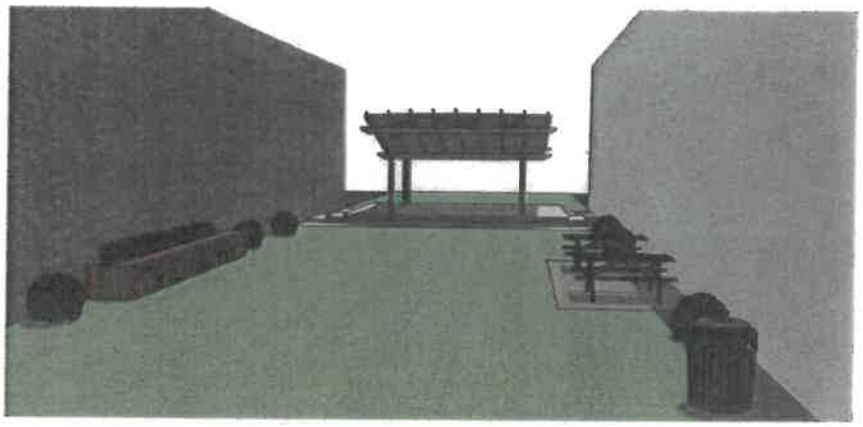
Date: 7/29/2020

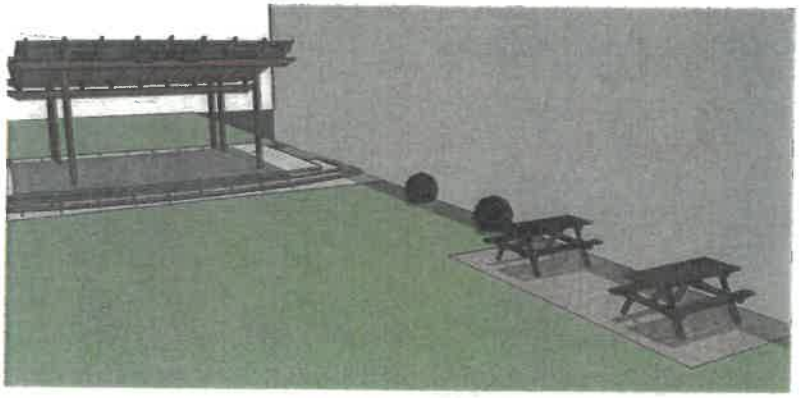
Re: Martin County Chamber Request

Chase Conner, Martin County Chamber Director, has applied for a grant to develop an outdoor space in Downtown Williamston. The original space listed in the application is no longer viable as there is a lien on the property which makes it impossible to separate the lot from the building.

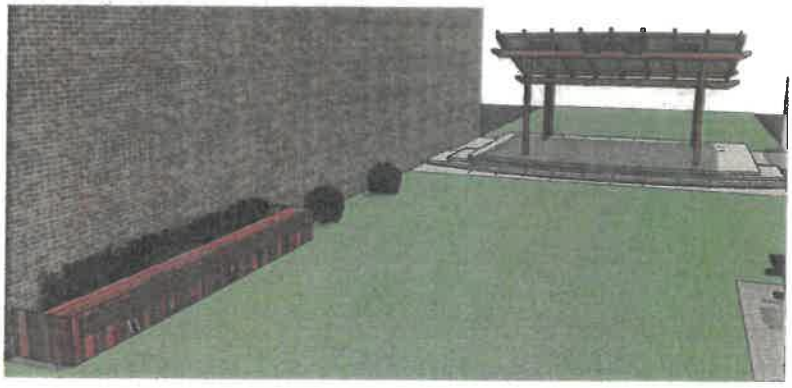
The Chamber is requesting the 140 West Main Street property to be donated to the Martin County Chamber. The Chamber's plan is to build a covered stage at the far end, patio and seating area off the Main Street sidewalk, and above ground gardening boxes along the building wall that will spell out Williamston along its side.

MARTIN COUNTY CHAMBER OF COMMERCE

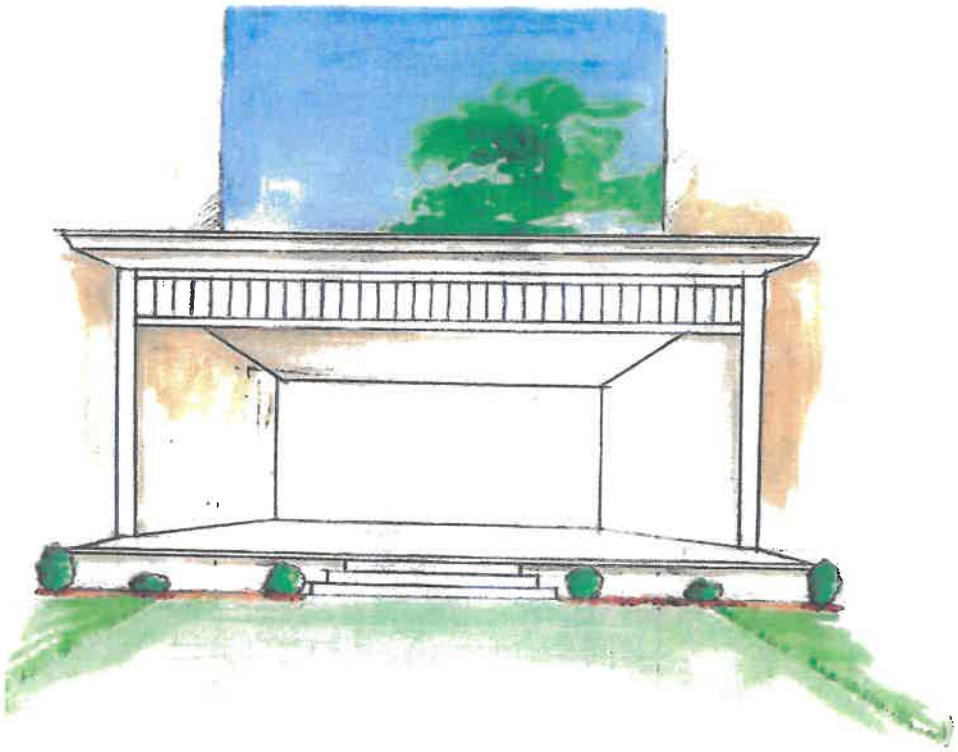




Town Lot



MARTIN COUNTY CHAMBER OF COMMERCE



Stage View

SPECIAL CALLED JOINT MEETING
MARTIN COUNTY BOARD OF COMMISSIONERS
TOWN OF WILLIAMSTON BOARD OF COMMISSIONERS
MCRWASA BOARD OF DIRECTORS
NC Telecenter, 415 East Blvd., Williamston, NC 27892

Agenda
July 15, 2020
5:30 pm

Times are approximate

	5:30 pm	CALL TO ORDER / WELCOME - Tommy Bowen, Chairman, Martin County Board of Commissioners - Joyce Whichard-Brown, Mayor, Town of Williamston - David Bone, Chairman, MCRWASA Board of Directors
		PLEDGE OF ALLEGIANCE
		INVOCATION
ITEM 1	5:35 pm	AGENDA APPROVAL
ITEM 2	5:40 pm	MCGILL ASSOCIATES -- Water Merger and Regionalization Study Report
ITEM 3	6:00 pm	DISCUSSION
		ADJOURNMENT

Attendance at the meeting will be limited to Commissioners and staff. Social distancing practices will be in place.

Individuals wishing to witness the meeting electronically should contact County Clerk Jessica Godard at 252-789-4301 or at martincounty@martincountyncgov.com by 12:00 p.m. on Tuesday, July 14, 2020 to receive call-in instructions for the meeting.

MINUTES OF THE SPECIAL CALLED JOINT MEETING OF
THE TOWN OF WILLIAMSTON BOARD OF COMMISSIONERS
MARTIN COUNTY BOARD OF COMMISSIONERS
MCRWASA BOARD OF COMMISSIONERS

The Board of Commissioners of the Town of Williamston met in a special called session with the Martin County Regional Water and Sewer Authority (MCRWASA) Board and Martin County Commissioners on Wednesday, July 15, 2020 at 5:30 p.m. in the NC Telecenter located at 415 East Boulevard, Williamston, NC.

PRESENT Mayor Joyce Whichard-Brown
Commissioners: Mayor Pro Tem Ronell Rodgers, Al Chesson, Alton Moore, Jerry Knox and William Coffield
Town Administrator: John O'Daniel
Town Clerk: Christina Craft
Public Works Director: Kerry Spivey

ABSENT None

ASSEMBLY

Martin County Commissioners and Staff in attendance: Chair Tommy Bowen, Vice Chair Dempsey Bond, Jr., Commissioner Ronnie Smith, Commissioner Elmo "Butch" Lilley, County Manager David Bone, Clerk to the Board Jessica Godard, and Sheriff Tim Manning. Finance Officer/Deputy Clerk Cindy Ange and Water District Manager Ed Warren participated remotely. Commissioner Joe R. Ayers was absent.

Town of Williamston Commissioners and Staff in attendance: Mayor Joyce Whichard-Brown, Mayor Pro-Tem Ronell Rodgers, Commissioner Al Chesson, Commissioner William Coffield, Commissioner Jerry Knox, and Commissioner Alton Moore, Town Clerk Christina Craft, and Town Administrator John O'Daniel. Also in attendance were Gary Barmer with the Town of Williamston Water Department, and Town of Williamston Public Works Director Kerry Spivey.

Martin County Regional Water and Sewer Authority Board of Directors and Staff in attendance: Chairman David Bone, Vice Chairman Al R. Chesson, Director-Alt. Tommy Bowen, Director Stacy Stalls, and Director-Alt. William Coffield. Director Julius Patrick participated remotely. Also in attendance was Suez Project Manager Joe Thaxton.

Martin County Commissioner/Chairman Tommy Bowen, Williamston Mayor Whichard-Brown, and Martin County Regional Water and Sewer Authority Chairman Bone called the meeting to order at 5:30 p.m. Williamston Commissioner Moore led the Pledge of Allegiance. Martin County Commissioner Chairman Bowen provided the invocation.

Clerk to the Board Jessica Godard performed a role call for the Martin County Board of Commissioners. Town Clerk Christina Craft performed a roll call for the Martin County Regional Water and Sewer Authority Board of Directors and the Town of Williamston Commissioners.

AGENDA APPROVAL

For Martin County, Commissioner Lilley made a motion to approve the agenda as presented, with a second from Vice Chairman Bond. The Board approved the motion unanimously.

For the Town of Williamston, Commissioner Chesson made a motion to approve the agenda as presented, with a second from Commissioner Coffield. The Board approved the motion unanimously.

For the Martin County Regional Water and Sewer Authority, Director Stalls made a motion to approve the agenda as presented, with a second from Director Chesson. The Board approved the motion unanimously.

Roll Call Vote for agenda approval:

Aye:	Nay:
Director Patrick	
Chairman Bone	
Director Chesson	
Director Stalls	

MCGILL ASSOCIATES -- Water Merger and Regionalization Study Report

County Manager Bone stated staff from McGill Associates would be providing the results of a Water Merger and Regionalization study. County Manager Bone stated this had been in the works for many years, and Martin County had received a grant to pay for the study. No decision would need to be made tonight, but there would be an opportunity for questions and discussion after the presentation of the report.

Project Manager R.J. Mozeley and Business Services Manager Gary Jackson with McGill Associates were present to review the water systems merger and regionalization evaluation. Project Manager Mozeley provided a summary of what would be discussed in the presentation. Next, Project Manager Mozeley reviewed the Merger & Regionalization Program and how is was administered (through North Carolina Division of Water Infrastructure) through grant funds. Project Manager Mozeley reported the state recognized systems that were in distress and prioritized those projects for mergers to attempt to relieve the distressed systems.

Project Manager Mozeley reviewed the current state of the water systems in Martin County, noting the current Public Water Service providers and Wastewater Service providers throughout the county. Next, Project Manager Mozeley showed a map of Martin County, showing the current systems and water districts and where needs were for services.

Project Manager Mozeley next discussed the current state and need, stating it was a universal truth that utility systems all had needs, and those needs would vary. Affordability and viability (fixed costs and variable costs) would continue to be important, as industry trends showed costs to provide services would continue to increase. Rates established for utility systems would need to continue to increase to cover the cost of providing those services.

In the financial analysis section of the presentation, Project Manager Mozeley highlighted population served, number of connections, and current demand (MGD) for each water district in Martin County. He pointed out that there were a relatively low number of connections in the water districts 1 and 2, making it more difficult to make money or break even. The number of customers for the Town of Williamston's water system was relatively low also. All information used in the report was based on audit information.

It was noted that Martin County Water District 1 and the Town of Williamston operated at an operating ratio of 1.0 or better, meaning operating at a break-even status. Martin County Water District 2 and MCRWASA operating ratios were below 1.0, meaning they operated at a loss. If a system operated below 1.0 for an extended period of time, the Local Government Commission should step in to help utility systems evaluate their operations. Some cooperation with operating utility systems would be necessary to ensure services were provided at the most efficient cost. The overall need included more customers and more sales.

Mr. Gary Jackson provided information about the importance of collaboration, mergers and consolidation. Mr. Jackson highlighted his work history and experience working with utility systems and in city management. Mr. Jackson stated McGill staff was unable to find a system that had the same unique challenges as those in Martin County. Mr. Jackson explained how affordable water service was a difficult business, not just in Martin County. Mr. Jackson discussed the fragmented systems all across North Carolina and touched on how mergers and consolidations could potentially be helpful to some utility systems.

Mr. Jackson reported several strategies that were discussed in the merger study. The strategies for evaluation that Mr. Jackson discussed were 1) management partnership with Greenville Utilities Commission, 2) comprehensive consolidation of water and wastewater utilities in Martin County, 3) informal and formal partnerships of MCRWASA and other utilities in Martin County (Martin County and Town of Williamston), and 4) additional cost saving measures. Mr. Jackson provided examples for each strategy and discussed pros and cons of each approach. Mr. Jackson stated it was up to the elected officials to decide if a merger was in their best interest but stated it was a huge challenge.

Mr. Jackson further discussed methods for informal and formal partnerships. Informal examples included shared equipment, bulk supply purchases, and mutual aid agreements. Formal examples included shared operators, line maintenance agreements, and shared administrative and billing functions. Mr. Jackson stated formal and informal partnerships would not solve any outstanding debt or bring the rates down, but over time the small savings would add up.

Project Manager Mozeley showed some comparative financial analyses with comparable systems throughout the state. The administrative costs of Town of Williamston and MCRWASA + Water District 1 and 2 were compared with Anson County, Boone, Lenoir, Valdese, and Waynesville. The estimated administrative costs were based on the annual cost divided by the total number of connections to reach a cost per connection. The cost per connection for the Town of Williamston was $109 per connection. The cost per connection for MCRWASA + District 1 and 2 was $88 per connection. There were many other jurisdictions that had costs per connection much lower than those in Martin County, highlighting the opportunity for improvements and savings.

Project Manager Mozeley discussed water production cost and compared those costs to comparable water plants. Although costs would vary from plant to plant, this comparison did show that overall, there could be room for improvements regarding the cost of water production at the MCRWASA plant.

WATER PRODUCTION COST PER MILLION GALLONS			
Utility	Mgal/Year	Cost/Year	$/Mgal
MCRWASA	239	$ 829,672	$ 3,471
Comparison			
Anson County NC	2,335	$ 2,162,000	$ 926
Broad River Authority	2,147	$ 1,005,000	$ 468
Boone NC	**451**	**$ 1,014,000**	**$ 2,249**
Lenoir NC	1,885	$ 2,386,000	$ 1,266
Marion NC	**471**	**$ 723,835**	**$ 1,537**
TWSA, Sylva NC	**324**	**$ 703,150**	**$ 2,170**
Valdese NC	993	$ 1,034,000	$ 1,042
Waynesville NC	1,286	$ 1,417,000	$ 1,102

Project Manager Mozeley discussed the debt services of the different water entities in Martin County. Debt service restructuring for MCRWASA and Water Districts 1 and 2 was discussed. This was not discussed for the Town of Williamston because of the low debt and interest for that debt service. The principle and interest remaining on the debt service was discussed, as well as the potential savings that could be utilized with debt restructuring with a lower interest rate and potential lengthening of term. The figures could be reasonable assumptions based on the current market, but the date showed there could be some better conditions of terms on the market.

MCRWASA Alone		
Principle & Interest Remaining - $28,846,448 (~36 years)	Current Rate – 2.875%	Current Payment - $812,130
25	2.0%	$919,155 / increase ~$107k
30	2.0%	$801,246 / decrease ~$10k
35	2.0%	$717,843 / decrease ~$94k
Martin County Alone		
Principle & Interest Remaining - $19,621,3238 (~24 years)	Current Rate – 4.0%	Current Payment - $838,000
25	2.0%	$662,280 / decrease ~$176k
25	2.5%	$701,788 / decrease ~$136k
30	2.5%	$617,765 / decrease ~$220k
MCRWASA & Martin County Combined		
Principle & Interest Remaining - $48,467,776	Current Rate – 2.875% - 4.0%	Current Payment - $1,650,130
25	2.0%	$1,581,435 / decrease ~$69k
30	2.3%	$1,436,083 / decrease ~$214k
30	2.5%	$1,475,138 / decrease ~$175k

When discussing future capital needs, Project Manager Mozeley reviewed there was no formal plan that existed for the Town of Williamston. The County plan included radio-read meter replacements and water main/loop replacements. The MCRWASA water treatment plan was effectively new, but depreciation should be beginning now. Moving forward, each water system should assume a 1% per year minimum amount for general renewals and replacements within the distribution systems.

In conclusion, Project Manager Mozeley stated the systems in Martin County were very similar to others across the state in being fragmented. Martin County was unique in its high debt burden and how it came to be (unfunded regulations) and the high cost of operations at the water treatment plant. It was suggested to grow existing partnership and cooperation by

seeking improved financing terms or cost sharing. Also, legislative debt relief or other means of debt relief was suggested as something to consider pursuing. Project Manager Mozeley then opened the floor for any questions.

Martin County Commissioner Smith stated he remembered Mr. Gary Jackson being involved with Asheville, NC consolidation process and commended Mr. Jackson on his work. Also, Commissioner Smith asked where Marion, NC got its water. Project Manager Mozeley stated Marion, NC had a surface water plant, similar to Martin County, although slightly more efficient. Commissioner Smith stated there were many cities and counties that Martin County officials could sit down with to get helpful information regarding operations.

Williamston Commissioner/MCRWASA Board Member Al Chesson stated there was a disparity between Martin County and the other entities it was being compared to regarding water production cost, stating most of the entities were approximately double the size of Martin County.

Mr. Gary Jackson stated since the merger study had been done, it was "time to pivot". The current debt issues would not be solved with mergers and acquisitions. Mr. Jackson said the leaders of the county should continue to reach out to partners for helpful information, and work with legislators to try to receive some debt relief.

Martin County Commissioner Smith asked how many other systems similar to ours actually have received debt relief from legislature, and Project Manager Mozeley stated none that he could recall. However, he spoke about House Bill 536 in Cumberland County (Eureka) with a small utility company, and the Local Government Commission (LGC) stepped in to manage that water system. The LGC comes in for a water system that are not operating at a break-even or profitable status. Commissioner Smith stated when the water treatment plant was built, there was already a tremendous amount of debt. Unless some other method of selling water was utilized, the debt would be an issue for many years to come. There were no programs in place to come in and completely relieve a debt, but HB 536 was put in place to help manage debt.

Mr. Gary Jackson reiterated it was "time to pivot". Legislative relief would not come overnight. Mr. Jackson stated there had been a certain injustice, due to unfunded mandates that had caused the debt problem with the water system. Commissioner Smith stated the merger study was not the solution, but it provided leverage for talking with legislators when requesting relief.

County Commissioner Lilley discussed the situation regarding the unfunded mandate in building the water treatment plant, causing the problem with the debt. Commissioner Lilley stated the issues were caused at a state level, and Martin County was doing the best it could with its limited resources. It was a "no-win" for Martin County according to Commissioner Lilley.

Williamston Commissioner / MCRWASA Board Member Al Chesson stated putting all politics and existing equities aside, the most ideal situation would lead to cutting operational costs and cost per gallon to the consumer, not eliminate the debt problem. Mr. Gary Jackson agreed and reiterated there were no short-term solutions to the problem. Commissioner Chesson spoke about the future possibility of federal assistance, but Project Manager Mozeley stated those funds would be focused on rehabilitation and replacement projects, with a large portion of funds going towards other utilities other than water/sewer utilities.

Project Manager Mozeley stated growing the customer base, whether by adding new customers or having one customer greatly increase their usage (commercial customer), would be the most effective way of being able to drive down costs to the customer. Even with these efforts, the debt would not be eliminated immediately. Mr. Gary Jackson stated one exception related to Community Development Block Grant funds that would potentially address needs in older and disadvantaged neighborhoods.

Martin County Commissioner Vice Chairman Bond thanked McGill for their information. He stated the water needs in the county were much less than they were 20 years ago, along with the Town of Williamston losing one of their biggest customers. Vice Chairman Bond recalled officials were told many years ago that their water aquifer was being infiltrated by salt water. He further stated he did not feel the brackish water was gone. The river levels were currently high because of water being released from the dams in Virginia. The lower the river gets, the more brackish water will continue to come in. Vice Chairman Bond stated the Domtar Plymouth plant ran lines up the river to get fresher water. At some point in time, the fresh water would stop because the dams will stop releasing as much fresh water to preserve their lakes. Then, Martin County would have to utilize another source of water, and the water treatment plant would be that source. If the area wanted to continue to grow, water would need to be available. Officials would have to get together to work something out, and Martin County needed to keep the water treatment plant because it was an asset.

County Commissioner Smith stated Washington County would be needing fresh water soon, due to salt getting in their aquifer. Commissioner Smith stated the aquifer in Martin County was losing water at a rate of 2 inches per year at one point. Officials were told water usage needed to decrease by 75% over time by 2018. He stated the situation needed to be looked at beyond Martin County for making water sales.

Project Manager Mozeley stated Robersonville was looked at as a possible partner but that was not a good plan for them.

County Commissioner Smith asked how many towns or counties sold their water in bottles. Project Manager Mozeley stated he was not aware of any. County Commissioner Smith stated there were no FDA regulations for water. He stated there were counties that had water bottles with their name on it, implying they were selling water. County Commissioner Smith stated officials needed to think outside of the box and approach other avenues to increase revenue. SUEZ Project Manager Joe Thaxton stated that type of production was very expensive. County Commissioner Smith stated there had to be some other type of operation the county could partner with to sell water.

County Commissioner Smith Chairman Bowen thanked the McGill staff for their hard work and presentation.

County Manager Bone also thanked McGill for their diligence. County Manager Bone stated Williamston Town Administrator John O'Daniel and he were looking for guidance from the elected officials, and would continue to work with the Boards as the conversation continued regarding the water situation. Chairman Bowen stated another meeting would need to be held sometime in the near future for further conversation. County Commissioner Smith stated the officials needed time to digest the information and come up with options, and then meet back at a later date with ideas as partners to help eliminate the debt to the County and Town of Williamston. County Manager Bone stated staff would have a discussion with its financial consultant, Davenport, to discuss possibilities for refinancing.

County Commissioner Lilley compared this situation to the new 9-1-1 center, stating collaboration was successful in that project. County Commissioner Lilley stated there were so many potential avenues and possibilities to help this situation.

County Commissioner Smith thanked the Town of Williamston for agreeing to participate in this study and for being willing to partner with Martin County. He stated partnerships and collaboration were vital to be successful. Chairman Bowen agreed, stating Martin County had always had a good relationship with the Town of Williamston.

ADJOURNMENT

With no further business to discuss, Martin County Commissioner/Vice Chair Bond made the motion to adjourn the meeting at 7:11 p.m., with a second by Martin County Commissioner Lilley. The Board approved the motion unanimously.

With no further business to discuss, Town Commissioner Chesson made a motion to adjourn the meeting at 7:11 p.m., with a second by Commissioner Coffield. The Board approved the motion unanimously.

With no further business to discuss, MCRWASA Chairman Bone adjourned the meeting at 7:11 p.m.

Mayor Joyce Whichard-Brown

Christina Craft, Town Board

MERGER AND REGIONALIZATION EVALUATION

MARTIN COUNTY
NORTH CAROLINA

TOWN OF WILLIAMSTON

MARTIN COUNTY, NORTH CAROLINA

MARTIN
county

Williamston
NORTH CAROLINA
Easy Living with Hometown Values

mcgill
Shaping
Communities
Together

MERGER AND REGIONALIZATION EVALUATION

MARTIN COUNTY
NORTH CAROLINA

TOWN OF WILLIAMSTON

MARTIN COUNTY, NORTH CAROLINA

R.J. MOZELEY, PE



JOEL L. STORROW



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JUNE 2020

PROJECT NO. 18.01124

TABLE OF CONTENTS

EXECUTIVE SUMMARY 1

1.0 CURRENT STATE & ORGANIZATIONAL STRUCTURE 4

2.0 UTILITY SERVICE IN MARTIN COUNTY 6

3.0 FINANCIAL ANALYSIS 9

4.0 COLLABORATION, MERGERS, AND CONSOLIDATION 13

5.0 EVALUATION STRATEGIES 15

6.0 FUTURE CAPITAL NEEDS 27

7.0 CONCLUSIONS 31

TABLES

Table 2.1 – Water Treatment & Distribution Systems 8
Table 2.2 – WWTP Operations 8
Table 3.1 – Metered Water Sales 9
Table 3.2 – 2019 Fiscal Year Financial Summaries 11
Table 5.1 – Informal and Contractual Partnership Examples 18
Table 5.2 – Comparable Total Water Utility Costs 20
Table 5.3 – Comparable Administrative Costs 20
Table 5.4 – Comparable Costs for WTP Production 21
Table 5.5 – Common Shared Services in Local & County Government 23
Table 5.6 – MCRWASA Debt Summary 24
Table 5.7 – Martin County District #1 Debt Summary 25
Table 5.8 – Martin County District #2 Debt Summary 25
Table 5.9 – Town of Williamston Drinking Water Debt Summary 25
Table 5.10 –Debt Restructuring Summary 26
Table 6.1 – Martin County Water District No. 1 10-year Capital Improvements 29
Table 6.2 – Martin County Water District No. 2 10-year Capital Improvements 29
Table 6.3 – Town of Williamston Distribution System 10-year Capital Improvements 30

FIGURES

Figure 2.1 – Martin County General City/Town Limits Map 6
Figure 2.2 – Martin County Water Districts Map 7

APPENDICES

Appendix A – 2009 Water Purchase Agreement
Appendix B – 2015 Water Purchase Agreement

Purpose

The purpose of this study is to perform systems and financial analysis, compare alternatives, and evaluate the potential for merger and regionalization of the water systems and utility enterprise funds operated by the Martin County Regional Water and Sewer Authority (MCRWASA), Martin County Water District #1 and Water District #2, and the Town of Williamston. This study also will examine the current operations of the Town and County as they relate to one another and their water provider, the Martin County Water and Sewer Authority. The overall intent of this study is to evaluate options for increased viability of the three (3) entities' utility enterprise funds.

Findings

Martin County faces challenges with regards to the financial health of the water districts. As a result of the NC Local Government Commission (LGC) reviews of Martin County's Audit report, the LGC has expressed concern about the rate structure not creating enough revenue to support operating expenses and capital needs. Martin County annual debt service payments are high per customer, driving overall water system expenses up, requiring General Fund subsidies to supplement operating expenses of the Martin County water districts.

It is of prime importance to understand the current stresses on the viability of the water systems serving Martin County and Williamston that hinge on the shared obligation to repay significant debt from the MCRWASA surface water treatment plant. This high cost to service debt results in some of the highest user-rates in the State of North Carolina. Moreover, Martin County's water district debts further strain a taxed financial position for each of its water enterprise funds.

Subsequent sections of this report will expound upon the events, conditions and regulations that led Martin County and the Town of Williamston to their current modes of operation, and this report will discuss the present challenges for both parties. One important distinguishing factor for this merger and regionalization study, however, is to note that the County and Town are already partners through MCRWASA and already suffer from a high cost to operate a new surface water treatment plant. This evaluation is also unique in that the Town's and County's water distribution systems are both already physically interconnected with one another and the MCRWASA Water Treatment Plant, so no capital projects are required to facilitate a future merger or regionalization. While no capital projects are required to facilitate a future merger or

regionalization, however, undetermined capital improvements may be needed for optimal service delivery.

The extraordinarily high cost of operating the MCRWASA water treatment plant and servicing debt associated with this plant results in higher than normal water bills for residential and commercial users. Based on data gathered by the Environmental Finance Center of the UNC School of Government, the North Carolina median rate for residential customers was $34.60 per month. The statewide median rate calculation is based on an assumed 5,000 gallons per month consumption. As reported by Martin County and Town of Williamston management, the typical consumption of their residential users is approximately 3,000 gallons per month. The Williamston base rate for inside the town is $18.65/month and $9.25/1000 gallons. For users outside the town, the rates are $27 base and $11.25/1000 gallons. The Williamston monthly bills, based on consumption of 3,000 gallons per month, are therefore $46.40 inside and $60.75 outside the town limits. For Martin County Water District residential customers, based on consumption of 3,000 gallons per month, the monthly bill would be $75.50. The Town of Williamston's rates are lower than Martin County District rates because of a larger customer base upon which to spread the costs of the bulk water purchase from MCRWASA and because the Town's direct debt obligations are lower than those of the County.

McGill Associates considered a wide range of alternatives and best practices for water and wastewater system management. Consolidating water services is one of many potential approaches that enables utilities to meet today's needs and tomorrow's demands efficiently. Pooling resources and streamlining operations and decision-making can enhance efficiency, but there are many challenges to consolidation. The primary alternatives considered were as follows:

- Management Partnership with Greenville Utilities Commission
- Comprehensive Consolidation of Martin County Utilities
- Informal and Formal Partnerships of MCRWASA with other utilities in Martin County, especially further partnering with Martin County, and Williamston
- Additional Cost Saving Measures

In the final analysis, we arrived at the following conclusions:

1. **McGill does not recommend pursuing a partnership arrangement with Greenville Utilities due to the geographical distance between the water systems in Martin County and the extents of the Greenville water system. Further, when comparing Greenville Utilities' financial position with other service providers in the State, the analysis**

indicates that Greenville Utilities ranks near the bottom of the largest service providers and is therefore not considered favorable as a long-term partner.

2. **McGill recommends that Martin County and Williamston consider establishing comprehensive water and wastewater consolidation as a long-range strategy for utility services within the region.** Recognizing that such a consolidation would likely require extension of sewer service to more of the County and subsequent capital investments, this conclusion should be studied in greater depth than the scope of this merger and regionalization study is providing to develop viable options for service zones, phases of construction, etc.
3. **Another option McGill Associates recommends is that Martin County have discussions with the Town of Williamston about the shared management, operator and maintenance concepts. Examples of such arrangements are provided in subsequent sections of this report.**
4. **McGill recommends MCRWASA look closely into ways to reduce the cost of the plant operations contract. Due to the potential economy of scale, Robersonville should be approached about negotiating a shared operator agreement. Further, it is understood that Robersonville and the Town of Everetts are currently evaluating the possibilities of the merger of their utility systems which may provide compounded benefits of greater economies of scale. Before hiring or contracting for its water plant manager, MCRWASA might explore this partnership approach with Robersonville.**
5. **McGill recommends that the County and Town of Williamston explore additional opportunities for cost savings through informal and formal partnerships such as bulk purchasing, shared equipment, and mutual aid agreements. There may also be partnership opportunities worth exploring in the future with the Town of Robersonville.**
6. **McGill Associates recommends Martin County and MCRWASA continue to pursue relief from the debt service burden on their respective systems. Failing legislative relief, a state grant or debt forgiveness, Martin County should pursue the option of refinancing the outstanding debt at current low interest rates and securing lower principal and interest payments to improve their current operating ratios.**
7. **McGill Associates recommends Martin County explore shared service agreements opportunities in general and consider the possibility of a service swapping arrangement with the Town of Williamston.**

1.0 CURRENT STATE & ORGANIZATIONAL STRUCTURE

1.1 Water Supply, Regulation & MCRWASA

Martin County operates two water districts, Water District #1 and Water District #2. A map of the Districts is provided in Figure 2.2 of this report. The water districts were established to provide potable water to rural areas of Martin County. Water Districts #1 and #2 have historically been served by several groundwater wells.

In the late 1990s, the NC Division of Water Resources recognized that regional groundwater supplies in eastern North Carolina were being depleted, due to overuse, and developed strategies for managing the continued decline of groundwater levels throughout this part of North Carolina. Because of heavy use, the Cretaceous Aquifers became stressed over time. Due to this stress, the NC Environmental Management Commission designated 15 counties as the Central Coastal Plain Capacity Use Area (CCPCUA). The State's CCPCUA rules require many areas of Martin County to reduce their dependence on groundwater from the aquifer by up to 75%.

Water Districts #1 and #2 are impacted by the Central Coastal Plain Capacity Use Area (CCPCUA) restrictions and therefore, must limit their use of groundwater resources to 25%. District #1 absorbed some older water systems, including the former Town of Oak City water system. District #1 serves close to 1,000 customers in the northwestern part of the County and began operation in 2001. District #2 also absorbed some older water systems, namely the former Town of Bear Grass water system. District #2 serves 1,000 customers in the southern part of the County and began operations in 2005.

In 2007, MCRWASA was formed and began planning for a surface water treatment plant on the Roanoke River. Martin County and the Town of Williamston are currently the only members of MCRWASA. There are five (5) public water systems serving the community, with Martin County, the Town of Williamston and the Town of Robersonville being the primary providers. The Town of Robersonville was initially involved in planning for MCRWASA but did not ultimately enter into agreements with Williamston and Martin County to support the construction and operation of the new water treatment plant and Authority. Coastal Plains Capacity Use requirements were scaled for different geographic locations, and Robersonville's impacts were not as significant as Williamston's. Information provided by County staff indicates that Robersonville does have preferential position should it wish to "buy-in" to MCRWASA in the future.

After several years of planning, design and preparation, construction of the 2.0 million gallon per day MCRWASA water treatment plant and raw water intake on the Roanoke River began on September 30, 2013. The total construction cost was $27 million which was funded by $6.8 million in US Department of Agriculture (USDA) grant funding, $18.2 million in USDA loan funding,

and a $2 million in Drinking Water State Revolving Fund (DWSRF) loan. The plant began distributing water to its wholesale customers in March of 2016.

MCRWASA does not currently provide sewer service.

MCRWASA is operated separately and sells treated water on a wholesale basis to Williamston and Martin County Water Districts #1 and #2, which in turn, sell the water to its citizens, businesses and institutions on a retail basis. The original wells in the Town of Williamston and Martin County Water Districts #1 and #2 are maintained as a supplemental and redundant water supplies.

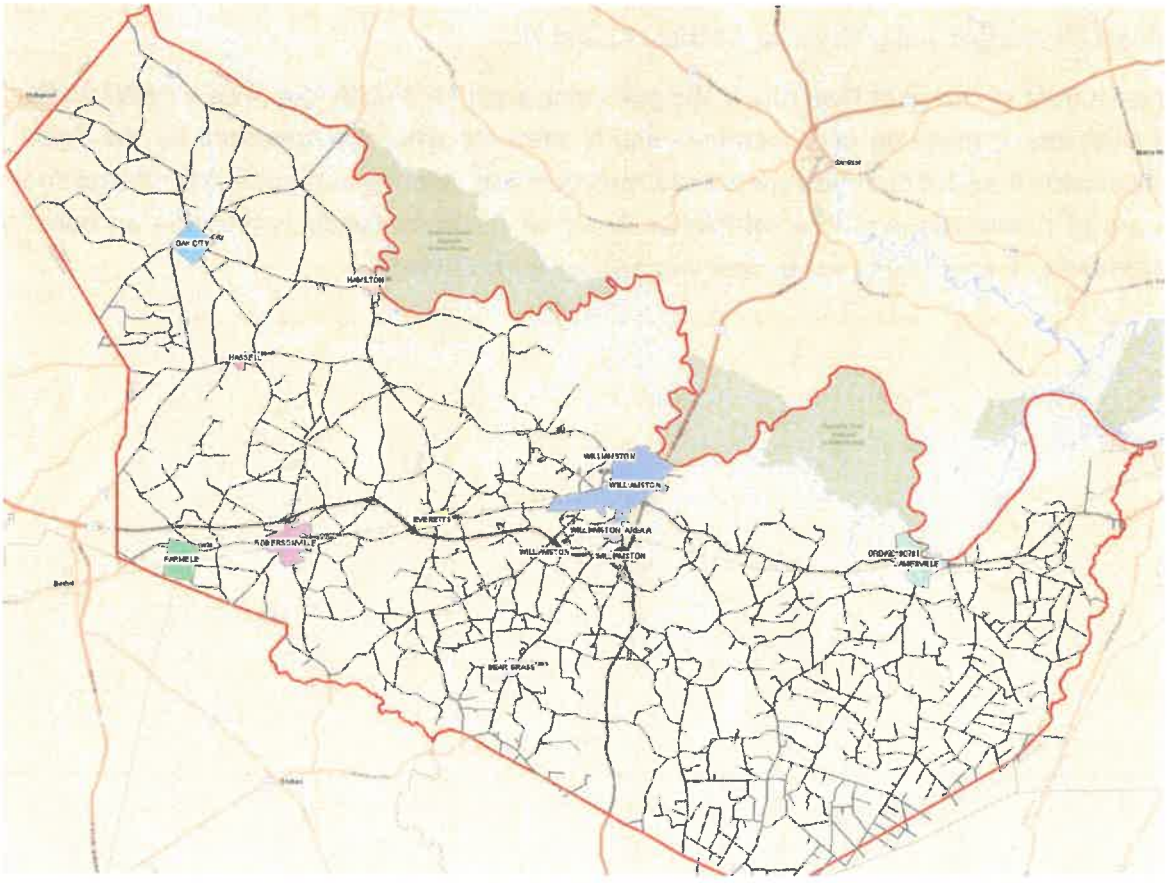
The Martin County Board of Commissioners serves as the governing body for each County district. A Water District Advisory Board is appointed by the Board of Commissioners and is made-up of citizens who live in the districts. The Martin County Water Districts Advisory Board advises the Martin County Board of Commissioners and County staff about water rates, policies and service needs of Martin County Water Districts #1 and #2. The Martin County Board of Commissioners conducts business on behalf of Martin County Water Districts #1 and #2 and adopts the budget and policies for Districts #1 and #2.

The MCRWASA Board of Directors is the governing body for MCRWASA. The MCRWASA Board of Directors is made-up of 2 members and 1 alternate who are appointed by the Town of Williamston Board of Commissioners and 2 members and 1 alternate appointed by Martin County Board of Commissioners. The MCRWASA Board of Directors conducts business on behalf of MCRWASA. It also adopts the budget and policies for MCRWASA.

2.1 Water Services

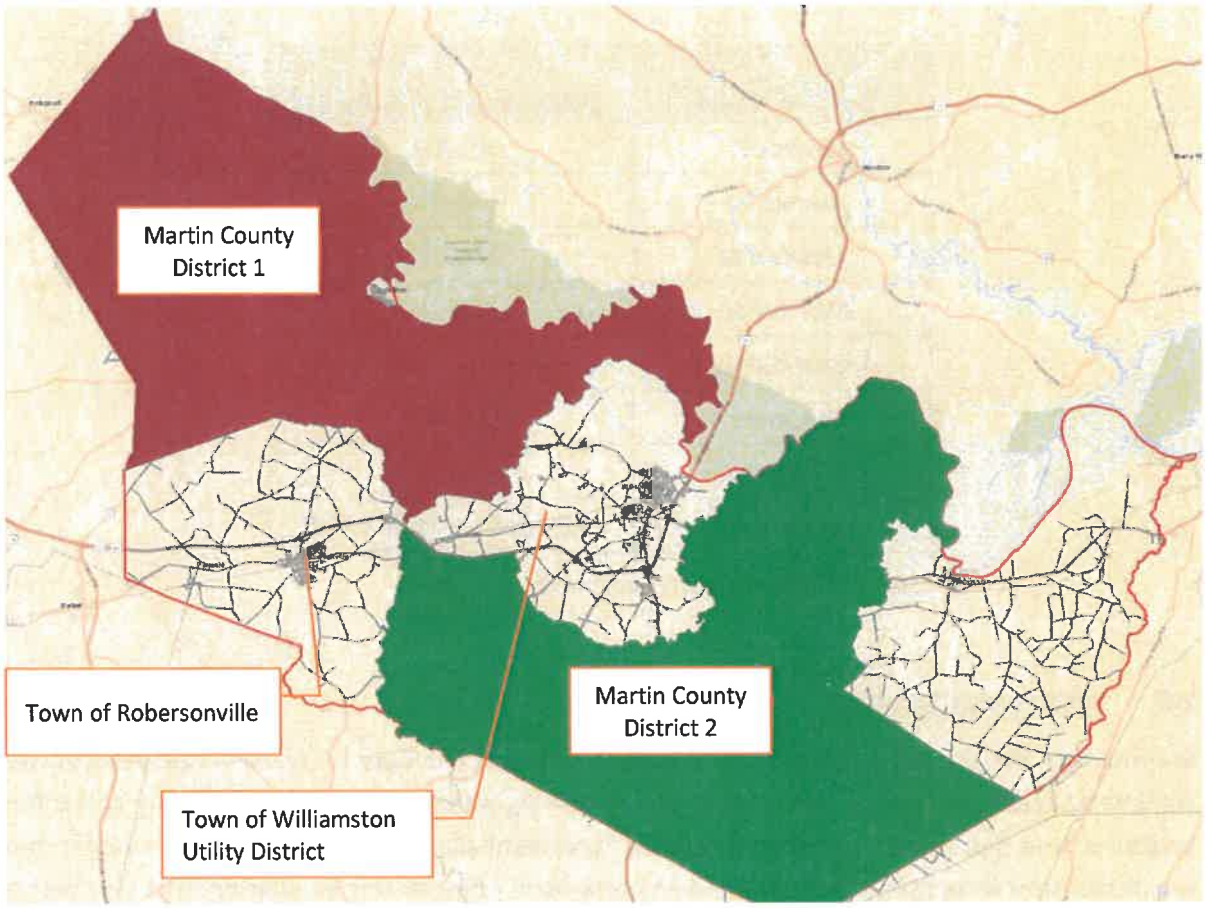
As with many communities in eastern North Carolina, Martin County has been historically reliant upon groundwater for a potable water supply. This strategy produces a relatively high-quality product with minimal treatment and therefore also keeps costs of production low. As noted in Section 1.0, however, both the Town of Williamston and Martin County were impacted significantly by the CCPCUA and therefore were forced to restructure their operations for water supply to much of the County, as they partnered in creating MCRWASA and building a new surface water treatment plant to reduce their dependency on ground water withdrawals. For the purposes of providing better clarity on Martin County's geographic location refer to Figure 2.1 below.

Figure 2.1 – Martin County General City/Town Limits Map



Courtesy of Martin County GIS.

Figure 2.2 – Martin County Water Districts Map



Courtesy of Martin County GIS.

The partnership between Martin County and the Town of Williamston was a positive first step away from a very fragmented landscape of utility service delivery in the region. There are five public water systems serving the community, with the County, MCRWASA, the Town of Williamston, and the Town of Robersonville being the primary providers. Though not covered within the intent of this Merger and Regionalization Evaluation, Table 2.1 below summarizes the water supply capacities for each of the water systems registered with the State on their ncwater.org site for local water supply plans.

It is also worth noting that at the time of this merger and regionalization evaluation a similar evaluation is ongoing for the Town of Everetts and the Town of Robersonville through which each town is seeking increased efficiency of service delivery. This increased efficiency is anticipated to be realized in possible shared operations and maintenance functions as well as administrative functions and in the increased purchasing power of a larger system.

Table 2.1 – Water Treatment & Distribution Systems

System Name	Daily Capacity (Gallons)
Everetts	45,000
Hamilton	424,000
Jamesville	216,000
MCRWASA	2,000,000
Martin County	Supplied by MCRWASA
Parmele	35,000
Robersonville	1,001,000
Williamston	Supplied by MCRWASA

Source: 2018 Local Water Supply Plan

2.2 Wastewater Services

In a manner like the water services provided throughout the County, wastewater services are somewhat scattered with a few municipalities owning and operating a wastewater collection system with a municipally owned wastewater treatment plant. While wastewater merger and regionalization throughout the County was not a focal point of this evaluation, it is also worth noting the municipally owned wastewater treatment capacity throughout the County. Table 2.2 on the following page summarizes the wastewater collection and treatment capacities held by each municipality.

Table 2.2 – WWTP Operations

System Name	Daily Capacity (Gallons)
Hamilton	80,000
Jamesville	150,000
Robersonville*	2,400,000
Williamston	2,000,000

*Everetts and Parmele each have a sewer system with wastewater treated by Robersonville

Financially, the Martin County water districts are administered separately as independent utility enterprise funds, with the intent of being self-supporting. The districts are served by a common staff, and the cost of operation is shared between the districts. Both physical systems for each district were created through projects that were funded primarily by USDA grants and loans and backed by local bond referendums.

Through a 2009 inter-local agreement, the Town of Williamston and Martin County agreed to purchase 100% of their average daily demand of water from MCRWASA. (See Appendix A for the 2009 agreement) This arrangement was necessary to support the debt service and operating expenses MCRWASA incurs for operation of the surface water treatment plant. The inter-local agreement was subsequently amended to reduce the "Full Water Requirement" in millions of gallons per day to be purchased by the Town and County. Through this revision, the Full Water Requirement for Martin County was revised downward from 0.299 MGD to 0.261 MGD. Likewise, the Town of Williamston requirement was revised downward from 0.935 MGD to 0.727 MGD. (See Appendix B for the 2015 agreement.)

For 2020-21, the MCRWASA wholesale water rate (the rate charged by MCRWASA to the Town of Williamston and Martin County Water Districts #1 and #2) will be $5.73 per 1,000 gallons. For FY2019-2020, the wholesale rate was $5.63 per 1,000 gallons. The FY2018-19 wholesale rate was also $5.63 per 1,000 gallons, the FY2017-18 rate was $5.15 per 1,000 gallons, the FY2016-17 rate was $4.75 per 1,000 gallons. The cumulative total of these rate increases is 21.1% over the four-year period, which translates into an annual average increase of 5.3%.

The following table summarizes the metered water sales by the districts and the Town of Williamston.

Table 3.1 – Metered Water Sales

	MCRWASA	MC WATER DISTRICT 1	MC WATER DISTRICT 2	WILLIAMSTON
Population Served		2,085	2,425	8,260
Connections		889	1,010	3,171
Current Demand (MGD)	0.7845	0.0991	0.1072	0.5232

Source: 2018 Local Water Supply Plan

Martin County faces challenges with regards to the financial health of the water districts. The NC Local Government Commission (part of the NC Treasurer's Office) reviews the annual financial statements / audit reports for all local governments in NC. As a result of their review of Martin County's audit report, the LGC has expressed concern about the rate structure not creating enough revenue to support operating expenses and capital needs. Martin County is on the LGC's "watch list", due to the financial challenges facing the districts. As enterprise funds, the water districts should be self-supporting with user fees sufficient to cover the full costs of the services. Unfortunately, fewer customers in Martin County Water Districts #1 and #2 chose to hook-up for service than were anticipated prior to construction of the treatment plant. The Water Districts continue to struggle absorbing the additional cost to purchase water from MCRWASA, while also supporting debt service associated with the original construction of Districts #1 and #2.

IN 2018, The UNC School of Government's Environmental Finance Center did a comparative analysis of the MCRWASA debt burden per account and per capita. According to this analysis, Martin County had higher debt per account and per capita than any other utility in the State of North Carolina. Some water customers were carrying as much as $13,732 of debt per account. To put this level of debt into perspective, Fitch Rating Agency, one of the three leading financial analysis and rating agencies, reported that utilities with debt greater than $2,100 per account are in the most serious operating risk category (Fitch 2007 Credit Rating Criteria).

Additional customers would help distribute the operating expenses and lower the unit cost of operation, but historically speaking, new customers are very limited if present at all. Revenues in Water District 1 did not cover debt service payments and expense in 2018. At June 30, 2018, District 1 owed the General Fund $156,053. Revenues in Water District 2 have not been covering debt service payments and expenses. Water District #2 is a younger district and has more debt. At June 30, 2018, Water District 2 owed the General Fund $1,071,325. The approved budget for FY2019-2020 included another General Fund allocation of $161,499 to cover the anticipated shortage of District #2.

The Martin County general fund (supported by the County's Ad-Valorem and sales taxes) has been subsidizing some of the costs of each of the County districts. Martin County's subsidy from the general fund, which is not an advisable or sustainable practice.

The current and recent challenges facing Martin County in operation of District #1 and #2 are listed below:

- Additional customers are needed to share cost of service, historically new customers have been very few in number

- District #1 revenues in 2018 did not cover operational expenses and debt service payments leaving District #1 indebted to the County's General Fund in the amount of $156,053
- District #2 revenues in 2018 did not cover operational expenses and debt service payments leaving District #2 indebted to the County's General Fund in the amount of $1,071,325
- District #2 performance is worse than District #1 due to the higher cost of constructing the original infrastructure (approx. $11 million vs. $3.5 million) resulting in a much higher debt load

Refer to Table 3.2 below for a summary of financial indicators from Fiscal Year 2019 for MCRWASA, Martin County and the Town of Williamston.

Table 3.2 – 2019 Fiscal Year Financial Summaries

	MCRWASA	MC WATER DISTRICT 1	MC WATER DISTRICT 2	WILLIAMSTON
Revenue				
Water Sales and Service	1,761,213	738,092	925,925	2,494,036
Non-operating	24,039	106,846	124,053	131,582
Total Income	**1,785,252**	**844,938**	**1,049,978**	**2,625,618**
Expenses				
Administration	35,536	171,551	172,718	345,134
Operations	942,449	408,277	413,107	1,742,148
Debt Service	796,603	223,154	619,610	62,500
Capital Outlay	16,880	16,000	16,000	0
Total Expenses	**1,791,468**	**818,982**	**1,221,436**	**2,149,782**
Net Income/(Loss)	**-6,216**	**25,956**	**-171,458**	**475,836**

The residential water rates in Martin County Water Districts #1 and #2 have increased incrementally in recent years to help the water districts become more self-supporting. In 2018-19, the base monthly was increased from $42 per month to the current rate of $50 per month on the first 1,000 gallons of water. The Martin County fiscal year 2019-20 budget did not increase the water rates for Martin County Districts 1 & 2. The usage fee for additional water usage remains at $8.50 per 1,000 gallons. The $8.00 per month base charge increase translates into an overall 11% increase in user charges for District 1 & 2 customers.

Martin County is a rural county with a decreasing population base and limited development. In 2010, the population in Martin County was 24,505. Martin County is a rural county with a decreasing population base and limited development. In 2010, the United States Census Bureau estimated the Martin County population at 24,515. The population estimate for 2019 was 22,440. This is a trend of roughly a 1% loss of population per year. The declining population base further limits the opportunity to add customers to the utilities serving the county. For Martin County and MCRWASA, this trend makes it ever more difficult to spread the cost of operations, maintenance and debt service. And for the population of residents with functioning water wells, the current residential rates serve as a disincentive to connect to the MCRWASA system and become a new customer.

4.0 COLLABORATION, MERGERS, AND CONSOLIDATION

Providing affordable, reliable, and high-quality water service is a difficult business. In 2017, the American Society of Civil Engineers gave the nation's aging and failing water infrastructure a "D" grade and wastewater infrastructure a "D+." The American Water Works Association estimates drinking water systems need to invest $1.7 trillion in infrastructure over the next 40 years. Affordability is a growing concern as it is a common occurrence to see water rates and fees rising and outpacing the Consumer Price Index, a situation often influenced by required new capital investments.

A common challenge in North Carolina is fragmentation. There are currently over 305 active local government water systems serving up to 3,300 people, and 60 active local government systems serving 20,000 people or more. In this landscape, water utilities may struggle to maximize benefits from their investments, have difficulty leveraging economies of scale, and tackle challenges efficiently.

Consolidation or merger is just one approach on this spectrum of options for how utilities can work together to provide high quality water service at affordable prices. Fortunately, there are many other ways utilities can collaborate with one another to streamline and improve delivery of water services. Water utility consolidation occurs when two or more distinct legal entities become a single legal entity operating under the same governance, management, and financial functions. It may or may not include physically interconnecting assets. Consolidation also occurs at the regional level even when assets which are spread out by merging the governance, management, and finance supporting those geographically spread assets.

Communities contemplating whether to consolidate utilities should consider multiple factors. The most critical pieces are knowing what the value to the community would be and how long it could take to realize. Potential financial benefits from water utility consolidation include:

- Economies of scale and operating efficiencies,
- Increased access to capital at lower interest rates,
- Improved financial planning and revenue stability,
- Enhanced regulatory compliance,
- Increased opportunities for economic development.
- Lower or equal customer rates for a specified level of service.

Communities need to weigh the benefits as well as the challenges of consolidating utilities, and they need to consider the financial factors with a long-term perspective. The fragmentation of water and sewer service delivery in Martin County poses special challenges and opportunities for collaboration, merger and/or consolidation. Assessing the feasibility of consolidation involves technical and planning assistance beyond the scope of this study. All entities would need to have up to date detailed inventories of things like individual system assets, current connections, current staff, water and wastewater needs, and capacity issues. Thus, it would be necessary first to identify specific technical and planning assistance needed to facilitate the consolidation. Given the fragmentation of systems, thorough investigation and the negotiations required to move forward with extensive consolidation would require legal counsel and continued involvement of engineering consultants and financial analysts. Skilled external facilitators most likely would also be required to guide participants through the consolidation process.

5.0 EVALUATION STRATEGIES

For purposes of this study, McGill Associates considered a range of alternatives for Martin County and Williamston and has examined the potential advantages and disadvantages of each. The primary alternatives considered are listed below. It should be noted that each alternative/strategy possesses the ability to be implemented independently and some alternatives/strategies can be implemented in conjunction with other alternatives/strategies, these comparisons and evaluations are not intended to be mutually exclusive.

1. Management Partnership with Greenville Utilities Commission
2. Comprehensive Consolidation of Water and Wastewater Utilities in Martin County
3. Informal and Formal Partnerships of MCRWASA with other utilities in Martin County, especially Martin County and the Town of Williamston
4. Additional Cost Saving Measures

Management Partnership

In order to cover the range of alternatives, McGill Associates considered the possibility of MCRWASA negotiating a management partnership with Greenville Utilities.

The Environmental Finance Center of the UNC School of Government studied local government water systems in the state and found there to be substantial opportunity to implement nonstructural partnerships between many of the small and large municipal systems throughout North Carolina. According to the report, the large systems generally outperform the small systems on financial performance and have more staff that are devoted to managing the water systems, whereas small local government staff work across multiple departments - "The Potential for Management Partnerships between Small and Large Government Water Systems," UNC-SOG, 2017, UNC, 2017.

The UNC School of Government, in a separate report, documented the positive financial impacts and efficiencies that resulted from the City of Raleigh becoming a regional full-service provider for surrounding communities — "Strengthening Utilities Through Consolidation – The Financial Impact," UNC, 2019. Consolidated communities (Garner, Rolesville, Wake Forest, Zebulon, Wendell, and Knightdale) paid Raleigh back for improvements to complete consolidation and purchased capacity through negotiated payments over time. Wake County, the region's county government and not a direct service provider, provided leadership and guided consolidation through planning efforts culminating in the preparation of the Wake County Water and Sewer Plan, the blueprint for the consolidation. The financial and economic benefits included reduced

operation and maintenance costs, access to lower capital costs, reduced duplication in water and sewer asset investment, and uniform rates projected to be lower than before the consolidation.

In order to form management partnerships, or "shared management", many conditions need to be met. One critical factor is proximity between the small and large water systems. From a proximity standpoint alone, the physical distance between Greenville Utilities and the closest point of the County's District #2 effectively rules out the possibility of system interconnection and consolidation. A physical interconnection would require a minimum of 16,000 linear feet of large-diameter water mains, which is infeasible due to the high up-front capital cost to construct that connection. Further, the drive between the Greenville Utilities home base for managers and operators is 35 to 40 minutes one-way to Williamston. These are negative factors in evaluating Greenville Utilities for interconnection with Martin County and from the system management perspective. Another consideration is the specific financial position of the larger system (Greenville). In the case of Greenville Utilities, the UNC School of Government financial comparison was unfavorable, finding Greenville Utilities to have the lowest revenues to expense ratio of the 60 large water systems in the state.

McGill does not recommend pursuing an interconnect or partnership arrangement with Greenville Utilities.

Comprehensive Consolidation of Water and Wastewater Utilities in Martin County

McGill Associates explored the potential benefits of further consolidating the multiple water and sewer utilities operating in Martin County. While the consolidation of city and county governments is occasionally debated in public, government consolidations are rare in practice, and in many instances the outcomes of consolidation do not match the promises made by proponents *(Leland, Suzanne M., and Kurt M. Thurmaie, 2010. City-county consolidation: Promises made, promises kept? Washington DC: Georgetown University Press.)* Nevertheless, there are case studies available of numerous successful consolidations *(UNC School of Government, 2019)*.

Jasper County Iowa Water Association serves as an excellent example of a small utility system which saw regional benefits and efficiencies arising from collaboration and eventual consolidation. In 1977, residents of Jasper County formed a steering committee which led to the creation of the Jasper County Water Association. The initial regional system covered the Town of Newton, within the boundaries of Jasper County, and slightly extended into three other surrounding counties. The system started with 950 miles of pipeline and served 2,000 customers. The Board of Directors of the Association supported the goal of continuous growth and expansion to regionalize with other rural water systems. With this expanded service area, the Jasper County Water Association became the Central Iowa Water Association in the late 1980s. Regional efforts

continued to grow and began including rural wastewater systems in 2000. With the addition of wastewater services, the entity changed its name to the Iowa Regional Utilities Association. Today, the IRUA has almost 5,000 miles of pipeline and provides services to more than 55,000 people across 18 counties.

> *"The success of the continuous expansion of IRUA is based largely on its ability to consolidate with rural water and wastewater systems using different consolidation models. While many of the communities they serve have been fully consolidated through complete acquisition of assets and customers, IRUA has taken steps to respect the unique identities of the communities they serve. For instance, IRUA's system relies on over 25 water towers located in or near many towns in their service area. In many cases, IRUA opted to retain the name of the community they serve on the water tower rather than promoting their own name. In other cases, IRUA re-painted water towers, but added an important community symbol or name such as the local high school name or mascot. These water towers promote partnerships among the regional entities that maintain a sense of community presence and ownership through the proud display of a town name. The IRUA model has been successful in Iowa because, like other regional systems in the state, it meets the needs of a large region with a diverse base of rural water users. IRUA provides customers with a reliable water supply as well as wastewater services to a variety of customers including farms, rural residents and communities, small municipalities, and businesses. IRUA acts as both a customer—through its purchase agreements with three municipalities for its water supply—and as a service provider, by serving 14,635 customers." Source - "Strengthening Utilities Through Consolidation – The Financial Impact," UNC, 2019.*

The financial and economic impact in Jasper County were:

- Shared administrative, operational, and debt service costs over a larger revenue base
- Expanded water sources and supply capacity
- Enhanced economic development in rural communities

Comprehensive consolidation of the water and wastewater utilities in Martin County to bring all wet utilities under the umbrella of MCRWASA would require patience, in-depth understanding of the financial impacts, long-term planning, external incentives, and leadership with a collaborative vision. Since the utility and government leaders who must come together to partner and regionalize would be starting from very different financial points (rate schedules, asset

values, reserves and liabilities), they would need to devote a lot of energy and negotiating finesse to harmonize agreements. Utilities currently without higher usage rates (for example, Robersonville water and wastewater, and Williamston sewer) may see few incentives to fully consolidate, or even pursue incremental partnerships.

Martin County leadership will need to communicate clearly the regional benefits from the outset in order to help communities with less pre-existing incentive better understand why consolidation is important to long-term sustainability of the County's utility systems. As is evidenced by the economic development benefits in both the Raleigh and Jasper County case studies, some financial benefits of consolidating are indirect but immensely valuable to the vitality of the broader community. Utility leaders typically make decisions with their individual utility and community in mind. For this reason, MCRWASA and any potential partners will need to make strides in strengthening their respective balance sheets and continue their efforts to ensure that water services are affordable to all county residents.

McGill recommends that Martin County consider establishing comprehensive water and wastewater consolidation under the authority of MCRWASA as a long-range planning goal for the region. Recognizing that such a consolidation would likely require extension of sewer service to more of the County and subsequent capital investments this conclusion should be studied in greater depth that this merger and regionalization study is capable, to develop viable service zones and phases of construction.

Informal and Formal Partnerships

Utility partnerships can take many forms—from informal collaboration agreements to merging the financial and governance functions of separate entities. For example, some utilities undertake joint contracting for services which can lower prices, while others partner on projects like emergency planning, and others share personnel and equipment. Following are examples of how water and wastewater utilities rely on economy of scale to lower costs.

Table 5.1 – Informal and Contractual Partnership Examples

Informal	Formal
Shared Equipment	Shared Operator Agreements
Leverage Bulk Supply Purchases	Emergency and Routine Line Maintenance Agreements
Mutual Aid Arrangements	Shared Administration and Billing Functions

Leverage bulk supplies - Some water and wastewater systems cooperate informally by working together to negotiate bulk purchasing agreements. Basically, one system can serve as the host utility and negotiate on behalf of a group of utilities. The host utility drafts a bid package that includes the chemical and laboratory supplies needed, quantities of supplies, and delivery specifications submitted by the community of systems. After an agreement is awarded to the host utility, or an association formed for the group, each system is responsible for its own individual purchases.

Shared operations and maintenance – For small to medium water and wastewater systems where consolidation and merger is not feasible, sharing an operator among multiple public and/or wastewater systems is another way of cutting costs and improving system performance. Operator agreements can spread the cost of the operator's salary across multiple enterprise funds and may result in better retention as the system could collectively offer a more competitive salary. Likewise, if and when engaging a private contract operator, a partnership of utilities may be able to leverage cost advantages, too.

An example of the shared operator model has been practiced in Princeton, North Carolina for the past 12 years. Under an agreement with Mount Olive, the two communities share an operator. Princeton retains two full time equivalents, including a "part-time" licensed who is overseen by the Mt. Olive water plant operator. By agreement, the licensed plant operator makes five (5) trips a week to inspect the plant. The Town of Princeton went with this option as a cost saving measure after the loss of an operator employed by the town.

Another example of informal and formal partnerships for operations and maintenance of public utilities is found in the foothills of North Carolina with the City of Hickory's regional presence in the water and wastewater service industry. In addition to providing service to the City's population of almost 41,000 people, the City of Hickory is in partnership with approximately nine (9) other units of local government to provide water and wastewater services. In nearly all those cases, the City is the bulk water provider for each distribution system. In some of those cases the City is also a contract operator of the distribution and collection systems, and wastewater treatment plants. Further, in some of those instances the City has partnered with adjacent units of local government to share in the capital cost of construction, ownership and revenue of the constructed or expanded utility.

McGill Associates recommends that Martin County and the Town of Williamston pursue both informal and formal partnerships, especially bulk supply purchases. Similarly, economies of scale could possibly be achieved if a partnership could be reached between MCRWASA and Robersonville to collaborate on bulk supply purchases. Additionally, Martin County and Williamston would potentially benefit from partnerships for management of water distribution systems.

McGill also recommends MCRWASA look closely into ways to reduce the cost of the MCRWASA water treatment plant operations contract. Of the $875,685 annual operations cost in the MCRWASA budget, $745,000 is attributable to the operational agreement. Other water treatment plants of similar size (2.0 MGD) and sophistication (Super Pulsator type) are operated at less expense. Refer to tables 5.2-5.4 below for data to support this principle and note that the comparable administrative cost per connection and total cost per connection are in line with utility systems of similar size while the cost of water production for MCRWASA is much higher than systems of similar production volume.

Table 5.2 – Comparable Total Water Utility Costs

WATER UTILITY TOTAL COST			
Utility	Connections	Cost/Year	$/Connection
Williamston NC	3,171	$ 2,259,246	$ 712
MCRWASA + Dist1&2	5,070	$ 3,806,392	$ 751
Comparison			
Anson County NC	6,490	$ 4,364,000	$ 672
Boone NC	8,202	$ 7,831,000	$ 955
Lenoir NC	9,220	$ 4,713,000	$ 511
Valdese NC	5,200	$ 4,754,000	$ 914
Waynesville NC	7,935	$ 3,990,000	$ 503

Table 5.3 – Comparable Administrative Costs

ADMINISTRATIVE COST			
Utility	Connections	Cost/Year	$/Connection
Williamston NC	3,171	$ 345,134	$ 109
MCRWASA + Dist1&2	5,070	$ 446,143	$ 88
Comparison			
Anson County NC	6,490	$ 383,000	$ 59
Boone NC	8,202	$ 693,500	$ 85
Lenoir NC	9,220	$ 331,000	$ 36
Valdese NC	5,200	$ 900,000	$ 173
Waynesville NC	7,935	$ 419,000	$ 53

Table 5.4 – Comparable Costs for WTP Production

WATER PRODUCTION COST PER MILLION GALLONS			
Utility	Mgal/Year	Cost/Year	$/Mgal
MCRWASA - Suez	239	$ 829,672	$ 3,471
Comparison			
Anson County NC	2,335	$ 2,162,000	$ 926
Broad River Authority	2,147	$ 1,005,000	$ 468
Boone NC	**451**	**$ 1,014,000**	**$ 2,249**
Lenoir NC	1,885	$ 2,386,000	$ 1,266
Marion NC	**471**	**$ 723,835**	**$ 1,537**
TWSA, Sylva NC	**324**	**$ 703,150**	**$ 2,170**
Valdese NC	993	$ 1,034,000	$ 1,042
Waynesville NC	1,286	$ 1,417,000	$ 1,102

McGill is of the opinion that some degree of savings might be realized by considering an alternative arrangement to the current operations contract, beginning with the hire of a certified head operator with the requisite experience as a MCRWASA employee. More specifically, McGill recommends considering the recruiting and hire of a GRADE A – SURFACE operator, as defined by the North Carolina Department of Environmental Quality Public Water Section for drinking water operator certification. This proposed hire could be a direct employee of the County, Town or MCRWASA depending on organizational agreement reached by the Town and County. Other labor related aspects of the current operational agreement other than the certified operator requirement may be provided by current County staff, hired locally or provided by the Town in a cost sharing arrangement. Resources for Experienced lead operators include the North Carolina Water Operators Association (NCWOA) and the North Carolina Rural Water Association.

Alternatively, as a minimum, recognizing that the current contract has been in place for five (5) years, MCRWASA should consider issuing a new Request for Qualifications for water treatment plant operations, soliciting proposal from the current contract operator and other interested private companies. Such an RFQ process may help MCRWASA realize some degree of savings alone due renewed competition and any potential changes in the open market.

Additional Cost Saving Measures

McGill also explored options beyond mergers or consolidation for improving the financial position of Martin County and MCRWASA. Two areas which show particular potential are Shared Services and Debt Forgiveness or Restructuring.

Shared Services:

County governments are in a strategic position to develop shared service projects and interlocal agreements for service delivery. County governments have unique strengths as shared service partners, and more county government officials are developing innovative relationships with their neighboring local governments. Collaborative partnerships, shared service projects, and interlocal agreements may create cost savings through realizing economies of scale or by employing more efficient staffing models.

Small successes through pilot projects can build relationships, trust, and a track record to expand cooperation in the future. Shared service delivery helps counties form regular patterns of dialogue with other local governments in their region. While a county's elected leaders and top administrators may communicate across government borders on a regular basis, mid-managers and staff may not have working relationships with their counterparts in other organizations. Developing and improving working relationships across government borders can lead to improved informal and formal partnerships.

What are Shared Service Projects? County governments can contract with other local governments to buy or sell services. Counties can also make services available to other governments on a fee-for-service basis or provide other governments with access to a service at no cost. Counties may also develop agreements to jointly produce or consolidate a service with a neighboring government. Shared services may be formalized in contracts or interlocal agreements, or they may simply involve an informal understanding about ongoing cooperation.

For example, Pasquotank County and Elizabeth City, North Carolina, have a track record of cooperation on parks and recreation services. Historically, the county made payments to the city so that county residents could participate in the City's recreation programs. The governments have jointly applied for grants to fund soccer, baseball, and softball complexes. Ultimately, Pasquotank County merged its smaller parks and recreation department into the Elizabeth City recreation department in order to achieve operational efficiencies.

Collaborative relationships, beyond the realm of water and wastewater service delivery could potentially be a motivating factor for Martin County, the Town of Williamston and the surrounding communities. Building a reputation for cost saving and trustworthiness could indirectly influence their willingness to consider enhanced water system partnerships with MCRWASA. Martin County should carefully identify their areas of strength in determining where they could expand service to others, while also assessing other governments' areas of strength and be open to innovative service delivery models.

Service swapping or exchanging benefits should also be considered as means to directly reduce MCRWASA operating and maintenance costs. For twenty years, Buncombe County, North Carolina held an inter-local agreement with the City of Asheville whereby the county maintained

a golf course, a baseball stadium and other recreational facilities as compensation for shared oversight of the Asheville water system. In similar fashion, Martin County could provide a shared service(s) to the Town of Williamston in return for the Town providing the management and/or administrative services, operation and maintenance of the treatment plant or other aspects of Martin County's water utility enterprise funds. Table 5.5 below provides a list of common shared services in local government.

Table 5.5 – Common Shared Services in Local & County Government

Affordable Housing	Lawn and Grounds Maintenance
Agriculture Support Services	Medical Examiner
Animal Control	Parks and Recreation Services
Appraisal and Equalization	Planning and Zoning Administration
Building Inspections	Police Services
Court Services	Purchasing
Economic Development	Recycling
Emergency Communications and Dispatch	Restaurant Inspections
Facility Sharing Agreements	Senior Services
Fleet Maintenance	Social Services
Geographic Information Systems (GIS)	Solid Waste Management
Grant Writing	Tax Billing and Collection
Human Resources	Transportation
Information / Technology Services	Wastewater Treatment
Infrastructure Maintenance	Water Treatment and Delivery
Jails	Website Design and Maintenance
Landfills	Youth Services

McGill Associates recommends Martin County and the Town of Williamston explore shared service agreement opportunities in general and consider the possibility of a service swapping arrangement with the Town of Williamston to improve efficiencies within the County's water system.

Debt Forgiveness or Restructuring:

McGill's analysis of MCRWASA's finances confirmed that debt service payments related to financing the water treatment plant are an extraordinary burden for the Authority and in turn, Martin County and the Town of Williamston and eventually their respective rate payers. Securing some form of relief, either through debt forgiveness from the issuers, grants to retire debt or other financial assistance from the state, or refunding and refinancing the outstanding debt

would be an immense improvement to the sustainable viability of MCRWASA, the Town of Williamston and most directly, the Martin County water districts.

MCRWASA has outstanding debt principal of $17.9 million and makes annual debt service payments of $812,130. Water District #1 has debt principal of $3 million outstanding and makes annual payments of $222,800. Water District #2 has debt principal outstanding of $9.9 million and makes annual payments of $615,200.

In December 2014, Martin County refinanced the construction debt for Water Districts 1 & 2 by issuing bonds. Martin County should receive about $2.7 million is savings for repaying the Water Districts 1 & 2 debt over the bond term; however, most of the savings will be realized on the tail end of the debt repayment – after 2044.

Refer to Tables 5.3 – 5.6 below for a summary of the existing debts logged for the County, MCRWASA and the Town of Williamston.

Table 5.6 – MCRWASA Debt Summary

Payable	Issue Amount	Interest Rate	Term	Term Remaining	Annual Payment	Payments Remaining	Principal Remaining
USDA 12817	9,000,000	2.875%	40	36	392,000	14,128,854	8,729,000
USDA 12816	9,170,000	2.875%	40	36	400,000	14,395,514	8,894,000
DEQ DW	402,600	0.000%	20	16	20,130	322,080	322,080
Subtotal	18,572,600				812,130	28,846,448	17,945,080

Source: North Carolina State Treasurer

Table 5.7 – Martin County District #1 Debt Summary

Payable	Issue Amount	Interest Rate	Term	Term Remaining	Annual Payment	Payments Remaining	Principal Remaining
GO series 2014 12556	3,500,000	4.000%	30	20	222,800	4,352,747	3,030,000
Subtotal	3,500,000				222,800	4,352,747	3,030,000

Source: North Carolina State Treasurer

Table 5.8 – Martin County District #2 Debt Summary

Payable	Issue Amount	Interest Rate	Term	Term Remaining	Annual Payment	Payments Remaining	Principal Remaining
GO series 2014 12556	10,945,000	4.000%	30	24	615,200	15,268,581	9,900,000
Subtotal	10,945,000				615,200	15,268,581	9,900,000

Source: North Carolina State Treasurer

Table 5.9 – Town of Williamston Drinking Water Debt Summary

Payable	Issue Amount	Interest Rate	Term	Term Remaining	Annual Payment	Payments Remaining	Principal Remaining
DEQ DW	$1,251,055	0%	20	15	$62,500	$938,291	$938,291
Subtotal	$1,251,055				$62,500	$938,291	$938,291

Source: North Carolina State Treasurer

In terms of financial assistance from the State of North Carolina, Martin County Water District #1 received a grant award of $1.476 million from the State Water Infrastructure Authority in January 2017. The grant was used to make improvements in the Oak City area. Engineering design work was completed in May 2018 and construction was completed in 2019.

McGill has confirmed that the USDA does not refinance existing debt, but private lenders do provide those loan products. Recent market conditions for other units of local government seeking the refinance of USDA loans have yielded interest rates as low as 2.4 percent.

By McGill Associates estimates, if some form of consolidation and formal merger were realized between the County, Town and MCRWASA and some form of packaging and refinancing debt were possible, there would be potential financial benefits possible and realized in reduced annual debt service. This reduced debt service would then help the County in particular with maintaining an operation ratio of 1.0 or greater without further increasing the usage rate structure. That analysis is provided below in the form of a summary of loan terms and interest rates for various consolidation options that would produce substantial annual savings in debt service payments.

Table 5.10 –Debt Restructuring Summary

MCRWASA Alone		
Principle & Interest Remaining - $28,846,448 (~36 years)	Current Rate – 2.875%	Current Payment - $812,130
25	2.0%	$919,155 / increase ~$107k
30	2.0%	$801,246 / decrease ~$10k
35	2.0%	$717,843 / decrease ~$94k
Martin County Alone		
Principle & Interest Remaining - $19,621,3238 (~24 years)	Current Rate – 4.0%	Current Payment - $838,000
25	2.0%	$662,280 / decrease ~$176k
25	2.5%	$701,788 / decrease ~$136k
30	2.5%	$617,765 / decrease ~$220k
MCRWASA & Martin County Combined		
Principle & Interest Remaining - $48,467,776	Current Rate – 2.875% - 4.0%	Current Payment - $1,650,130
25	2.0%	$1,581,435 / decrease ~$69k
30	2.3%	$1,436,083 / decrease ~$214k
30	2.5%	$1,475,138 / decrease ~$175k

*Note: the table above is not intended to provide an exhaustive nor budgetary type examination of debt service revisions. Neither is it intended that these terms match actual offers from funding agencies, but rather they are intended to characterize multiple data points whereby Martin County and MCRWASA may be able to realize some savings of significance in their annual debt service payments. Also note that the outstanding debt principle and interest for Williamston is low enough that restructuring its debt does not produce substantial savings and is not included.

McGill Associates recommends Martin County and the Town of Williamston continue to pursue relief from the debt service burden on their water systems and the MCRWASA WTP. Failing legislative relief, a state grant or debt forgiveness, Martin County should pursue the option of refinancing the outstanding debt at current low interest rates and securing lower principal and interest payments.

6.0 FUTURE CAPITAL NEEDS

6.1 Martin County Water District #1

Though Martin County has no formal capital improvements plan or initiative, it is important in an effort such as this to recognize that infrastructure has finite service life, though often long-standing. No water and sewer lines are intended to last forever, and it is wise to plan for future obsolesce and replacement.

After consulting with the County's water distribution staff, a brief list of improvements projects that have been identified in the past was converted into a 10-year Capital Improvements Plan (CIP) for the County's Water District No. 1. Capital projects were then scheduled throughout the 10-year planning window to balance capital expenditures as best possible, absent a complete revenue analysis model. Improvements projects already on the staff's radar center around increased efficiency in metering and meter reading, providing increased viability and elimination of problematic leak areas which were likely inherited systems from times prior to creation of the water district.

It's also important to note with this effort that the CIP developed for District 1 includes an annual renewal and replacement line item for the existing water lines in District 1. The total length of the water lines according to District 1's Local Water Supply Plan is 120 miles. This line item exists as a more specific means of identifying depreciation of the County's current assets in pipelines and it is also of importance to note that this CIP schedules a bare minimum of 1% replacement per year which dictates that the replacement and renewal of all of District 1 water lines would require 100 years at the specified funding level.

Please refer to table 6.1 in the following pages for a complete list of Capital Improvements anticipated for MCWD 1.

6.2 Martin County Water District #2

Like the effort for Water District 1, after consulting with the County's water distribution staff, a brief list of improvements projects that have been identified in the past was converted into a 10-year CIP for the County's Water District No. 2. Capital projects were then scheduled throughout the 10-year planning window to balance capital expenditures as best possible, absent a complete revenue analysis model. Improvements projects already on the staff's radar center around increased efficiency in metering and meter reading, providing increased viability and elimination

of problematic leak areas which were likely inherited systems from times prior to creation of the water district.

It's also important to note with this effort that the CIP developed for District 2includes an annual renewal and replacement line item for the existing water lines in District 2. The total length of the water lines according to District 2's Local Water Supply Plan is 167 miles. This line item exists as a more specific means of identifying depreciation of the County's current assets in pipelines and it is also of importance to note that this CIP schedules a bare minimum of 1% replacement per year which dictates that the replacement and renewal of all of District 2 water lines would require 100 years at the specified funding level.

Please refer to table 6.2 in the following pages for a complete list of Capital Improvements anticipated for MCWD 2.

6.3 Town of Williamston

Like the effort for each of the County Water Districts, a consultation with the Town of Williamston's water distribution staff was performed to determine if the Town has any known improvements projects that could be converted into a 10-year CIP. Though no existing probable projects exist for the Town's water distribution system, the typical annual renewal and replacement objective was also applied to the Town of Williamston's distribution system.

The total length of the water lines in the Williamston Distribution system according to the Town's Local Water Supply Plan is 98 miles. This renewal and replacement line item exists as a more specific means of identifying depreciation of the Town's current assets in pipelines and it is also of importance to note that this CIP schedules a bare minimum of 1% replacement per year which dictates that the replacement and renewal of all of Town owned water lines would require 100 years at the specified funding level.

Please refer to table 6.3 in the following pages for a complete list of Capital Improvements anticipated for the Town's water distribution system.

6.4 MCRWASA Water Treatment Plant

Given that construction of the MCRWASA Water Treatment Plant was just completed in 2015, no significant process or equipment needs are known, however an annual depreciation of the WTP's construction cost would be advisable. Preliminary estimates of that annual depreciation should be assigned at approximately $540,000.

Table 6.1 – Martin County Water District No. 1 10-year Capital Improvements

Project Number	Project Description	Cost Total	FY 1 2021	FY 2 2022	FY 3 2023	FY 4 2024	FY 5 2025	FY 6 2026	FY 7 2027	FY 8 2028	FY 9 2029	FY 10 2030
Martin County District 1												
1	Water Main Loop: 2.5 Miles in Critical Locations	2,903,900					1,430,500	1,473,400				
2	Annual Residential Meter Replacement Approx 100 per year	120,300	10,500	10,800	11,100	11,500	11,800	12,200	12,500	12,900	13,300	13,700
3	Meter Replacement with Radio-Read - 900 Services	2,907,400			1,432,200	1,475,200						
4	Annual Water Main Replacement 1% per year	4,342,600		427,500	440,300	453,500	467,100	481,100	495,500	510,400	525,700	541,500
	Subtotal - Martin County District 1	10,274,200	**10,500**	**438,300**	**1,883,600**	**1,940,200**	**1,909,400**	**1,966,700**	**508,000**	**523,300**	**539,000**	**555,200**

Table 6.2 – Martin County Water District No. 2 10-year Capital Improvements

Project Number	Project Description	Cost Total	FY 1 2021	FY 2 2022	FY 3 2023	FY 4 2024	FY 5 2025	FY 6 2026	FY 7 2027	FY 8 2028	FY 9 2029	FY 10 2030
Martin County District 2												
1	Bear Grass Replace 6" main - Bear Grass Rd at Rogers St.	185,700			185,700							
2	Bear Grass Annual Valve Replacements	172,000	15,000	15,500	15,900	16,400	16,900	17,400	17,900	18,400	19,000	19,600
3	Green St Main Replacement - Beyond Blanche St Intersection	360,500		360,500								
4	Water Meter Replacement - Approx. 60 with dual checks	214,900							214,900			
5	Annual Residential Meter Replacement Approx 100 per year	120,300	10,500	10,800	11,100	11,500	11,800	12,200	12,500	12,900	13,300	13,700
6	Meter Replacement with Radio-Read - 1,050 Services	3,391,900			1,670,900	1,721,000						
7	Annual Water Main Replacement 1% per year	6,043,300		594,900	612,700	631,100	650,000	669,500	689,600	710,300	731,600	753,600
	Subtotal - Martin County District 2	**10,488,600**	**25,500**	**981,700**	**2,496,300**	**2,380,000**	**678,700**	**699,100**	**934,900**	**741,600**	**763,900**	**786,900**

Table 6.3 – Town of Williamston Distribution System 10-year Capital Improvements

Project Number	Project Description	Cost Total	FY 1 2021	FY 2 2022	FY 3 2023	FY 4 2024	FY 5 2025	FY 6 2026	FY 7 2027	FY 8 2028	FY 9 2029	FY 10 2030
Town of Williamston Water Distribution System												
1	Annual Water Main Replacement 1% per year	5,170,800		509,000	524,200	540,000	556,200	572,900	590,000	607,700	626,000	644,800
2		0										
	Subtotal – Town of Williamston Water Distribution System	**5,170,800**	**0**	**509,000**	**524,200**	**540,000**	**556,200**	**572,900**	**590,000**	**607,700**	**626,000**	**644,800**

7.0 CONCLUSIONS

The viability of each public utility system is unique because the conditions in which each utility system operates are unique as well. Many struggling utility systems throughout North Carolina are burdened with high expenses and a lack of political will to establish user rates and fees that will support those elevated expenses. The financial situation for Martin County and the Town of Williamston, however, is different because the County and Town have over time set rates and elevated rates to attempt to keep up with their expenses. That effort does have limits though, and historically, Martin County has had trouble maintaining an operating ratio of 1.0 or more.

Martin County and Williamston are also unique in that they both purchase water from a regional Authority producer of which they are both partners and so they have an increased level of autonomy in deciding how that Authority will operate. The County and Town's situation is also unique in that each entity joined the Authority to meet the requirements of unfunded State regulation and hopefully realize the greater economy of scale that an Authority would provide. Unfortunately, as the new MCRWASA WTP was developed, its cost escalated significantly, and the initial funding agency offers, and associated debt service terms proved to the Authority were not as attractive as once proposed. These factors combined with a limited participation of other local municipalities led to the increased cost and debt load which far outweigh the economy of scale benefits of the creation of MCRWASA.

Finally, this merger and regionalization study is unique because of the pre-existing merger and regionalization inherent in the MCRWASA partnership between the Town and County and because no single factor of cost or method of further consolidating is going to be the predominant change to realize significant improvement. To realize significant improvement in the financial situation for the Town and County and their rate payers a series of changes would need to be implemented and the incremental improvements of each change will help improve the overall situation. Efforts for revision should follow the recommendations of this report

wherever possible and politically agreeable but the most significant factors would be finding a way for Martin County and MCRWASA to restructure its debt load and also to return to market for competitive bids on operation of the MCRWASA WTP. Obviously, with a growing focus statewide on utility system viability, the State will be developing programs to assist distressed utility providers and MCRWASA, Martin County and the Town of Williamston should remain vigilant in taking advantage of programs (and appropriations) that may be available from the State. Cancellation of debt or fund appropriation through legislative channels would also play a significant role in restructuring the debt burden for MCRWASA and the County.

APPENDIX A – 2009 Water Purchase Agreement

INTER-LOCAL AGREEMENT FOR WATER SUPPLY
MARTIN COUNTY REGIONAL WATER AND SEWER AUTHORITY
(11/10/2009)

TABLE OF CONTENTS

1. PROJECT DESCRIPTION AND PURPOSES 2
   - A. AUGMENTATION OF EXISTING SUPPLIES 2
   - B. COORDINATED REGIONAL MANAGEMENT OF WATER RESOURCE 3
   - C. REGIONAL GROWTH AND ECONOMIC DEVELOPMENT 3
   - D. PROTECTION OF THE ENVIRONMENT 3
   - E. EXISTING CONTRACTS 4
2. AUTHORITY OBLIGATIONS 4
3. PROJECT FINANCING 5
   - A. AUTHORITY OF BOARD 5
   - B. REVENUE BONDS. 5
   - C. AGREEMENT AS SECURITY FOR DEBT. 5
   - D. EXPENSES 5
4. MEMBER ENTITY OBLIGATIONS 5
   - A. PAYMENT FOR WATER SERVICES 5
   - B. APPROVAL OF CONNECTION 5
   - C. PARTICIPATION IN MANAGEMENT 6
   - D. NO INDIVIDUAL LIABILITY 6
   - E. INDIVIDUAL POLICIES 6
5. SALE AND PURCHASE OF WATER 6
   - A. MUTUAL OBLIGATION 6
   - B. FULL WATER REQUIREMENTS 6
   - C. LIMITS ON SUPPLY 7
   - D. TEMPORARY INCREASES IN DEMAND 7
   - E. EMERGENCY CURTAILMENTS OR SHUT-OFF 8
   - F. EMERGENCY USE OF OTHER SOURCES 8
   - G. SALE OF WATER TO THIRD PARTIES 8
   - H. POINT OF SUPPLY. 9
   - I. PROVISION OF METERS 9
   - J. BACK FLOW PREVENTION DEVICES 10
   - K. WATER QUALITY 10
   - L. USE OF ANY EXCESS CAPACITY 10
   - M. CONNECTION TO AUTHORITY LINES 10
6. PAYMENTS 11
   - A. WATER RATE 11
   - B. MINIMUM PURCHASE 12
   - C. PAYMENT TERMS 12
   - D. DISPUTED PAYMENTS 13
   - E. TAKE OR PAY OBLIGATION 13
   - F. OBLIGATION TO MAKE DEFAULT PAYMENTS 14

7. EXPANSIONS AND IMPROVEMENTS TO SYSTEM 14
A. PLANNING FOR SYSTEM EXPANSIONS AND IMPROVEMENTS 14
B. FINANCING OF EXPANSIONS AND IMPROVEMENTS TO SYSTEM 15
8. AUTHORITY COVENANTS 15
A. CONSTRUCTION OF SYSTEM 15
B. SUPPLY OF WATER 16
C. TESTING OF SYSTEM AT POINT(S) OF SUPPLY 17
D. OPERATION AND MAINTENANCE OF SYSTEM 17
E. REPAIRS 17
F. INSURANCE 18
9. MEMBER ENTITY COVENANTS 18
A. OWNERSHIP AND OPERATION OF MEMBER ENTITY WATER SUPPLY FACILITIES 18
B. MODIFICATIONS OR EXPANSIONS OF WATER SUPPLY FACILITIES 19
C. FINANCIAL OBLIGATIONS OF MEMBER ENTITIES 19
D. MEMBER ENTITY POLICIES 20
E. TRANSFER OF WATER TO OTHER MEMBER ENTITIES 20
10. ADDITIONAL MEMBER ENTITIES 21
11. MISCELLANEOUS PROVISIONS 21
A. EFFECTIVE DATE AND TERM 21
B. ENTIRE AGREEMENT 21
C. AMENDMENTS 22
D. BINDING EFFECT 22
E. SEVERABILITY 22
F. INTERPRETATION 22
G. MULTIPLE ORIGINALS 22
H. FORCE MAJEURE 22
I. AUTHORITY DEFAULTS 23
J. MEMBER ENTITY REMEDIES IN EVENT OF AUTHORITY DEFAULT 23
K. MEMBER ENTITY DEFAULTS 24
L. AUTHORITY REMEDIES IN EVENT OF MEMBER ENTITY DEFAULT 24
M. CONDITIONS PRECEDENT TO AUTHORITY AND MEMBER ENTITY OBLIGATIONS 24
EXHIBIT A FULL WATER REQUIREMENTS 25
EXHIBIT B MINIMUM PURCHASES 2

STATE OF NORTH CAROLINA

COUNTY OF MARTIN

INTER-LOCAL AGREEMENT FOR WATER SUPPLY

THIS AGREEMENT, made and entered into as of the _____ day of _____, 2009, by and between the MARTIN COUNTY REGIONAL WATER AND SEWER AUTHORITY, a body corporate and politic ("Authority") and the following entities:

Martin County ("the County")

Town of Williamston ("Williamston")

(hereinafter collectively "the Member Entities")

WITNESSETH

WHEREAS, the Authority was organized under the North Carolina Water and Sewer Authorities Act, N.C. Gen. Stat. § 162A, for the purpose of providing water and sewer services to the residents of Martin County, North Carolina and the surrounding region (hereinafter "Region"); and

WHEREAS, the Member Entities are organizing political subdivisions of the Authority and the owner and operator of water systems in Martin County, North Carolina, and are engaged in the distribution of water to customers in their respective service areas (hereinafter "Service Areas"), and

WHEREAS, the Member Entities are required by state law to develop alternative sources of water due to the continuing depletion of the Central Coastal Plain Cretaceous Aquifer (hereinafter "Aquifer"), which is the current source of supply for each Member Entity; and

WHEREAS, the Authority intends to construct a raw water intake on or under the influence of the Roanoke River and an associated water treatment and distribution system for supplying treated water to the Member Entities of the Authority; and

WHEREAS, the Member Entities desire to purchase and receive from the Authority a supply of treated water for distribution to their respective customers as a supplement to or replacement of their existing sources of supply in order to comply with applicable state law regarding continued use of the Aquifer and to provide a dependable long-term source of water supply to support growth and economic development; and

WHEREAS, the Authority and Member Entities agree that it is desirable and in the public interest for the Authority to sell and supply treated water to the Member

Entities for distribution to their respective customers and for the Authority and Member Entities to coordinate the operation of the Authority's and Member Entities' systems for the benefit of the customers of all Member Entities; and

WHEREAS, the parties to the Agreement acknowledge and agree that a coordinated approach to supplying water to the Region's customers will be a public benefit by providing a dependable long-term supply of treated water and by supporting growth and economic development in the Region.

NOW, THEREFORE, for and in consideration of the premises and the mutual promises, covenants, agreements, and conditions hereinafter set forth, and other good and valuable consideration, receipt and sufficiency of which hereby are acknowledged, the parties hereby agree as follows:

1. PROJECT DESCRIPTION AND PURPOSES

The Authority intends to plan, design, finance, construct, and operate a water treatment and transmission system with an initial effective capacity of two (2) million gallons per day ("MGD"), expandable up to six (6) MGD or more in the future ("the Project"). The maximum capacity contemplated is six (6) MGD, subject to state approval of any future expansions up to or beyond that capacity. The Project shall consist of a raw water intake located near United States Highways 13/17 on or under the influence of the Roanoke River in Martin County; a water treatment plant and associated and necessary raw water storage impoundment, sludge disposal facilities, operational systems, laboratories, and other equipment; and a transmission system (collectively "the System"), and shall include any future modifications or expansions thereof [including without limitation an Aquifer Storage and Recovery ("ASR")]. The System will be connected with the water supply facilities of the various Member Entities at the Point(s) of Supply as defined in Paragraph 5.h. below of this Agreement. The purposes of the Project include:

a. Augmentation of Existing Supplies

The Project shall augment the existing supply sources of the Member Entities by providing a dependable long-term alternative source of supply which can be used by the Member Entities at their discretion in conjunction with, supplementary to, or as a replacement for their respective groundwater well systems to comply with the State's Central Coastal Plain Capacity Use Rules ("Rules"), 15A N.C. Admin, Code § 2E .0200. The Rules require a reduction in the use of groundwater in the Region by at least thirty (30) percent in the Declining Water Level Zone and by at least seventy-five (75) percent in the Saltwater Encroachment Zone by August 1, 2018.

b. Coordinated Regional Management of Water Resource

The Project is intended to achieve a coordinated Regional approach to the use of the Roanoke River and available groundwater resources as sources of potable water for the Region. The Authority shall serve as a wholesaler of treated water from the Roanoke River or groundwater under the direct influence ("GWUDI") of the Roanoke River to the Member Entities. Each Member Entity shall continue to own its own groundwater wells, distribution system, and customer billing systems unless or until the Authority and the Member Entities agree to do otherwise. The Authority and the Member Entities shall endeavor to manage the supply of surface water, GWUDI, and groundwater resources in the Region in a coordinated manner in order to comply with the Rules and meet the needs of the residents of the Region in a manner that is economically sound and that meets the technical requirements of each Member Entity. Member Entities may agree to allow the Authority centrally to control pumping rates and schedules of the Member Entities' respective well systems through use of a SCADA or other centralized control system, provided that the Authority shall ensure that any such centralized control shall be done only after consultation with the Member Entity and shall meet any reasonable requirements with respect to volumes or schedules that are specific to that Member Entity (e.g., automatic shut-off during certain hours for energy conservation purposes). Further, the parties agree that unless and until such time as the Member Entities agree to allow the Authority to use a SCADA or other centralized control system, each Member Entity shall have complete control and authority over its own groundwater wells. Member Entities agree to operate their respective well systems during peak water demand periods by using groundwater to meet peak demand to the extent feasible. The Project may include the sale and/or purchase of treated water by the Authority to or from third parties who are not Member Entities as part of a broader Regional water resource management system.

c. Regional Growth and Economic Development

The parties to this Agreement recognize the critical role of having a dependable long term-water supply to support the growth and economic development of the Region. To that end, the Authority and the Member Entities shall coordinate the planning of future water supply needs and responding to the demand for additional water capacity in order to support the growth and economic development of the Region.

d. Protection of the Environment

The Project is intended to protect the Aquifer by reducing the dependence of the Member Entities on this valuable resource, thereby ensuring the Aquifer's long-term sustainability for the benefit of future generations. Furthermore, the Project shall be carried out in a manner so as to protect the Roanoke River, with the Authority serving as

a positive influence on other communities to assist in ongoing efforts to enhance and maintain the water quality of the Roanoke River.

e. Existing Contracts

The Authority and the Member Entities acknowledge that certain Member Entities may be parties to existing contracts concerning the provision and/or sale of water to third parties or between various Member Entities, the terms of which impose obligations and burdens and provide benefits to those contracting Member Entities (the "Existing Contracts"). To the extent that this Agreement conflicts with any Existing Contracts, the provisions of the Existing Contracts shall control and the Existing Contracts shall remain in full force and effect.

f. Nothing in this Agreement shall waive or be deemed or construed to waive the protections afforded any Member Entity under the provisions of 7 U.S.C. § 1926(b) including the rights and benefits to this Agreement.

2. AUTHORITY OBLIGATIONS

The Authority shall arrange, provide, and pay for all planning, engineering, legal, survey, construction, testing, management and other services and activities necessary for carrying out the Project. The Authority shall carry out the Project as soon as may be practicable and with all reasonable dispatch after funds are available for this purpose. This Agreement contemplates that the entire Project shall be carried out as part of a single project. Paragraph 11.k.1 notwithstanding, the Authority may carry out the Project in phases if adequate funding for the entire Project on terms acceptable to the Authority is not available, provided that any such phased approach shall be consistent with the Project's purposes, ensure that the Full Water Requirements of all Member Entities are met by utilizing the terms of paragraphs 9.e, and comply with the Rules. The Authority shall be responsible for the planning, design, financing, construction, testing, and operation of the System. The Authority shall be obligated under any bonds issued to finance the Project. The Authority shall not be obligated to construct the System, or any phase thereof, unless and until adequate funds are available for the Project or phase. Upon completion of the construction of the Project, the Authority shall provide for management of the System in a manner so as to meet the water supply obligations as set forth in this Agreement. The Authority Board of Directors (hereinafter "Board") shall be responsible for meeting the Authority's management and other obligations under this Agreement in a manner consistent with the Authority's Articles of Incorporation and for adopting the necessary policies and procedures for implementing this Agreement in accordance with the Authority's By-laws.

3. PROJECT FINANCING

a. Authority of Board

The Authority is authorized to secure the necessary funds for the Project through a combination of loans, grants, and borrowings in accordance with the United States Department of Agriculture/Rural Utilities Services Act, 7 U.S.C. §1921 et seq., the North Carolina Clean Water Revolving Loan and Grant Act, N.C. Gen. Stat. § 159G-l, et seq., the State and Local Government Revenue Bond Act, N.C. Gen. Stat. § 159-80 et seq., and other applicable laws and regulations.

b. Revenue Bonds.

The Authority may issue revenue bonds or otherwise borrow the necessary funds in accordance with applicable laws for the purpose of financing the planning, design, and construction of the Project.

c. Agreement As Security for Debt.

The parties acknowledge that the Authority may pledge the revenues generated under this Agreement as security for the bonds, loans, or other financing secured by the Authority for the Project.

d. Expenses

The Authority shall be authorized to retain bond counsel and such other professional assistance as may be appropriate to undertake Project financing and shall be reimbursed for all such expenses from the proceeds of the bonds or other financing. In addition, pursuant to NC Gen. Stat. §162A-16, any contributions, advances or assessments made by any Member Entity to the Authority shall not be repaid by the Authority from the proceeds of bonds issued by the Authority pursuant to Article 1, Chapter 162A of the North Carolina General Statutes, except upon approval of the Board.

4. MEMBER ENTITY OBLIGATIONS

a. Payment for Water Services

Each Member Entity shall be responsible for paying for the water provided by the Authority in accordance with the payment terms and conditions as set forth in this Agreement.

b. Approval of Connection

Each Member Entity shall review and approve of the System's design as that design pertains to the connection of the System with their respective water supply

facilities to ensure adequate facilities to deliver the capacity necessary to meet the Full Water Requirements of the Member Entities under Paragraph 5.b. of this Agreement.

c. Participation in Management

Each Member Entity may have input into the management and operation of the System through any management or operator committees established for coordination or recommendation purposes. The Authority may form a budget committee comprised of no less than two (2) members of the Board and appropriate staff. The budget committee shall seek the comments of Member Entity water supply facility operators and others with management responsibility for each Member Entity and shall make recommendations to the Authority on an annual basis with respect to the operating and capital budgets of the Authority and other operational matters.

d. No Individual Liability

Member Entities and members of the Board shall not be individually liable under: (1) any bonds issued by the Authority; or (2) any other evidence of indebtedness entered into by the Authority. The liability of Member Entities shall be limited to the contractual obligations as set forth in this Agreement.

e. Individual Policies

Each Member Entity shall continue to establish its own individual policies and procedures regarding connection to and extensions of the water supply facilities to individual customers within its Service Area.

5. SALE AND PURCHASE OF WATER

a. Mutual Obligation

The Authority agrees to sell treated water to each Member Entity and each Member Entity agrees to purchase and pay for treated water from the Authority on the terms and subject to the conditions as set forth in this Agreement.

b. Full Water Requirements

The Authority shall sell and supply treated water to each Member Entity in such quantity as the Member Entity may need to meet the Full Water Requirements of its customers. For purposes of this Agreement, the term "Full Water Requirements" is defined as the annual average water demand under normal operating conditions (expressed in MGD) for the aggregate of each Member Entity's then-current customers, without regard to the source of supply (i.e., total customer demand). For purposes of this Agreement, the term "then-current customers" shall include any third party (e.g., local governments, water corporations, or utilities) with which the Member Entity has

contracted for the wholesale supply of water per Paragraph 5.g. below of this Agreement. Each Member Entity shall provide the Authority with an annual projection (January 1 — December 31) beginning on the date of this Agreement and annually thereafter (but no later than January 10th of each year) of the quantity of water needed by the Member Entity to meet its Full Water Requirements for the upcoming annual period (the "Annual Period"). This projection shall be supported by billing records, water use records, or other suitable documentation of the previous year's usage. The Authority shall use its best efforts to supply to each Member Entity the projected Full Water Requirements as approved and accepted by the Authority, subject to the limits of supply as set forth in paragraph 5.c. of this Agreement. The initial Full Water Requirements for each Member Entity are set forth in the attached Exhibit A, which is hereby incorporated by reference and made a part of this Agreement.

c. Limits on Supply

The obligation of the Authority to supply treated water to each Member Entity shall be limited by: (1) the amount of water available to the Authority; (2) the capacity of the System; (3) ordinary transmission loss, including standard metering error, between the Authority's source of supply and the Point(s) of Supply as defined in Paragraph 5.h. of this Agreement; or (4) Force Majeure events as defined in Paragraph 11.h. of this Agreement. In the event that the Authority is unable to meet the Full Water Requirements of any Member Entity, the Authority shall allocate the volume of treated water available to each Member entity on a pro-rata basis in accordance with the proportionate share of each Member Entity. The proportionate share of each Member Entity shall be a fraction, the numerator of which shall be the projection of Full Water Requirements for the most recent Annual Period for that Member Entity and the denominator of which shall be the aggregate Full Water Requirements for all Member Entities for the same Annual Period. Neither a Member Entity nor the Authority shall enter into water supply agreements with any third parties in excess of: (1) the capacity of the System; (2) the total amount of water available to the Authority from the Roanoke River; (3) an amount that would decrease the amount of water then being supplied or committed to be supplied in the future to all the Member Entities in accordance with the annual projections provided by each Member Entity regarding its Full Water Requirements.

d. Temporary Increases in Demand

If a Member Entity determines at any time that it will require, for a temporary period, a supply of water in a greater quantity than projected to be its Full Water Requirements, the Member Entity shall provide the Authority with at least forty-eight (48) hours prior written notice to such effect, or as soon as reasonably possible after

such determination has been made, if less than forty-eight (48) hours. The Authority shall use its best efforts to supply such additional water, if possible, and shall do so on the same payment terms and subject to the limitations set forth in Paragraph 6.b. of this Agreement, except that the Authority, in its sole discretion, may discount the unit rate charged for any such temporary increase that is the result of a major fire or other community emergency, if and to the extent the volume of water consumed for the billing period exceeds the Minimum Purchase amount specified in Paragraph 6.a. of this Agreement. The determination concerning the ability of the Authority to provide the requested quantity of water shall be at the Authority's sole discretion.

e. Emergency Curtailments or Shut-Off

The Authority shall use its best efforts to provide a constant and reliable supply of water to each Member Entity, but reserves the right at any time to curtail or shut-off temporarily the water in its transmission lines due to emergencies or required maintenance. The Authority shall give the affected Member Entities notice of any such curtailment or shut-off not less than forty-eight (48) hours in advance, except that in emergencies it shall give notice that is reasonable under the particular circumstances.

f. Emergency Use of Other Sources

In the event of an emergency or other curtailment or shut-off of supply from the Authority's water supply sources, the Authority shall be authorized to purchase or acquire treated water from other sources, including but not limited to groundwater wells operated by the Member Entities, and from other jurisdictions or water suppliers in the Region. Any purchases of water by the Authority from Member Entities shall be at the same rate and on the same payment terms as for the sale of water under this Agreement. Similarly, each Member Entity shall be authorized to increase its use of groundwater from its respective wells or to purchase or acquire water from other sources during any such emergency, subject to applicable state law and regulations concerning groundwater usage.

g. Sale of Water to Third Parties

Any Member Entity is allowed to contract for the wholesale supply of water to third parties, including local governments, water corporations, or utilities. The selling Member Entity shall coordinate any such sale with the Authority to ensure that the Full Water Requirements of each Member Entity can be met during the period of any such water supply contract. The following requirements apply after the Commencement Date as defined in Paragraph 6.a. of this Agreement. Any such sale shall be subject to: (1) the limits of supply set forth in Paragraph 5.c. above of this Agreement; and (2) the selling Member Entity's available system capacity, defined as the total of one-hundred

percent (100%) of the selling Member Entity's Full Water Requirements plus the volume of water that can be withdrawn from groundwater sources by the selling Member Entity under the Rules and any other applicable state law and regulations concerning usage of groundwater, less one hundred percent (100%) of the selling Member Entity's Full Water Requirements. A contract for sale to a third party shall not be for a term, including any extension, longer than five (5) years without approval of the Authority. The Authority shall be under no obligation to increase the capacity of the System or make other modifications to the System to accommodate any such third party sale, but is authorized to do so in its sole discretion. The volume of water represented by any such sale to a third party shall be included in the Full Water Requirements projections of the selling Member Entity. Any cost of transferring or "wheeling" water from the selling Member Entity to the third party purchaser shall be borne by the selling Member Entity, except as otherwise provided in this Agreement.

h. Point of Supply.

The Authority shall supply water to each Member Entity at a point or points where the System connects with each Member Entity's water supply facilities based on the approved plans and specifications of the System ("Point(s) of Supply"), which Point(s) of Supply shall be mutually agreed upon between the Authority and each Member Entity.

i. Provision of Meters

The Authority shall provide and install at its own expense a master water meter ("Meter") meeting the standards of the American Waterworks Association at the Points of Supply by which the parties shall determine the Member Entity's purchase of treated water from the Authority. The Authority shall provide written notice to the Member Entity at least five (5) business days prior to the installation of the Meter, and the Member Entity shall be permitted to observe the installation of the Meter. The Authority shall calibrate and test the Meter for accuracy no less often than once per year. The Authority shall notify the Member Entity of the planned calibration and testing at least fifteen (15) days prior to the scheduled date, and the Member Entity shall be permitted to observe any calibration and testing of the Meter. No Meter shall be placed in service or allowed to remain in service which has an error in registration in excess of two percent (2%) under normal operating conditions. The Authority shall promptly notify the Member Entity of any known problems with or defects in the Meter and shall replace or repair such Meter as soon as practicable after discovery of a problem. If any Meter is out of service or out of repair so that the amount of water supplied cannot be reasonably ascertained or computed from the reading thereof, the Authority shall estimate the amount supplied either by mathematical calculations or calibration tests or by using the

average amount delivered in preceding periods under similar operating circumstances, or any other reasonable manner agreed upon by the Authority and Member Entity affected, including but not limited to review of a Member Entity's customer meter readings for the same period. The Member Entity's bill for water service shall be adjusted accordingly. All records of meter readings shall be available at the Authority offices during normal business hours for inspection by any Member Entity or the public.

j. Back Flow Prevention Devices

The Authority shall, at its own expense, install an appropriate back flow prevention device on the Member Entity's side of the Point(s) of Supply, to prevent the back flow of water from the Member Entity's water supply facilities. The Member Entity shall promptly notify the Authority of any known problems with or defects in the back flow prevention device. The Authority shall be responsible for testing annually, maintaining, repairing, and, if necessary, replacing the back flow prevention device.

k. Water Quality

All water provided to the Member Entities shall be of sufficient quality to meet the requirements of all federal and state drinking water laws and regulations. The Authority shall bear no responsibility for the contamination of water or deterioration of water quality originating beyond the Point(s) of Supply, except where treated water is being transferred or "wheeled" through one Member Entity's water supply facilities to another, in which event the Authority shall, in conjunction with the transferring Member Entity, ensure that such water meets all applicable standards when it passes through the Point of Supply of the receiving Member Entity.

l. Use of Any Excess Capacity

Notwithstanding any other provisions of this Agreement, if the System has excess capacity after meeting the Full Water Requirements of each Member Entity, the Authority may sell water to other Member Entities or third parties, including local governments, water corporations, or utilities, with the proceeds from any such sale being applied either to payment of the debt service of the Authority with respect to the Project or to reduce/limit the unit rate for the succeeding Annual Period. Under no circumstances shall the Authority sell or otherwise provide water to the extent that such sale would impair the ability of the Authority to meet the Full Water Requirements of each Member Entity or if such sale can reasonably be accomplished by a Member Entity in accordance with Paragraph 5.g. of this Agreement.

m. Connection to Authority Lines

The Authority is authorized, but shall not be required, to allow direct connections to its water transmission lines to serve retail-type customers (i.e., residential and business customers) if such connection is the most cost- effective approach to serving a certain area; provided, however, that any such customer(s) served by a direct connection to any part of the System shall become or remain the customer(s) of the Member Entity that serves, or reasonably could serve, that area. All policies, procedures, and billing of any such customer(s) shall be the responsibility of said Member Entity and not the Authority. The responsibility of the Authority shall be the same obligations as applies to any Member Entity under this Agreement, including without limitation the provision of a Master Meter at such Point of Supply, water quality, limits of supply, and other obligations contained herein. Any such customers shall be included as part of the responsible Member Entity Full Water Requirements projection.

6. PAYMENTS

a. Water Rate

Each Member Entity shall pay the Authority for water supplied based on the unit rate established from time to time by the Board. The unit rate paid by all Member Entities shall be the same, subject to the provisions of Paragraph 5.d. of this Agreement. That unit rate shall be expressed in dollars per one thousand (1,000) gallons of water. The unit rate shall be based on: (1) the total revenues required each month to cover Debt Service (defined as the principal and interest payment on any bonds, loans, notes, or other long-term obligations of the Authority); (2) the cost for Operation and Maintenance of the System (defined as all direct costs and expenses incurred by the Authority for operation and maintenance of the System, including without limitation labor, supplies, chemicals, utilities, insurance, and support services); (3) Administration of the System expenses (defined as the approximate percentage of the Authority's administrative expenses for the budget year which reasonably can be allocated to the Project) ; (4) restricted Capital Reserve (defined as a reserve fund for ensuring that the Authority has adequate funds to pay Debt Service as may be required for the purpose of maintaining the bond rating of the Authority); and (5) a restricted Operation and Maintenance Reserve (defined as a reserve fund for the purpose of meeting any extraordinary or emergency expenses or repairs). The method of calculating the unit rate is shown in Exhibit B, which is hereby incorporated into and made a part of this Agreement. The initial unit rate (prior to commencement of operation of the System) shall include only the amount necessary to pay interest on any anticipatory note and cover administrative expenses and shall not include any allocation for Operation and Maintenance of the System prior to commencement of operation. Payments based on the initial unit rate shall commence on the earlier of: (1) thirty (30) months after start of construction of the System; (2) closing

on the purchase of permanent bonds by USDA/Rural Development or other financing entities for design and construction of the System; or (3) the Authority acceptance of other financial obligations for the Project, including without limitation any anticipatory note(s) during the construction phase of the Project (the "Commencement Date"). Following the establishment of the initial unit rate, the Authority shall conduct a review of the unit rate and present its findings at the Authority's last February meeting prior to the Commencement Date, and annually thereafter, and revise the unit rate as necessary to pay for Debt Service, Operation and Maintenance of the System, Administration of the System, Capital Reserve, and Operation and Maintenance Reserve, including any needed modifications or improvements based on the projected water demand for the coming year. Payments based on the unit rate shall commence upon commencement of operations of the System. The Board is authorized to adjust the unit rate more often than annually if cost or revenue increases, emergencies, or other factors have made such an adjustment necessary or appropriate. The Board shall provide notice of any proposed unit rate adjustment to each Member Entity at least twenty-one (21) days in advance of the March Meeting or other meeting at which the unit rate change will be considered. No change in the unit rate shall become effective unless approved by at least two-thirds (2/3) of the members of the Board. No adjustment or change in unit rate shall be made unless the same adjustment or change is made for all Member Entities, subject to the provisions of Paragraph 5.d. of this Agreement.

b. Minimum Purchase

For purposes of this Agreement, the term "Minimum Purchase" means the volume of water as shown in Exhibit A below of this Agreement, which is equal to one hundred percent (100%) of the Full Water Requirements of each Member Entity based on actual 2008 consumption levels. The minimum purchase for each Member Entity based on the volume of water as shown in Exhibit A below of this Agreement shall not change during the term of this Agreement, except at the request of the Member Entity upon approval of the Board. Minimum purchase payments shall be based on the unit rate in effect at the time of purchase.

c. Payment Terms

The Authority shall invoice each Member Entity for its respective share of water purchased at the applicable rate based on the Meter readings made in accordance with Paragraph 5.i. of this Agreement. The parties agree that even if no water is purchased or received from the Authority during the billing period, the Authority shall invoice each Member Entity and each Member Entity shall pay for its respective Minimum Purchase of water as required under Paragraph 6.b. of the Agreement. All invoices shall be due and payable within thirty (30) days of the date of the invoice.

Payments not made by the due date specified on the invoice shall accrue a late payment charge of one and one-half percent (1-1/2%) per month (0.0493% per day) for each month (day) the payment is overdue. Payment for all invoices shall be deemed paid when the funds in payment thereof are received by the Authority at its administrative office. If payment of any undisputed invoice is not made within sixty (60) days of the applicable due date, the Authority, at its option and after giving at least thirty (30) days written notice by certified mail, shall have the right to terminate water service to such defaulting Member Entity until such time as the account is paid in full. Under such circumstances, the Member Entity shall be liable for any costs incurred by the Authority in discontinuing and reconnecting service to the defaulting Member Entity.

d. Disputed Payments

If the amount of an invoice is disputed by any Member Entity due to questions regarding the accuracy of the Meter readings or for other reasons, the Member Entity so billed shall pay the full amount of the invoice as billed and include with the payment an explanation of the amount in dispute and the reason therefor. The Authority and affected Member Entity shall in good faith cooperate to resolve any such protest or discrepancy in billing in a timely manner. The Member Entity shall pay the difference between the amount previously paid for the month in question and the revised or amended invoice in a timely manner not to exceed thirty (30) days. If a refund is due, the Authority shall at its election either: (1) refund the difference to the Member Entity in a timely manner not to exceed thirty (30) days; or (2) credit the difference to the next month's invoice of the affected Member Entity. No adjustment shall be made unless notification to the Authority of the dispute is made before the applicable due date or within a reasonable period from the time the Member Entity knew, or should have known, of the facts giving rise to the dispute.

e. Take or Pay Obligation

Each Member Entity shall be obligated to pay for its respective Minimum Purchase, regardless of whether the Member Entity actually is delivered or receives any water during the billing period. In accordance with N.C. Gen. Stat. § 162A-6(b), each Member Entity acknowledges and agrees that the Minimum Purchase amount must be paid each month following the Commencement Date based on the unit rate in effect at the time, as determined in accordance with Paragraph 6.a. of this Agreement. Payments shall be made in a timely manner and such obligation is absolute, unconditional, irrevocable, and required to be performed strictly in accordance with this Agreement and without abatement or reduction under all circumstances. The Authority and Member Entities acknowledge that such payment obligations of the Member Entities are in consideration of any output or capacity that may at any time be available from the System.

f. Obligation to Make Default Payments

Each Member Entity shall be obligated to pay its proportionate share of the amount needed to pay the Minimum Purchase amount of any Member Entity that defaults on its obligation to pay for its Minimum Purchase. The proportionate share of each Member Entity shall be a fraction, the numerator of which shall be the Member Entity's Minimum Purchase and the denominator of which shall be the Aggregate Minimum Purchases of all Member Entities. If a revenue shortage occurs due to the default of any Member Entity, the Authority shall send an invoice to each non-defaulting Member Entity stating the amount owed for the non-defaulting Member Entity's respective share of the defaulting Member Entity's shortfall. Each non-defaulting Member Entity shall remit payment to the Authority promptly and in no case less than thirty (30) days from receipt of the invoice. Payment of any such default payment shall not be subject to the disputed bill provisions of Paragraph 6.c. of this Agreement, except as to the amount of the proportionate share that is owed by the non-defaulting Member Entity. Default payments made by non-defaulting Member Entities shall not relieve the defaulting Member Entity of the obligation to pay for its Minimum Purchase or actual purchase of water as properly invoiced. Any subsequent payment by the defaulting Member Entity shall be credited to the accounts of each non-defaulting Member Entity in proportion to their respective share of the default payments made.

7. EXPANSIONS AND IMPROVEMENTS TO SYSTEM

a. Planning for System Expansions and Improvements

The Authority shall be responsible for undertaking whatever planning, engineering analyses, and studies are necessary to expand the System to meet future water supply needs of the Member Entities, to meet any contractual obligations of the Authority to third party purchasers of water, to make improvements to the facilities, equipment, and services as necessary to comply with all applicable laws and regulations, and to provide a reliable and safe treated water supply to the Member Entities. The Authority may, but is not obligated to, provide financial, technical and operational assistance to Member Entities for the maintenance, expansion, or improvement of their respective water supply facilities. Such assistance shall not increase any financial obligations of the Member Entities under this Agreement, except by agreement between the Authority and Member Entity. Related costs shall be paid for out of the Authority's capital improvements budget as approved by the Board. Prior to January 10th of each year, each Member Entity shall provide the Authority a five-year projection of its annual Full Water Requirements for planning purposes. A proposed one-year and five-year capital improvements budget shall be presented to the Authority at the February meeting, taking into consideration the recommendations of the budget committee to be established

under Paragraph 4.c. of this Agreement, which budget shall include funding for expansions and improvements of the System, in addition to Operation and Maintenance of the System and Administrative Expenses of the System, as necessary and appropriate to provide for the future needs of the Member Entities. The proposed capital improvements budget shall subsequently be circulated to each Member Entity and the Board in conjunction with the proposed Operating Budget at least twenty-one (21) days in advance of the March meeting. A final capital improvements budget for the upcoming one-year and five-year period shall be approved at each March meeting and subsequently included as part of the annual financial report of the Authority presented at the Annual Meeting each year.

b. Financing of Expansions and Improvements to System

The Authority shall endeavor to finance expansions and improvements to the System from its regular operating and capital improvements budget using scheduled revenues or grant monies. As necessary and appropriate, the Authority may, after due notice and consultation with all Member Entities, incur additional bond or loan obligations to pay for any required capital improvements. Each Member Entity shall be obligated to pay for any such additional indebtedness on the same terms and conditions as set forth in this Agreement. Capital improvements may include without limitation construction of additional transmission lines to serve new or additional customers or Member Entities. At its sole discretion, the Authority may require any entity that joins the Authority after the date of this Agreement to pay a tap fee and/or availability fee or other fees to cover the costs of installing the additional transmission line(s) or treatment capacity required to serve such new or additional customers or entity. The amount of any such tap or availability fee shall be established after a feasibility study of adding such customers or entity has been completed and approved by the Board and agreed upon and included in any water supply or joinder agreement entered into between the Authority and any other entity.

8. AUTHORITY COVENANTS

a. Construction of System

The Authority shall proceed diligently, subject to the availability of adequate funds, with the construction of the System necessary to the performance of its obligations under this Agreement. The design and construction of the System shall be based on sound engineering standards and practices prevailing at the time of construction and shall be in accordance with the plans and specifications for the System as approved by the State of North Carolina. The Authority shall use its best efforts to have the entire System on line at the same time in order to have the ability to supply water to all Member

Entities at the same time, except to the extent that the Authority elects to proceed with the Project in phases in accordance with Paragraph 2 of this Agreement. The Authority shall make a diligent effort to have the System completed and ready to commence operations by July 2015, but the Authority does not guarantee delivery of water by that date. The Authority shall not be liable to any Member Entity for any damages occasioned by the delay in the construction or startup of the System, and all payments provided for under this Agreement related to the Minimum Purchase shall be due and payable in accordance with the terms of this Agreement notwithstanding any such delay.

b. Supply of Water

The Authority hereby warrants and represents, and shall be obligated to, subject to the availability of water, the limits on supply set forth in Paragraph 5.c. above of this Agreement, and all other terms and conditions of this Agreement, supply treated water meeting all applicable federal and state drinking water laws and regulations, at the Point(s) of Supply of each Member Entity in an amount required to meet the Member Entity's Full Water Requirements. The Authority shall use its best efforts to ensure that each storage tank within both the System and each Member Entity's water supply facilities remains full, subject to the availability of water and limits on supply set forth in Paragraph 5.c. of this Agreement. The foregoing notwithstanding, it is specifically understood and agreed that the responsibility of the Authority under this Agreement is limited to supplying treated water to the Member Entity at the Point(s) of Supply, so that each Member Entity may distribute said water to its customers. Title to the water shall pass to the Member Entity as the water passes through the respective Point(s) of Supply, except to the extent that treated water is being transferred or "wheeled" to a Member Entity or other entity through a Member Entity's water supply facilities pursuant to Paragraph 9.e. of this Agreement, in which case title to the treated water shall remain with the Authority to the Point(s) of Supply of the receiving Member Entity or other entity. The Authority is not responsible for supplying treated water to the individual retail customers of each Member Entity, or for billing or otherwise administering the water supply facilities or services of the Member Entities.

c. Testing of System at Point(s) of Supply

The Authority shall furnish to each Member Entity, without charge, such water as is needed for the testing of the System, Point(s) of Supply, Meters, and back flow prevention devices, and for obtaining any permits or approvals needed to commence, continue, or resume operation of the System. Such testing shall include tests of the quality of the water supplied to each Member Entity to ensure that the water quality meets all applicable federal and state requirements pertaining to water systems.

d. Operation and Maintenance of System

The Authority shall be responsible for the operation and maintenance of the System in accordance with the terms and conditions of this Agreement and any applicable law and regulations. The Authority shall employ qualified staff to operate the System, including without limitation treatment plant operators who are properly certified by the State of North Carolina, laboratory personnel who are qualified to conduct testing of the quality of the water being provided to the Member Entities, transmission system personnel who are capable of monitoring and repairing as needed the transmission lines in the System between the treatment plant and Points(s) of Supply, and management and administrative personnel who are qualified to conduct the normal planning, management, and financial affairs of the Authority.

e. Repairs

The Authority shall be responsible for making all routine and emergency repairs of the System and shall maintain the necessary personnel, equipment, and vehicles to carry out repairs. The Authority shall maintain an emergency number and make available to the appropriate officials of each Member Entity other means of contacting the Authority during emergency situations for the purpose of responding to emergency conditions that may arise. All such costs shall be paid by the Authority as they are incurred, and an estimate of costs for the year shall be included in the Authority's annual operating budget and be considered in establishing the unit rate to be charged to the Member Entities from time to time. A Member Entity may, in its sole discretion, call upon the Authority to undertake or assist with emergency repairs of the Member Entity's water supply facilities within its Service Area, provided that: (1) the Member Entity shall reimburse the Authority for the Authority's reasonable expenses and costs, and the Authority shall in no way assume any obligation to perform or liability whatsoever for such emergency repairs; and (2) the other Member Entities shall have no financial obligation to the Authority for such repairs, including the failure of the delinquent Member Entity to reimburse the Authority, except as provided in Paragraph 6.a. of this Agreement. In such instances, the Member Entity shall save and hold the Authority

harmless from any and all damages, losses, or claims related to such emergency repair(s), except for the willful or negligent acts or omissions of the Authority in performing such repairs.

f. Insurance

The Authority shall carry insurance or maintain self-insurance of the kinds and in the amounts customarily carried or maintained by parties operating similar type and size water supply systems in North Carolina, including without limiting the generality of the foregoing, fire, casualty, directors and officers, and other casualty and public liability insurance or protection. Each Member Entity shall be listed as an additional insured on all policies, as applicable, and the Authority shall waive its subrogation rights with respect to the Member Entities. All monies received for losses under the insurance policies or on deposit as self-insurance reserve funds shall be used in making good the loss or damage for which such monies were paid, except to the extent not deemed by the Board to be useful or necessary for the continued operation of the System or required under any indebtedness documentation of the Authority.

9. MEMBER ENTITY COVENANTS

a. Ownership and Operation of Member Entity Water Supply Facilities

Each Member Entity shall continue to own, operate, and maintain its respective water supply facilities, except as otherwise agreed by the Member Entity and the Authority. Each Member Entity shall be responsible for operating and maintaining its water supply facilities in a manner so as not to interfere with, disrupt, contaminate, or otherwise adversely affect the operation of the System or the supply of water to other Member Entities. All costs for operating and maintaining the Member Entity's water supply facilities shall be borne by the respective Member Entity and shall under no circumstances become an obligation of the Authority; provided, however, the Authority with the consent of a Member Entity shall provide or pay for maintenance, modifications, or expansions of a Member Entity's water supply facilities, including without limitation, the Member Entity's well system, as necessary to meet the Authority's obligations under applicable federal and state laws and regulations, any contractual obligations of the Authority for the supply of water to third parties, or the terms and conditions of this Agreement. Any such maintenance, modifications or expansions shall not increase the financial obligations of any Member Entity under this Agreement, except by agreement between the Authority and Member Entity. The Authority covenants that it will not use the power of eminent domain granted by N.C. Gen. Stat. § 162A to acquire any Member Entity's water supply facilities or any portion thereof, including without limitation any

groundwater wells. The parties agree, however, that at the request of a Member Entity and with the approval of the Authority, a Member Entity may transfer ownership or operation of any or all of its water supply facilities, including without limitation its groundwater wells, to the Authority on terms mutually agreeable to the respective Member Entity and Authority. Should a Member Entity sell or otherwise transfer ownership of its water supply facilities to the Authority, then, and in that event, the Authority agrees that for the term of this Agreement and any extension thereof; the obligations of the transferring Member Entity under this Agreement shall remain in full force and effect with respect to the assets, revenues, and customers transferred as if the Member Entity remained a party to this Agreement.

b. Modifications or Expansions of Water Supply Facilities

With respect to any planned modifications or expansions of a Member Entity's water supply facilities, each Member Entity agrees to: (1) be solely responsible for the planning, constructing, operating, and financing of any such maintenance, modifications or expansions except as otherwise agreed by the Member Entity and the Authority; (2) notify the Authority at least thirty (30) days in advance of any maintenance or modification and ninety (90) days in advance of any expansion that may have any effect on the operation of the System; (3) coordinate with the Authority regarding the effect of any such changes on the System and compliance with the Rules; and (4) schedule such maintenance, modifications or expansions such that the Authority shall have a reasonable opportunity to construct or modify the System so as to meet the Member Entity's Full Water Requirements after completion of the maintenance, modification or expansion. The Authority shall be under no obligation to supply treated water to a Member Entity for any expansion of the Member Entity's water supply facilities: (1) absent proper notice; (2) without a reasonable opportunity to undertake any necessary modifications or expansions of the System; (3) if the limit on supply would be exceeded; (4) if adequate funding to pay for any necessary modifications or expansions of the System is not available on terms acceptable to the Authority; (5) if the maximum allocation of water for that Member Entity under this Agreement would be exceeded; or (6) if applicable laws or regulations would be contravened.

c. Financial Obligations of Member Entities

Each Member Entity shall be responsible for making payments as required under paragraph 6. to the Authority, including any default payments necessary to make up the shortfall in payments by other Member Entities, and shall promptly pay each monthly invoice received from the Authority, subject only to the payment dispute provisions of Paragraph 6.d. of this Agreement. Each Member Entity warrants and represents that it has the authority and ability to meet its respective financial obligations

under this Agreement and that it shall adopt a budget each year that provides for the payment of the Member Entity's financial obligations under this Agreement. The Member Entity shall not incur any obligation or indebtedness with respect to any municipal water supply facilities that would impair its ability to meet its financial obligations under this Agreement. Each Member Entity agrees to adopt water rates for its customers and collect such revenues as are sufficient to meet the financial obligations of the Member Entity under this Agreement. Each Member Entity agrees to pay the cost of operating and maintaining its respective water supply facilities.

d. Member Entity Policies

Each Member Entity shall establish its own policies and procedures with respect to: (1) the sale of treated water to its customers; (2) the modification or expansion of its water supply facilities; (3) tap or availability fees or other charges; (4) connections by its customers to the Member Entity's water supply facilities; (5) customer water rates; (6) billing and collection; and (7) general administration of its water supply facilities; provided, however, that all such policies and procedures shall not be in conflict with the operation of the System, the Authority's obligations under applicable federal and state laws and regulations, and the terms and conditions of this Agreement.

e. Transfer of Water to Other Member Entities

Each Member Entity agrees to allow and undertake as necessary the transfer or "wheeling" of water supplied by the Authority to any other Member Entity through the water supply facilities of the transferring Member Entity. In such instances, the Authority shall reimburse the transferring Member Entity for the reasonable design, planning, permitting, construction, pumping, operating, repair, maintenance, and other costs of such water transfers, including without limitation any transmission losses that occur during the transfer of water through the Member Entity's water supply facilities. Reimbursement for transmission losses shall be made monthly as an adjustment to the transferring Member Entity invoice, unless agreed to otherwise, and shall be based on the transferring Member Entity's documented transmission line losses for the preceding Annual Period, with a maximum reimbursement of ten percent (10%) or the accepted industry standard for water transmission line losses as may be determined by the Authority in coordination with the affected Member Entity, whichever is less. The Authority shall save and hold the transferring Member Entity harmless from any losses, damages, or claims arising from any such water transfers, except for the willful or negligent acts or omissions of the transferring Member Entity. Title to such transferred or "wheeled" water shall remain with the Authority until it passes through the Point(s) of Supply of the receiving Member Entity.

10. ADDITIONAL MEMBER ENTITIES

Additional entities may become Member Entities by joining the Authority in accordance with the procedures set forth in N.C. Gen. Stat. § 162A. As a prerequisite to joining the Authority, a joinder agreement shall be entered into between the new Member Entity and the Authority which shall specify the terms and conditions under which the new Member Entity shall participate in the Project and be subject to the rights and obligations under this Agreement. The Authority shall undertake a feasibility study of the engineering and financial feasibility of including additional Member Entities under this Agreement before entering into any joinder agreement and shall be under no obligation whatsoever to accept any new Member Entities or to charge the same rates as applicable to other Member Entities as of the date of this Agreement. Any new Member Entity shall be required to join in this Agreement, including any amendments hereto, on the terms and conditions as set forth in the joinder agreement between the new Member Entity and the Authority. The Authority shall not charge water rates that are lower than the then-applicable unit rate or agree to the participation of any new Member Entity on terms which are more favorable than those provided to Member Entities at that time under this Agreement, including any amendments hereto. Any monies paid by a new Member Entity as a capacity availability fee under a joinder agreement shall be applied towards Debt Service.

11. MISCELLANEOUS PROVISIONS

a. Effective Date and Term

This Agreement shall take effect as of the hereof and shall continue in effect to and including the later of the 31st day of December 2049 or forty (40) years from the closing date of any U.S. Department of Agriculture permanent financing (the "Initial Term"). This Agreement shall automatically renew as to each Member Entity for an additional period of forty (40) years or such other term as the Board shall authorize, unless a Member Entity notifies the Authority in writing of its intention not to renew at least twelve (12) months prior to the expiration of the Initial Term.

b. Entire Agreement

This Agreement contains the entire agreement and understanding between the Authority and the Member Entities with regard to the subject matters hereof; and there are no oral understandings, terms, or conditions, and none of the parties has relied upon any representation, express or implied, not contained herein. All prior negotiations and understandings are merged into this Agreement. The recitals set forth in this Agreement are incorporated into and are a part of this Agreement.

c. Amendments

The terms of this Agreement may not be amended or modified except by written agreement duly executed by the Authority and the Member Entities. Amendments to this Agreement shall be approved by a vote of at least two-thirds (2/3) of the Authority's board of directors. No party may assign its rights and obligations under this Agreement without the prior written consent of the other parties.

d. Binding Effect

This Agreement shall be binding upon and inure to the benefit of the Authority and the Member Entities and their respective successors and permitted assigns.

e. Severability

If any of the terms, covenants, conditions, or agreements of this Agreement for any reason shall be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any of the other terms, covenants, conditions, or agreements of this Agreement; and any terms, covenants, conditions, and agreements hereof thereafter shall be construed as if such invalid, illegal, or unenforceable terms, covenants, conditions, and agreements never were contained herein.

f. Interpretation

The Authority and the Member Entities each have read and fully understand the terms of this Agreement, and they have had the opportunity to have this Agreement reviewed by legal counsel. The rule of construction providing that ambiguities in an agreement shall be construed against the party drafting the same shall not apply.

g. Multiple Originals

This Agreement is executed in multiple originals; and the Authority and each Member Entity acknowledge receipt of one such original, agree that the multiple originals hereof are identical, and further agree that any such original shall be admissible in any proceeding, legal or otherwise, without the production of any other such original.

h. Force Majeure

In case, by reason of Force Majeure, any party hereto shall be rendered unable, wholly or in part, to carry out its obligation under this Agreement, then, if such party shall give notice and full particulars of such Force Majeure in writing to the other parties within a reasonable time after occurrence of the event or cause relied on, the obligation of the party giving such notice, so far as it is affected by such Force Majeure

shall be suspended during the continuance of the inability then claimed, but for no longer period. For purposes of this Agreement, the term "Force Majeure" means an acts of God, including without limitation floods, hurricanes, tornadoes, washouts, droughts, lightning strikes, or fires, civil disturbances, including without limitation, strikes, sabotage, terrorism, riots, lockouts, or other industrial disturbances, or acts of a public enemy, and governmental actions, including without limitation, orders, moratoria, laws, rules, decrees, prohibitions, or judgments, and any other event that is beyond the control of the parties to this Agreement and which causes the Authority or Member Entity to be unable to fulfill its obligations under this Agreement. Any such party shall endeavor to remove or overcome such inability with all reasonable dispatch. The above requirement that any Force Majeure shall be remedied with all reasonable dispatch shall not require the settlement of strikes and lockouts acceding to the demands of opposing parties when, in the judgment of the party having the difficulty, such settlement would be unfavorable to it. No Force Majeure which renders any of the parties unable to perform under this Agreement shall relieve a Member Entity of its obligation to make payments to the Authority as required under Paragraph 6 of this Agreement.

i. Authority Defaults

The Authority's failure to deliver treated water to a Member Entity as required by this Agreement or the Authority's failure to perform any other obligation under this Agreement and the continuation of that failure to perform for thirty (30) days after written notice from such Member Entity to the Authority of such failure shall be a default of the Authority under this Agreement unless any such failure is excused pursuant to Paragraph 11 of this Agreement.

j. Member Entity Remedies in Event of Authority Default

In the event of a default by the Authority under this Agreement and for so long as the Authority shall remain obligated under any federal or state bond, note or loan, a Member Entity may bring any action against the Authority, including an action in equity and actions for mandamus and specific performance, to the extent allowed by law, but in any event, whether or not there is an Authority default, such Member Entity shall have no right to cancel or rescind this Agreement, no right to withhold payments due or to become due under this Agreement, no right to recover amounts previously paid under this Agreement, no right of reduction of or set off against amounts due or to become due under this Agreement, and no claim on any amounts in any fund or account of the Authority other than the surplus account of the Authority's water revenue fund, the bond anticipation note debt service fund, the general fund, or the Member Entity deposit funds. Election of any remedy shall not be a waiver of any other remedy. The Authority shall issue its bonds in specific reliance on the limitations set forth in this Paragraph.

k. Member Entity Defaults

A Member Entity's failure to make Minimum Payments as required by Paragraph 6 of this Agreement and the continuation of that failure to perform for sixty (60) days after written notice from the Authority of such failure (routine late payment notices or invoices showing overdue amount shall not constitute notice) shall be a default of the Member Entity under this Agreement, unless such failure is excused pursuant to Paragraph 11 of this Agreement. The failure of a Member Entity that is required to transfer or "wheel" water to another Member Entity as required under this Agreement shall be a default, unless such failure is excused pursuant to Paragraph 11 of this Agreement.

l. Authority Remedies in Event of Member Entity Default

In the event of a default by a Member Entity under this Agreement and for so long as the Authority shall remain obligated under any federal or state bond, note or loan, the Authority may bring any action against a Member Entity in default, including an action in equity and actions for mandamus and specific performance to the extent allowed by law. The parties acknowledge that they may have no adequate means to protect their rights under this Agreement other than by securing an injunction. Election of any remedy shall not be a waiver of any other remedy.

m. Conditions Precedent to Authority and Member Entity Obligations

The Authority and each Member Entity shall be obligated under this Agreement only if: (1) adequate funding for the Project on terms acceptable to the Authority has been secured; and (2) construction costs for the Project, based on valid bids received and certified by the Authority's engineers, do not exceed an amount of twenty-five million dollars ($25 million). In either such event, any ongoing obligations of the Authority and Member Entities under the Agreement shall terminate, unless and until adequate funding is obtained and/or a revised Project cost is approved by the Authority and the Member Entities; (3) all Member Entities participating in the Project execute this Agreement and (4) this Agreement, as written, is approved by USDA/Rural Development and any other state or federal agencies that mandate approval of the form and/or content of inter-local agreements in order for the Authority to obtain bond, note or loan financing.

IN TESTIMONY WHEREOF, each Member Entity has caused this instrument to be executed in its corporate name by its Mayor or Chairman and its seal to be hereunto affixed and attested by its Clerk or Secretary; and the Authority has caused this instrument to be executed in its corporate name by its Chairman and its seal to be hereunto affixed and attested by its secretary, all as of the date first above written.

Martin County Regional
Water and Sewer Authority

By: W. Russell Overman
W. Russell Overman
Chairman of the
Martin County Regional
Water and Sewer Authority

Attest:
Linda G. Hardison
Linda G. Hardison
Clerk to the Martin County Regional Water and Sewer Authority

(SEAL)



County of Martin

By:
Ronnie Smith
Chairman of the
Martin County
Board of Commissioners

Attest:
Linda G. Hardison
Linda G. Hardison
Clerk to the Board of Commissioners



Town of Williamston

By: _____
Tommy E. Roberson
Mayor
Town of Williamston

Attest:

_____
Glinda W. Fox
Town Clerk
Town of Williamson

(SEAL)

Exhibit A Full Water Requirements

Member Entity	Full Water Requirement (MGD)[1]
Martin County	0.299
Town of Williamston	0.935

[1] Projected 2015 Full Water Requirements, in millions of gallons per day (MGD).

Exhibit B Minimum Purchases

	Minimum Purchase (per month)	
Member Entity	MG[1]	Dollars[2,3]
Martin County	9.095	$18,553
Town of Williamston	28.440	$58,018

[1] Based on 100 percent of the Full Water Requirements over a one month period projected for 2015.

[2] Based on an estimated rate of $2.04 per 1,000 gal.

[3] Rate ($/1000 gallons) = [Annual Expenses for Operations & Maintenance ($) + Annual Debt, assuming 75% grant ($) + Annual Debt Reserves ($)] ÷ [Total Annual Water Demand (1000 gallons)]

Note: $/1000 figure to change with Preliminary Engineering Report (PER) revisions.

APPENDIX B – 2015 Water Purchase Agreement

AMENDMENT #1 TO THE
INTER-LOCAL AGREEMENT FOR WATER SUPPLY
MARTIN COUNTY REGIONAL WATER AND SEWER AUTHORITY
(ORIGINAL AGREEMENT DATE OF 11/10/2009)

Proposed February 26, 2015
Approved by the MCRWASA Board 3/5/15
Approved by the Town of Williamston Town Council 3/26/15
Approved by the Martin County Board of Commissioners 3/18/15

NOTES:

- Language that is underlined (EXAMPLE) denotes new language proposed for the ordinance.
- Language that is stricken through (~~EXAMPLE~~) denotes language proposed for deletion from the ordinance.

6. b. Minimum Purchase

For purposes of this Agreement, the term "Minimum Purchase" means the volume of water as shown in Exhibit A below of this Agreement, which is equal to one hundred percent of the Full Water Requirements of each Member Entity based on actual ~~2008~~ consumption levels from the prior calendar year. The minimum purchase for each Member Entity based on the volume of water as shown in Exhibit A below of this Agreement shall not change during the term of this Agreement, except at the request of the Member Entity upon approval of the Board. Minimum purchase payments shall be based on the unit rate in effect at the time of purchase.

6. c. Payment Terms

The Authority shall invoice each Member Entity for its respective share of water purchased at the applicable rate based on the Meter readings made in accordance with Paragraph 5.i. of this Agreement. The parties agree that even if no water is purchased or received from the Authority during the billing period, the Authority shall invoice each Member Entity and each Member Entity shall pay for its respective monthly portion (1/12 or 8.33%) of the Full Water Requirement, have each member pay this same amount monthly. At the end of the fiscal year, the Authority shall reconcile the Full Water Requirement with the Member's the actual usage and bill the Member for any water usage over the Full Water Requirement for the twelve month period of the fiscal year. ~~Minimum Purchase of water as required under Paragraph 6.b. of the Agreement~~. All invoices shall be due and payable within thirty (30) days of the date of the invoice. Payments not made by the due date specified on the invoice shall accrue a late payment charge of one and one-half percent (1-1/2%) per month (0.0493% per day) for each month (day) the payment is overdue. Payment for all invoices shall be deemed paid when the funds in payment thereof are received by the Authority at its administrative office. If payment of any

undisputed invoice is not made within sixty (60) days of the applicable due date, the Authority, at its option and after giving at least thirty (30) days written notice by certified mail, shall have the right to terminate water service to such defaulting Member Entity until such time as the account is paid in full. Under such circumstances, the Member Entity shall be liable for any costs incurred by the Authority in discontinuing and reconnecting service to the defaulting Member Entity.

Revised Exhibit A – Full Water Requirements

Member Entity	Full Water Requirement (MGD) [1,2]
Martin County	~~0.299~~ 0.261
Town of Williamston	~~0.935~~ 0.727

~~[1] Projected Full Water Requirements, in millions of gallons per day (MGD).~~

[2] Full Water Requirements based on actual usage in 2014, in millions of gallons per day (MGD).

IN TESTIMONY WHEREOF, each Member Entity has caused this instrument to be executed in the corporate name by its Mayor or Chairman and its seal to be hereunto affixed and attested by its Clerk or Secretary; and the Authority has caused this instrument to be executed in its corporate name by its Chairman and its seal to be hereunto affixed and attested by its secretary, all as of the date written above.

Martin County Regional Water and Sewer Authority
December 31, 2007
Official Seal

MARTIN COUNTY REGIONAL WATER AND SEWER AUTHORITY

By: _____ (SEAL)
David Bone, Chairman

3/14/15
DATE

ATTEST: _____
Marion Thompson, Secretary

TOWN OF WILLIAMSTON

By: _____ (SEAL)
Tommy Roberson, Mayor

3-25-15
DATE

ATTEST: _____
Christina Craft, Clerk

MARTIN COUNTY

By: _____ (SEAL)
Ronnie Smith, Chairman,
Board of Commissioners

3/18/15
DATE

ATTEST: _____
Marion Thompson, Clerk

REGULAR BOARD OF COMMISSIONERS MEETING
NC TELECENTER, 415 EAST BLVD #130, WILLIAMSTON, NC
TUESDAY, JULY 7, 2020 5:30 P.M.
AGENDA

	Agenda Item	Time	Action	Page(s)
I	**Mayoral Procedures**			
	(1) Call to Order	5:30		
	(2) Pledge of Allegiance	5:31		
	(3) Opening Prayer	5:32		
II	**Discussion/Adjustment to the Agenda** (Please include removal and transfer of any Consent Agenda items from Consent Agenda to Regular Agenda that need full discussion)	5:33	X	
III	**Consent Agenda** (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.)	5:34	X	
	(1) Approval of the Minutes of June 2 and 15, 2020 Meetings			1-13
	(2) Budget Amendment – Police Department			14
IV	**Public Hearings**	5:36		
	(1) Community Development Block Grant – Neighborhood Revitalization (CDBG-NR) Application for Funding John O'Daniel			
V	**Public Comment**	5:50		16-18
VI	**Old Business**			
	(1) Consideration of Resolution 2020-200 CDBG-NR Application John O'Daniel	6:05	X	19
	(2) Consideration of Citizen Participation Plan (CDBG-NR) John O'Daniel	6:08	X	20-22
	(3) Discussion of Utility Billing Plan John O'Daniel	6:10	X	23-27
VII	**New Business**			
	(1) COVID-19 Operations Update John O'Daniel	6:13	X	28
	(2) Discussion of 110 Perry Street John O'Daniel	6:16	X	29-32
	(3) Discussion of Speed Limit on Elm Street John O'Daniel	6:19	X	33
	(4) Consideration of Mulberry Street Property Donation John O'Daniel	6:21	X	34-36

(5)	Consideration of Purchase Request for 1014 River Road John O'Daniel	6:24	X	37-38
(6)	Consideration of Northeastern NC Regional Hazard Mitigation Plan John O'Daniel	6:27	X	39
(7)	Consideration of Patriot House Request John O'Daniel	6:30	X	40-41
(8)	Discussion of Debris Pickup	6:33		
VIII	**Closed Session** (1) Attorney-client Privilege N.C.G.S. 143-318.11 (a) (3) (2) Personnel N.C.G.S. 143-318.11 (a) (3)	6:36	X	
IX	Consideration of Air Conditioner Request - Library John O'Daniel	6:51	X	
X	**Adjourn**	6:54		

This meeting will be held virtually. If unable to make comments during the meeting, please forward questions or comments to christinacraft@townofwilliamston.com or written statements to Town of Williamston, 102 East Main Street, Williamston, NC.

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

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

July 7, 2020

The Board of Commissioners of the Town of Williamston met in regular session on Tuesday, July 7, 2020 at 5:30 p.m. in the NC Telecenter located at 415 East Boulevard, Williamston, NC.

PRESENT Mayor Joyce Whichard-Brown
Commissioners: Mayor Pro Tem Ronell Rodgers, Al Chesson, Jerry Knox and William Coffield
Town Administrator: John O'Daniel
Town Clerk: Christina Craft

ABSENT Alton Moore

WELCOME
The Mayor welcomed everyone.

CALL TO ORDER AND INVOCATION
The Mayor called the meeting to order and welcomed everyone. Commissioner Rodgers led the pledge of allegiance. Commissioner Knox offered the invocation, followed by a moment of silence.

The Mayor reported the meeting would be recessed following the Public Hearing. The meeting will reconvene on Thursday, July 9, 2020 to address the other items on the agenda.

PUBLIC HEARING
The Mayor reported the purpose of the public hearing is to receive citizen input regarding the intention of the Town of Williamston to apply for funding under the Community Development Block Grant (CDBG-NR). The Town Administrator reported the Town has been working with the Adams Company in preparation of the grant application. The proposed project will include community building improvements, housing acquisition, clearance, reconstruction, rehabilitation and general administration. The proposed CDBG activities are scattered throughout the Town of Williamston. The total estimated CDBG program cost is $750,000.00 which represents 100% of the total program costs. The Town is requesting the maximum amount the grant will allow. The agenda is to select four houses and install an air conditioner in the Gaylord Perry gym. Three of the homes visited will most likely require a complete rebuild and one will be a rehabilitation. There are two items in the agenda packet that will need to be approved to move forward in the application process. The application is due July 24th. Staff resumes are part of the various items required for the approximately 100-page application. The Mayor questioned if the board will receive a copy of the application. The Town Administrator reported the application will be on file at Town Hall and will require Board approval to move forward with the application. The form is lengthy and requires many supplemental attachments. Commissioner Chesson reported the format of the application is online. Commissioner Rodgers questioned how many requests were received that qualify. The Town Administrator reported 35 reached out that were interested but not all were eligible. The selection committee received a listing of all applicants without any names listing. The committee reviewed and sorted the list according to the highest needs reported. Commissioner Rodgers questioned if it was too late to apply and what were the qualifications. The Town Administrator reported the deadline for submission was June 12, 2020. There is an income level requirement, the property must be owned and occupied by the owner, must continue to own and occupy the residence six years after receiving the grant, must live within the city-limits of Williamston. If the owner sells the property prior to selling the property, the funding will have to be repaid and the amount that is repaid will be decreased annually. Commissioner Rodgers questioned how the Gaylord Perry air conditioning fits in the grant. The Town Administrator reported the gym air conditioner will strengthen the merit of the grant as it will benefit the entire community. The Town Clerk questioned if any callers would like to speak in regards to the CDBG-NR application. With no comments regarding the Public Hearing, the Town Clerk reported that any citizen who wished to make comments that are unable to do so during this public hearing to email or drop off a hard copy to the Town Clerk at Town Hall prior to July 9, 2020 and all comments will be forwarded to the Board prior to any action taken. With no further comments, the Mayor closed the public hearing.

The Mayor recessed the meeting at 6:12 pm and will reconvene the meeting on July 9, 2020 at 5:30 pm in the NC Telecenter.

Meeting Reconvened on July 9, 2020

The Board of Commissioners of the Town of Williamston reconvened in regular session on Thursday, July 9, 2020 at 5:30 p.m. in the NC Telecenter located at 415 East Boulevard, Williamston, NC.

PRESENT Mayor Joyce Whichard-Brown
Commissioners: Mayor Pro Tem Ronell Rodgers, Alton Moore, Al Chesson, Jerry Knox and William Coffield
Town Administrator: John O'Daniel
Town Clerk: Christina Craft
Finance Officer: Linda Harrison
Town Attorney: Daniel Manning
Recreation Director: Allen Overby

ABSENT None

WELCOME
The Mayor welcomed everyone. Commissioner Chesson led the pledge of allegiance. Commissioner Moore offered the invocation, followed by a moment of silence for the COVID pandemic and all that is going on around us.

AGENDA APPROVED
The Mayor asked if there were any adjustments to the Regular Agenda or if the Board wished any items to be removed or added the Regular Agenda. *It was moved by Commissioner Chesson, seconded by Commissioner Moore, and unanimously passed to approve the regular agenda as presented.*

The Mayor asked if there were any adjustments to the Consent Agenda or if the Board wished any items to be removed or added to the Census Agenda. The Town Administrator requested the addition of Wes Gray, Director of the MTW Health Department, to the agenda to allow him to update the Board on COVID-19 for our region. He also requested the addition of an Administrative Update as item 9, under New Business. *It was moved by Commissioner Knox, seconded by Commissioner Moore, and unanimously passed to approve the consent agenda as amended.*

Items approved in the Consent Agenda are as follows:

(1) Minutes of the June 2 and 15, 2020 meetings
(2) Approval of Budget Amendment - General Fund – Police
General Fund
Capital Outlay-Police $61,526.00

The purpose of this amendment is to budget funds for Police vehicles not received in the 2019/2020 budget year due to unusual circumstances. All other items for the cars purchased in 2020 year will be held in CIP until the vehicles are delivered.

PUBLIC COMMENT
The Mayor opened the floor for public comments. Lewis Whitley reported he has recently purchased Treeside Mobile Home Park in Williamston off of NC-125. There is a master meter at the front of the park and he is responsible for all of the water lines throughout the park which is over 37 acres. He is able to invoice the residents per their usage. Treeside is billed for 38 units while there are only 17 active accounts. His vision for the park is to allow for ownership of the residents which is a change from previous management. The additional 21 accounts are being billed a base charge. While there are abandoned homes still on the property that are being counted as an available unit, they are far from habitable and he is in the process of disposing of those to clean up the community. His first choice would be to turn the system over to the Town Water department as he had rather focus on the management of the park. If this is not possible, he would like the account to be reconciled to reflect the current residents. He would work with the Town offices to add any new tenants as he is hopeful there will be more tenants moving forward.

COVID UPDATE FROM MTW HEALTH DIRECTOR

Due to technical difficulties, the Board was unable to receive the update from Wes Gray via the GoToMeeting application. The Mayor requested the Town Administrator to invite Mr. Gray to the August meeting.

OLD BUSINESS

Approval of Resolution 2020-200 CDBG-NR Application

The Town Administrator reported the Board has been discussing the Gaylord Park gym air conditioner for over a year. At the January retreat, Board gave direction to search for a grant to fund the air conditioner. If a grant could not be obtained, fund balance was to be used. At the June 2, 2020 meeting, he reported to the Board the Adams Company was assisting with a CDBG-NR application. When discussions began with the Adams Company, housing is top priority but the air conditioning strengthens the application. The grant eligibility requirements were on the Town's facebook page, webpage and in the local paper. Over 30 people called in requesting help. The list was reviewed by the selection committee with names removed to prioritize the list. Since that time, he and Ben Jones with the Adams Company performed site visits. There are four homes that will benefit from the grant plus the entire community will benefit with the air conditioning added to the gym. This will allow the gym facility to be used for a shelter or medical overflow in emergency situations. Ben Jones presented a cost estimate summary for the grant, totaling $750,000. He reported this grant is designed to bring homes up to code which will require some houses to be completely reconstructed. Three of the four homes on the grant application will require reconstruction. The fourth home can be rehabilitated at a total cost of $71,000. The grant must be completed in 30 months. After submission of the grant on July 27th, the State will contact the Town to inform if the grant is funded prior to the end of the 2020 unless prolonged due to COVID. Once funded, environmental reviews will have to be done. There will be additional reports to be completed which will require Board approval. There will also be additional public comment periods. The actual work will begin approximately June 2021.

The housing activities will provide needed improvement sin equitable, safe and affordable housing. Current housing conditions in the community are suffering from economic hardships which have led to deferred maintenance which has only worsened due to the current COVID 19 PANDEMIC. This program will target 3 homes for clearance, temporary relocation and reconstruction and 1 home for rehabilitation. These efforts will bring the homes into new home compliance, energy efficient, decent, safe and sanitary conditions. Completion of this work will aid in the continued residential use of the existing properties, and promote building and repair of other homes in the area. The community activities will provide safe, usable, and comfortable community facilities which will aid greatly in the sense of community and provide members of the community with a safe and productive place to spend their time. It will also provide comfortable contingency medical and testing facilities in the event of a similar future event to COVID-19. This work is proposed to be complete within 30 months.

The community center improves the application as the center will benefit a larger number of people. Commissioner Rodgers questioned how the revitalization will benefit the Town. Adams reported the air conditioning in the building will make is usable for training and community outreach programs. He commended the Board for their actions and encouraged the Board to continue to requesting grant funds to improve the Town. The Town Administrator questioned how often the Town can apply for this grant. Mr. Adams reported the grant is interesting in that the Town can have $1.25 million per year from various grants. This grant limit is $750,000 every three years. Commissioner Moore questioned if this grant is attached to COVID as passed by the President in March of this year. Adams reported this grant is not but the same group may have another grant in the next few months. The next stimulus package may have a CDBG-COVID grant. Commissioner Moore reported he was anticipating the grant award in the next couple of months. Adams reported the award notification would most likely not be received until the end of the year. After the award, there are steps that must be taken prior before the money can be spent. Commissioner Chesson reported the center is a priority and would prefer to have the air conditioner installed in the spring. Adams reported the Town has no financial obligation with the grant. Jones reported any funds given back such as when a home is sold will go directly to the Town to be reused on other low to moderate income individuals. The Town Administrator reported the earlier report of a 6-year debt forgiveness loan was incorrect due the amount of repairs and the correct term for debt forgiveness is 8 years. Adams reported if the owner is deceased, the obligations goes to the heirs. If the heirs do not qualify due to the low to moderate income requirement, the heirs would have to pay the town a portion of the debt. Jones reported a few of the homes inspected were in the most need he has seen in his surveys. Adams reported the grant is very competitive and there are no guarantees the Town will receive the grant. *It was moved by Commissioner Knox, seconded by Commissioner Chesson, and unanimously passed to approve Resolution 2020-200 Application for Community Development Block Grant Funding for the 2020 CDBG NR Project. This resolution is hereby attached with the minutes of this meeting and incorporated in the Town's Resolution Book for future reference.*

Approval of Citizen Participation Plan
The Town Administrator reported the Citizen Participation Plan describes how the Town of Williamston will involve citizens in the planning, implementation and assessment of the Community Development Block Grant (CDBG) program. *It was moved by Commissioner Rodgers, seconded by Commissioner Coffield, and unanimously passed to approve Citizen Participation Plan.*

Approval of Utility Billing Plan
The Town Administrator reported the utility billing plan was updated per Board direction to remove the late charge fee for COVID payment arrangement plans. Any citizen who sets up a payment arrangement plan and fails to make a payment will not have a late charge, but will be required to pay the account in full. Commissioner Moore questioned the payment plan as the executive order requires the Town to give 6 months to pay. If the citizen has the current due amount but does not have the money for the past due amount, the executive order will not allow the account to be turned off. The Town Administrator reported a different interpretation from the School of Government and other municipalities as the payments received will be applied to the past due amount before the current payment. Some municipalities automatically enroll citizens in a payment plan but Town of Williamston will require the citizen to sign the payment plan. The bill due in August could be turned off for nonpayment. When the citizen comes in to pay to turn water back on, they will be presented with the payment plan for the past due amount. Citizens can come in at any time to begin the payment plan. The Finance Director reported notifications regarding payment plans has been listed on the bill and a letter will be sent in July to all with past due amounts due to COVID. She estimates there are less than 200 accounts delinquent due to COVID. She wants the customer to state what they can do. Commissioner Moore reported knowing that the Town is obligated to capture the past due water bills but does not want the Town to infringe on their rights. The Town Administrator reported the plan in very similar to what other Towns are doing. Commissioner Rodgers questioned how much of a percentage of the old bill is required. The Town Administrator the payment will be 1/6th of the past due amount plus the current bill. The Mayor reported the past due and current payment will be very difficult for some citizens and recommended a longer repayment plan than the 6 months. *It was moved by Commissioner Moore, seconded by Commissioner Coffield, and unanimously passed to approve utility payment plan as presented with the amendment of allowing 9 months instead of 6 months.*

COVID-19 UPDATE
Wes Gray, MTW District Health Department director, provided the Board with an update on COVID for the district. An update is listed by 5 pm on their website daily. Martin County had two cases today, with 159 total cases since the beginning of the outbreak. There have been 138 recoveries with 5 deaths. Currently there are 19 active cases in Martin County, two in Washington County and twelve active cases in Tyrrell. Martin County has shown a steady increase since Phase 2 has begun. These cases have been linked to groupings in home environments where the ceilings are low and close interactions are prolonged. The State wants testing to increase to 5% per month which equates to a half a million tests per month. 45% of the statewide cases are ages 25 to 49. Only 25% statewide are over 65 years old but this age group has the highest number of deaths. The department does a two-phase testing which includes an antibody test and a swab test. Washington Regional Medical Center has been hosting a COVID test. The antibody test results are very fast. If positive, this indicates you are currently positive or has had the virus recently. If the antibody test is positive, they request all in close contact to be tested. This helps to catch the ones that are asymptomatic and quarantine these before the virus is spread. Several clinics are held outside in a drive-thru fashion. 80% of the positive cases have very little or no symptoms. Some of the laboratories have been overwhelmed with the increase testing and have delayed results. The antibody test have assisted in the screening process to reduce the number of swab tests.

OLD BUSINESS
Town-Related COVID-19 Update
The Town Administrator reported the Town had originally planned to re-open Town facilities to the general public when the State enters Phase III. The Governor has extended Phase II through July 17th. With the increase in cases in Martin County, the Town Administrator recommended facilities remain closed and reassess at the August 4th meeting. He reported citizens have been requesting the opening of the recreation facilities to include the gym. He reported the Town plans to order thermometers for each department to test and log temperatures of employees. *It was moved by Commissioner Knox, seconded by Commissioner Coffield, and unanimously passed to approve facilities remaining closed until reassessment at the August 3, 2020 Board meeting.*

Discussion of 110 Perry Street

The Town Administrator reported Commissioner Moore received a complaint on 110 Perry Street. He and the Planning Administrator inspected the property and reported the property is now a wooded area. The Mayor reported the lady who lives on 112 Perry Street has reported snakes crawling out of the woodsy area where a house used to be. The Town Administrator reported there are many more areas that are similar in the Town. Commissioner Knox reported killing six snakes this year in his yard and snakes are expected in the area we live in. Commissioner Moore reported the property used to have a home on the property and code enforcement for the Town of Williamston was not doing its job for the property to get in this condition in year's past. The only reason it is a wooded area is the Town allowed this happen. Town Administrator reported the code enforcement has limited funds with many needs and properties must be prioritized. There are many properties such as the Bowen's Sign building that the Board has directed the department to begin code enforcement on it. This lot is owned by the Williamston Housing Authority and discussions with the Authority led us to believe this land will not be maintained. The property was given to the Housing Authority by the Town approximately 10-15 years ago. The Housing Authority maintains the Town agreed to keep the land mowed after it was gifted to them. The Town Administrator reported he requested supporting documentation of this agreement but has not received anything. The Mayor reported this area is much more important than the Bowen's Sign building. Commissioner Chesson requested staff to develop a priority list of these area and assigned a cost to each of the problem areas to develop a budget. The Town Administrator reported the only list developed currently is for homes. Commissioner Rodgers questioned if a letter was sent to the Magnuson Hotel property and if there is a timeframe for removing the concrete pile. Commissioner Chesson reported the grass is addressed in the Code Enforcement. The Town Attorney reported this could be discussed in Closed Session under Attorney Client Privileges but this does a major shift in the budget. Commissioner Rodgers reported hearing from citizens who state the taxes are being used to expanding the fire department but not helping their neighborhood and their property values are being affected. While some have left the area for various reason, there are some that leave as they don't see Williamston as being upgraded and want to do something today and beyond to get people to stay. They want to feel a part of the community and they do not. The Town Administrator requested the Board to send any addresses of areas in their district that needs attention to his attention to be certain no areas are missed. *It was moved by Commissioner Chesson, seconded by Commissioner Moore, and unanimously passed to direct staff to bring a proposal for this and similar properties to discuss at the August 3, 2020 meeting.*

Discussion of Speed Limit on Elm Street

The Town Administrator reported Commissioner Moore reached out to him and Chief Cowan related to the speed of vehicles on Elm Street between Church Street and White Street. The area of focus is a section that has a daycare located on it. The vehicle speed is magnified by the fact that parking is allowed on both sides of the street, especially during drop-off and pick-up at the daycare. The speed limit is not posted; thus, it is a 35-mph zone which could be too fast for conditions. The Mayor questioned if a speed table could be installed. Commissioner Rodgers reported he was in favor of speed bumps on both ends of the street to slow traffic. Commissioner Knox reported speed tables are very damaging to the emergency response vehicles. Commissioner Moore reported this concern previously. Complaints had stopped for a while. The Town Administrator reported police increased patrol of this area which helped for some time. The Public Works Director reported a speed limit sign is needed regardless so police will be able to enforce a lower speed. Commissioner Chesson requested patrol to park on the road during the daycare pickup and drop-off times to deter speeding. The Town Attorney reported an ordinance is required to change the speed limit. *It was moved by Commissioner Chesson, seconded by Commissioner Moore, and unanimously passed to authorize the Town Attorney to develop an ordinance to enforce a speed limit of 20 mph on Elm Street.*

Mulberry Street Donation

The Town Administrator reported heirs of the Mulberry Street property, parcel ID 0503246. The Mayor reported the property does not appear to be of use for the Town. The Town Administrator questioned if there are man-holes on the property. The Public Works Director was not aware of a manhole on the location but would have to verify. No action was taken.

Request to Purchase 1014 River Road

The Town Administrator reported Sylvia Gray has expressed interest in purchasing 1014 River Road for her upholstery business. The zoning restrictions for this property, being in the TRD zone, typically wouldn't allow an upholstery business but would also do boats as well which does conform to the district. He reported the Town had previously discussed in years past regarding developing the area for a campground. Commissioner Knox reported the old station is in bad shape and the previous owners had stated they would fix it also. Commissioner Chesson reported the River Landing project is a great plan but will take many years and a lot of funds to complete. If the Town could get the tax

value, it may be beneficial to sell the property to a potential business who will upgrade the property and pay taxes as it is located in a main entry into the town. The current tax value is $59,130. The Town Attorney reported if the Board is interested in selling, the potential buyer would have to make an offer and pay a deposit. The offer would have to be publicized to allow for upset bids. If there is an upset bid, the process would be repeated. If the bid is not upset, the Board would have to decide if willing to accept the amount is offered. Commissioner Chesson reported he would like to see her due diligence period of how it is zoned, how she intends to use the property and how we can help. The Town Attorney reported the next step is for her to make an offer, pay a deposit and staff will bring this back to the Board. *It was the consensus of the Board to consider selling the property on 1014 River Road.*

Approval of Resolution 2020-201 Adopting the Northeastern NC Regional Hazard Mitigation Plan
The Town Administrator reported Resolution 2020-201 Adopting the Northeastern NC Regional Hazard Mitigation Plan is a requirement to continue to receive FEMA funds in the event of a declared disaster. Commissioner Rodgers questioned how this relates to citizen damages. The Town Administrator reported this is for the Town and is uncertain how this will impact private residents.

Approval of Patriot House Request
The Town Administrator reported the Patriot House has requested a temporary easement onto Town property to shore the existing historic masonry on the old R&C building to prevent the walls from stress cracking or sloughing material. This would occur on side of the building that runs parallel to the pedestrian walkway on the south side of the building and the west wall facing the building. He reported Chief Peaks expressed possible concern fire-related but needs to inspect. He recommends a time limit for the easement. The Patriot House has a 6-month time limit in the CDBG-DR grant. Commissioner Chesson reported the time limit should be no more than 90 days as the first 60 days is the most critical. The Town Attorney reported a temporary easement will need to be signed and wants Board authorization to develop a temporary easement. *Commissioner Chesson made a motion to authorize the Town Attorney to develop a temporary easement for no more than 90 days to allow a temporary easement for the Patriot House, subsequent to the signed approval of the Fire Chief. Commissioner Knox seconded the motion, passed unanimously.*

Discussion of Debris Pickup
The Town Administrator reported Commissioner Chesson had requested the Board to review the ordinance regarding yard debris pickup for churches. He reported Commissioners Moore and Coffield had requested staff to pick up debris at two locations and wanted to review the residential pickup also. The current interpretation of the policy is to pick up average pickup for yard maintenance.

Commissioner Chesson clarified he wanted to consider the grass trimming and small limb pickup from churches that do not pay for yard maintenance which is hard to distinguish. The Public Works Director reported some churches are non-profit and some are for profit which makes it difficult to determine which are churches and which are commercial. The department has been agreeable to assist with annual church cleanups for one-time pickups. By not doing churches officially ties the department's hands as currently staff has some latitude. Commissioner Chesson questioned the Public Works recommendation as they are the enforcer. The Public Works Director reported he appreciates the old policy of not doing churches but allowing them the latitude. There are many commercial businesses that will not be happy if pickup is done for any for profit businesses. Commissioner Rodgers reported the Board must be careful how the policy is changed to help some and not others. He had mentioned last month about his church property and wanted to make sure it was not taken out of context. He wanted to be certain all were treated fairly and where the lines are drawn. *It was the Board consensus to continue with the current policy with no changes regarding debris pickup to give the department the latitude to be discretionary.*

The Town Administrator reported the second portion of this discussion is when someone purchases a house for the purpose of rental property, it is commercial property and the Town should not offset their cost of doing business. The Mayor reported the property would be residential as it is zoned as residential. The Town Administrator reported no one lives in the house and the owner does not plan to move into the home. Commissioner Chesson reported regardless of how it is zoned, the tree branches cannot be no more than 4 inches in diameter and 8 feet in length per ordinance. The Town Attorney reported the ordinance also states the department will provide curbside pickup of not more than one standard dump truck load per week of residential rubbish. The Public Works Director reported the Town extended yard debris service to residents for normal yard maintenance. If the Town intention was to remove all debris, the Town would not have limited equipment and staffing. When the reconstruction at Pearl and Railroad Street was presented, there were 5 to 6 dump truck loads of debris placed on the side of the road and neighboring properties.

Staff informed the crew that the town will not pick up the debris. The Public Works Director reported the staff did pick up one dump truck load prior to the notification as it is against current policy. Commissioner Moore reported he would inform the property owner to make them aware the debris will not be picked up by the Town.

Administrative Updates
The Town Administrator reported a street light survey has been developed and approved by Gary Sproat with Dominion Power. Mr. Sproat had informed the Town Administrator Dominion would not continue with the project unless the property owners would agree to sign easements to install the street lights in the Annexation Area "A." The survey will be sent to the all of the affected property owners in the area within the next week. The next step will depend on the resident's response.

The Magnuson Hotel was given until tomorrow to mow the property. Some of the property has been mowed. If the rest is not finished by Monday per the Code Enforcement process, someone will be sent to mow the remainder.

The Town Administrator reported the August meeting will need to be rescheduled to the first Tuesday as the Telecenter is not available the first Monday of the month. The Mayor reported the Assembly Hall at Town Hall should be large enough to maintain social distance. The Town Clerk reported another issue is the technology at the Telecenter allows for a better seating arrangement. *It was moved by Commissioner Chesson, seconded by Commissioner Coffield, and unanimously passed to change the regular meeting from Monday August 3, 2020 to Tuesday August 4, 2020 for COVID reasons and the use of video.*

CLOSED SESSION
It was moved by Commissioner Chesson, seconded by Commissioner Coffield and passed to go out of regular session into closed session to address Attorney-client per N.C.G.S. 143-318-11 (a)(3) and Personnel matters per N.C.G.S. 143-318.11(a)(6).

It was moved by Commissioner Chesson to go out of closed session and into regular session. The motion was seconded by Commissioner Moore and passed.

Consideration of Library Air Conditioning Repair
It was moved by Commissioner Chesson, seconded by Commissioner Knox, and unanimously passed to accept the bid from Bowen and Heating and Air to perform the air conditioning replacement at the Martin Memorial Library .

There being no further business, the Mayor declared the meeting adjourned at 9:19 p.m.

Submitted By:

Town Clerk

Approved By:

Mayor

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

June 2, 2020

The Board of Commissioners of the Town of Williamston met in regular session on Tuesday, June 2, 2020 at 5:30 p.m. in the NC Telecenter located at 415 East Boulevard, Williamston, NC.

PRESENT Mayor Joyce Whichard-Brown
Commissioners: Mayor Pro Tem Ronell Rodgers, Al Chesson, Alton Moore, Jerry Knox and William Coffield
Town Administrator: John O'Daniel
Town Clerk: Christina Craft
Finance Officer: Linda Harrison
Town Attorney: Daniel Manning
Recreation Director: Allen Overby

ABSENT None

CALL TO ORDER AND INVOCATION
The Mayor called the meeting to order and welcomed everyone. Commissioner Rodgers led the pledge of allegiance followed by a moment of silence. Commissioner Coffield offered the invocation.

WELCOME
The Mayor welcomed everyone.

AGENDA APPROVED
The Mayor asked if there were any adjustments to the Regular Agenda or if the Board wished any items to be removed or added the Regular Agenda. *It was moved by Commissioner Moore, seconded by Commissioner Chesson, and unanimously passed to approve the regular agenda as presented.*

The Mayor asked if there were any adjustments to the Consent Agenda or if the Board wished any items to be removed or added to the Census Agenda. The Town Administrator requested the May 2, 2020 minutes be removed from the Consent agenda and be added to New Business to allow the Board more time to review and voted on when the Board reconvenes on May 4, 2020. He requested the addition of Jason Steward's appointment to the Planning Board/Board of Adjustments to the Consent Agenda. He also requested the addition to the Consent Agenda for Williamston Downtown, Inc. to use the Town's easement to install the mural in the Barnes Plaza. He reported Item #7 under Old Business (RRT Contract Extension and Renewal Update) is an update to the Board but will not require action by the Board. The Mayor questioned if Old Business Item #6 (Annexation Area "A" Street Light Update requires action. The Town Administrator reported it is an update but would like a vote or consensus to provide Board Direction to staff. Commissioner Rodgers questioned the PreStorm Debris Contract draft letter as it includes a date on it and states the Board voted unanimously. The Town Administrator reported the letter is a draft and would only be sent if the Board approves it tonight. Commissioner Rodgers expressed concerned that it has a date on it and would like to know if this is the normal standard. The Town Administrator reported the letter was drafted prior to allow the Board to review a draft of what would be sent if approved. *It was moved by Commissioner Coffield, seconded by Commissioner Moore, and unanimously passed to approve the consent agenda as amended.*

Items approved in the Consent Agenda are as follows:

(1) Minutes of the March 2, 28 and 31, 2020 meetings

PUBLIC HEARINGS
(1) ORDINANCE 2020-11 RELATING TO NON-RESIDENTIAL BUILDING OR STRUCTURE CODE
The Mayor opened the public hearing. Town Administrator reported the purpose of the Public Hearing is to address the proposed Ordinance 2020-11 Relating to Non-Residential Building or Structure Code. In the past, the code enforcement ordinance only addresses residential structures that are delipidated or need code enforcement. This ordinance extends the code enforcement to non-residential buildings. Commissioner Coffield questioned if this ordinance addresses buildings in the downtown area. The Mayor questioned if there were any public comments from citizens who are virtually attending the meeting. The Town Clerk reported difficulties unmuting the public.

Commissioner Chesson reported this ordinance is needed to address buildings such as the Mitchell Photography building which has partially collapsed. The Town Administrator reported anyone online that are not able to be heard due to technical difficulties should email their comments to the Town Clerk or provide comments in writing prior to the reconvening of this meeting on June 4, 2020. These comments will be distributed to the Board prior to any decision. Chief Peaks reported he is able to unmute on his side and recommended other attendees unmute themselves if they would like to speak. Jason Steward reported, as a property owner on Main Street, the Mitchell Building is an eye sore and deters other businesses from relocating to the downtown area. He looks forward to the removal of the building as it will promote more businesses to relocated to our downtown. The Town Clerk read comments received through the GoToMeeting application. Steven Manning commented to voice agreement with the measure and agreement with Commissioner Chesson's remarks. Commissioner Moore questioned if the ordinance will also address the old Holiday Inn as the lot looks like a landfill. The Town Attorney reported the ordinance could also address that issue. Commissioner Rodgers reported he questioned the same issue in prior meetings regarding the hotel and was told the owner could not be contracted. He questioned who pays the water bill and collect money from tenants if he can not be contacted. The Town Administrator reported the person that owns it and the person that manages it may not be the same person. Staff have reported difficulties contacting the owner. Commissioner Rodgers reported if the businesses are to be treated just as citizens in the water issue, the businesses should be held to the same standard with the trash on the property as citizens. Commissioner Chesson reported he agreed with Commissioner Rodgers and hopes this ordinance grants the ability to force the property owner to clean the area. The owner of the property in question, even if reached, refuses to do anything with the property. It is very important to have this ordinance in place to move forward. Collins Crowe and Brad Harrison commented on the GoToMeeting application that they agree with Commissioner Chesson. David Smith commented via the application that he concurred as we must prevent further decline by neglectful ownership. With no further comments, the Mayor closed the Public Hearing.

(2) Budget Presentation

The Town Administrator presented a proposed balanced budget. He and the Finance Officer had to cut over $1 million in expenses with the input from the department heads. The budget has combined funds for all funds totaling $11,272,008. The General Fund is budgeted for $6,311,142. Water and Sewer Fund is budgeted for $4,419,616. The Power Bill Fund is budgeted for $486,250. Storm Water Fund is budgeted at $55,000.

The budget includes a 15% increase in the health insurance premiums as well as a 1.2% increase in the retirement system contribution on behalf of the employees. The retirement increase raises the contribution from approximately 6% to 8 or 9% so the 1.2% increase is larger expense than the percentage reflects. He is working towards obtaining a grant to cover the Gaylord Perry gym air conditioner to hopefully reduce the amount of Fund Balance budgeted for this project. The budget includes funding for all debt services. The Police Department is receiving 3 vehicles per the rotation schedule. There were two items that were previously included in the draft budget, a computer for the Planning Department ($1,000) and additional contributions for the Fire and Police construction projects ($22,957). We plan to transfer $100,000 in the 2020 budget year to continue funding Other Post-Employment Benefits (OPEB). We continue to pay OPEB for current retirees (approximately $115,000) out of our annual operating budget.

The town is not using fund balance to cover operating costs, but has budgeted fund balance to pay for the Gaylord Perry Park air conditioner and Powell Bill (Fund Balance) for the cost of a street sweeper. This is worthy of note as so many rural entities have used and continue to use fund balance to balance their budget. Our goal is to increase our fund balance by $50k in 2020/2021 budget. The Local government Commission (LGC) expects municipalities to carry a fund balance to cover 6 months of expenditures in case of unexpected emergencies and Williamston has met the LGC requirements. As of the end of the 2019 Fiscal year, the fund balance in the General Fund was 68.2% of our annual expenditures which is equivalent to 8.2 months. This combined with our plans to use Fund Balance (General Fund) in future budgets to help pay for the new Police Department, Fire Department addition and park improvements highlights the need to protect and build the Fund Balance every year.

The budget includes a 10-cent property tax increase and a 25-cent increase in water fees per 1,000 gallons. The water rate increase is to dover the MCRWASA fees due to the loss of Parkdale Mills. Major emergencies (line repairs) may warrant budget amendments. There is also a 2% Cost of Living Adjustment (COLA). He reviewed the five-year capital improvement plan.

The Town Administrator reported that any citizen who wished to make comments that are unable to do so during this public hearing to email or drop off a hard copy to the Town Clerk at Town Hall prior to June 4th and all comments will be forwarded to the Board. Commissioner Chesson requested the Town Administrator's budget message to be added to the website. The Mayor questioned if any online participants would like to make a comment. There was one request from an unknown participant to place the budget message on the Town website. With no other comments, the Mayor closed the Public Hearing.

PUBLIC COMMENT

As the meeting was held virtually for the public, the Mayor asked each of the online participants if they would like to speak. No public comments were received.

OLD BUSINESS

Approval of Distillery and Outdoor Seating Ordinance 2020-10

The Town Administrator reported Ordinance 2020-10 Distillery and Outdoor Seating was presented by Zoning Administrator Braddy and a public hearing was held to discuss. There was concern expressed by Board members about alcohol being served outside the establishment and the Zoning Administrator submitted renderings to highlight a resemblance of how the this would be accomplished. The Mayor reported the pictures show a "no alcohol beyond this point" signs on the outside of the fencing. The Town Administrator reported the alcohol would not be allowed outside of the fencing area. Commissioner Knox reported the Board does not want people drinking in public. Commissioner Rodgers questioned if other municipalities allow this. The Town Administrator reported it is common in other towns and the outdoor dining will also encourage people with leashed animals to be able to dine outside. Commissioner Moore questioned if the business owner would be the one responsible to ensure no alcohol leaves the area. Commissioner Chesson reported the Town would need to be as business friendly within the confines of the law. Many small towns allow this and seem to prosper. The Town Attorney reported the business is required to work within the confines of their state permit and the ALE offices will monitor. Commissioner Rodgers questioned if the police department could work with the businesses to make certain citizens are not overserved. Commissioner Chesson reported the police would step in if anyone is seen trying to drive away under those circumstances. *It was moved by Commissioner Chesson, seconded by Commissioner Coffield, and unanimously passed to approve Ordinance 2020-10 to allow Distillery and Outdoor Seating. This ordinance is hereby attached with the minutes of this meeting and incorporated in the Town's Ordinance Book for future reference.*

Approval of Prestorm Debris Management Contract Renewal

The Town Administrator reported the Town is under a tight deadline pm the debris management contract renewal as if not approved by June 15, the Town will have to put the contract out for bid. A prestorm debris management contract ensures there will be a company that will assist after a hurricane if the damage is beyond what staff can manage. There is no cost until cleanup is required. The contract was originally signed with Phillips and Jordan Inc in June of 2018 and allows for one additional year term and the negotiated CPI increase of 2.65%. Commissioner Moore reported while he understood the town is under a tight deadline, is this good practice to wait this late to bring to the Board this late or should this have been done months ago? The Town Administrator reported this should have been brought before the Board prior to this meeting. The contract is one that is handled by the Fire Department. Commissioner Moore questioned if this will be handled the same way next year. He also questioned the draft letter that was pre-written and hoped it will not happen in the future. The Town Administrator reported the contract will be brought before the Board in a timelier matter moving forward. The letter is not to be sent until after the Board approves and was only in the agenda to demonstrate to the Board what will be sent if the Board approves but agreed to not present draft letters in the future. Commissioner Coffield questioned the price of 100-ton crane which has an 8-hour minimum for $1200 per hour. Commissioner Chesson reported if the Town ever needed a 100-ton crane, the Town will have suffered enormous damage that it has never been seen in the past. The fees will most likely be reimbursed by FEMA. He believes the last time this contract was activated was Hurricane Fran and the cost was reimbursed by FEMA. The Town Administrator reported, if the Town doesn't have the contract in place, the price will be much higher and availability of the contractors uncertain. Commissioner Rodgers questioned if other companies have tried to get this contract. The Town Administrator reported the Town can legally stay with the company until the end of the current contract. At that time, the Town will move forward with the bidding process. Commissioner Rodgers questioned if the Town should move forward with the high rates quoted. The Town Administrator reported the proposed rates have a 2.65% increase from the rates received when the contract was signed in 2018. The Mayor questioned the 100-ton crane cost with an 8-hour minimum. The Town Administrator

reported the normal machine usage would be trucks and a knuckle-boom. The Finance Officer reported there were monitors during cleanup to ensure the costs were recorded properly and the only equipment used were the trucks. The pricing was reviewed in comparison to other companies prior to signing the contract in 2018. The Public Works Director reported by the time the Town needs a 100-ton crane, the cost will be the least of the Town's problems. He believes the crane used for the Skewarkee Gut project was a much smaller size. The firm is a very capable firm. The likelihood of ever needing the full capabilities is very low. The Finance Officer reported the cost will be much greater without a contract. *It was moved by Commissioner Chesson, seconded by Commissioner Moore, and unanimously passed to approve a one-year extension of the Prestorm Debris Management Contract renewal with Phillips and Jordan, Inc as submitted.*

Yard Debris Storage

The Public Works Director reported concern of a pile of debris on Town-owned property on the east end of Main Street that is unsightly and needs to be cleaned. However, the property is one of very few opportunities to maneuver the yard waste pickup. There is a location by the waste water treatment utilized for the wood chipping process. Prior to the Corona virus situation, there was a large amount of rain which made the area impossible to use temporarily and then the chipper broke down. As a sustainability community, the department has been utilizing the area to avoid the $40/ton fee at the landfill. Both areas are currently backlogged. The end result of the virus situation and waiting for the fabrication of the chipper part needed is the department has begun hauling debris to the landfill. Staff and the Board with great scrutiny have gone over each line item of the budget. In the past month, approximately 76 tons have been carried to the landfill at a cost of over $3,000 that was not budgeted. The plan is to move away from the aging chipper and begin utilizing an air curtain burner at a $100,000, plus $7500 to navigate through the permitting process. The chipper part has been received and will soon be installed to catch up with the debris. He asked for Board direction as to whether allow staff time to process the materials or to move the debris to the landfill at an additional cost of approximately $6,000 per month. Commissioner Rodgers reported while he understands, he wanted to speak like the citizens speak to him. It is right off not on Main Street and the truck's tires are muddy and leaving mud in Henderson Street. Another concern is if it will pose a health risk like increase in mosquitos, snakes and other vermin. It was also noted all the debris is pushed towards Allman Drive as opposed to Biggs Street and don't understand why as they are citizens too. The Public Works Director reported while the citizens take their own positions as to the use of the piece of property, there is no reason for pushing debris on one side or the other of the property except to make best use of the property. The department is very unhappy and understand the discontent of having to stage any debris in the area. As much as he is ready to have the debris removed, everyone is suffering difficult times with COVID-19 and has delayed the process. The level of discomfort for all is raised during this event. The department would not create a situation that would cause a level of danger or health concern to any neighborhood. Unless you are in a highly trafficked area of Williamston, it is not uncommon to see an animal or snake. Snake population is attracted to areas with their food source such as frogs or mice. Commissioner Moore questioned if the air curtain burner is the answer to the question. The Public Works Director reported the wood chipper was the first fix for the situation when the landfill cost went from zero to $40/ton. The wood chipper was used and bought the Town time to determine a long-term answer. The savings from the reduction of landfill fees paid for the chipper in a matter of a couple of years. The air curtain burner will hopefully be the answer for the next 10 years and will pay for itself in the reduction of landfill fees. He would like to have an environmental planner at a cost of $7,500 involved to determine if the air curtain burner is a smokeless burner and to assist with the permitting process. The State will view the burner as an incinerator which is a Title V permitting process and would like to get permitted prior to the purchase. There will also be annual fees to maintain the permit. Once the permitting process is completed and fees paid, then the equipment can be purchased. The Public Works Director reported if there was an area on the outskirts of town, it would have been utilized. Commissioner Rodgers reported the staff understands the concerns of the citizens and the Town is working towards clearing the property. He wants to upgrade Williamston and make it as attractive as possible. The Public Works Director reported the property was cleaned off when the Town obtained the property as it was used prior as a dumping ground. The property was cleared and built up. Current events have brought us back to the unsightly mess we have today. Commissioner Chesson reported the Board has previously agreed to purchase the air curtain burner and would like to move forward with the permitting process to expedite the process. The Town Administrator reported the permitting process could begin if funds are available if the Board agrees. If there are any hurdles in the permitting process, this can be brought back to the Board. *It was the consensus of the Board to move forward with the $7,500 permitting process if the funds are available in the current year to expedite the process.*

Mosquito Spraying
The Public Works Director reported the department sprays when complaints are received as the department must be careful spraying chemicals in our neighborhoods. The Town does not spray communities as a preventative measure. The operation is more of a responsive operation. The chemical must come in contact with the mosquito to kill it and the denser the population, more mosquitos are killed. Environmental issues such as wind must also be taken into consideration. If there is wind, the chemical will blow away and be ineffective. The chemicals are sprayed usually in the early morning hours. There are usually more mosquitos in the evening but more people are outside during those hours and will be exposed to the chemicals. The Mayor questioned how long the chemical stays in the air. The Public Works Director reported the chemical will drift slowly and dissipate. If the temperatures are high, the chemical dissipates faster. The concentrations are generally considered safe. Commissioner Rodgers questioned if special masks are used by staff while spraying chemicals. The Public Works Director reported those types masks are restricted to Fire/Rescue and staff stays inside a truck. The Mayor questioned if the public could be notified when staff plans to spray. The Public Works Director reported this would be very difficult as the environmental issues like wind conditions are very hard to predict.

Town Utility Operations
The Town Administrator reported the Governor has extended the Executive Order regarding utility suspension. There are approximately 250 accounts that are delinquent at this time. He plans to bring a plan to the Board next month for review as staff will need to put notice on the bills. He also plans to work with the local newspaper to make citizens aware.

Annexation Area "A" Street Light Update
The Town Administrator reported he has discussed the addition of street lights in the area with Dominion Power. Dominion expressed concern putting investment in the area with no return. The project was considered in the past but owners did not sign the easements needed. Gary Sproat with Dominion Power spoke with his Right of Way agent and Dominion will not redraw the needed documents until there is some type of formal vote or survey completed by the Town that shows people are willing to sign right of way agreements. Commissioner Knox reported the owners were resistant to sign easements in years past. The Town Attorney reported he believes that is correct. The franchise is with Dominion and they have say in this matter. It would be different if the Town had their own power company. Commissioner Chesson questioned if the Town doesn't have a legal obligation to do the survey to see if this can be done. If unable to obtain the easements, then the Town no longer has the obligation to move forward. The Mayor reported at that time, the citizens in the affected area were upset over the annexation but feels the citizens will be more favorable at this time. The Town Administrator reported the need to hold a meeting with the Board and citizens in the area to discuss. The surveys that were brought to the Board recently were not precise enough to satisfy Dominion. Commissioner Chesson requested the maps generated by Dominion which shows the placement of the poles to all affected citizens to allow them 60 days to consider. Commissioner Rodgers questioned the number of poles and easements. The Town Administrator reported one pole may require up to three easements. One property owner could halt the pole placement. While there are a few poles that will be on private property towards the back of a field, most of the neighborhood line placement will be underground. The Town Administrator reported he would send a letter to all involved citizens to allow them 30 to 60 days to respond and hold a meeting with the citizens and Board. He was hopeful the State would be in Phase 3 of the Governor's COVID-19 reopening of NC plan and larger gatherings would be allowed. *It was the consensus of the Board to send a letter to the citizens in Annexation Area "A" and arrange a meeting between the Board and citizens to discuss in approximately two months.*

RRT Contract Extension and Renewal Update
The Town Administrator reported the State has chosen to extend the current RRT contract due to COVID. The Board had approved at a previous meeting to authorize Chief Peaks to apply to the State to continue to be the RRT for this region. Due to COVID, the State has decided to extend the current contract.

Consideration of Ordinance 2020-11 Relating to Nonresidential or Structure Code
The Mayor reported the Board will not act on this item until the Board reconvenes on June 4, 2020 to allow additional time for citizen input.

Ordinance 2020-12 FY 2020-21

The Mayor reported action will not be taken on this item until the Board reconvenes on June 4, 2020 to allow additional time for citizen input. Commissioner Chesson reported the Budget presented is a balanced departmental budget presented by a united staff. He was thankful for department heads and staff for putting this difficult budget together in a difficult situation. The staff did an outstanding job.

2021-2025 Capital Improvement Plan
The Mayor reported the Board will not act on this item until the Board reconvenes on June 4, 2020 to allow additional time for citizen input. The Town Administrator reported the plan high-lights the bigger projects that are planned for the next five years.

Resolution 2020-104 Setting Water and Sewer Rates for Fiscal Year 2020/2021
The Mayor reported the Board will not act on this item until the Board reconvenes on June 4, 2020 to allow additional time for citizen input. The Town Administrator reported this resolution reflects the $.25 increase in water rates per the proposed budget.

Resolution 2020-103 Setting Stormwater Fees for Fiscal Year 2020/2021
The Mayor reported the Board will not act on this item until the Board reconvenes on June 4, 2020 to allow additional time for citizen input. The Town Administrator reported no increase in the stormwater fees in the upcoming budget.

Approval of Scheduled Board Meetings for Fiscal Year 2020/2021
The Town Administrator requested Board approval for the scheduled board meetings for the upcoming fiscal year. *It was moved by Commissioner Chesson, seconded by Commissioner Coffield, and unanimously passed to approve the 2020/2021 Board Meeting Schedule as submitted.*

Approval of GFL Environmental Rate Increase
The Town Administrator reported the receipt of a letter requesting a CPI increase from GFL Environmental. This increase is allowed per the contract. *It was moved by Commissioner Coffield, seconded by Commissioner Chesson, and unanimously passed to approve the GFL Environmental 3.6% rate increase request as submitted.*

Administrative Update
The Recreation Director reported meeting with the Town Administrator, Chief of Police and Fire Chief to discuss the guidelines by the State and NC Department of Health and Human Services (DHHS) in regards to softball season. DHHS recommends limiting sports activities to those in which participants can maintain social distancing or close contact which is limited and brief, such as in golf, baseball and softball. He spoke to the Martin County Sheriff regarding mass gatherings. There have been many zoom meetings across the state to get clarification on the 25 mass gathering limitations as the Governor's order can be interpreted multiple ways in regards to sports. He presented three options for softball season. Option One will only allow for practice. Option Two will allow for practice and the Church League games as the Church League has very few spectators. Option Three will allow for softball tournaments. Sheriff Manning gave guidance to have no more than 25 spectators on each side of the field. Softball registration will have to be initiated and time for the teams to practice. The games would not begin until the week of July 13 and hopefully the State will be in Phase 3 of the COVID-19 restrictions at that time. There are not many spectators or parents at the practices but only one spectator per player would be allowed at the games. Game times would be staggered to reduce the crowds. Spectators would be allowed between the dugout and the outfield with the only exception of restroom usage. The bleachers would be off-limits for spectators. The team at bat would utilize the bleachers to allow for social distancing. The concession stand will be closed. All players will have to bring their own equipment, such as batting helmets. Other smaller towns have foregone the softball season. The Recreation Director feels it will be safe to proceed with softball season with following the guidelines set by the DHHS. Commissioner Chesson reported he supports Option 3 as participation is voluntary and limited due to the late start to the season. *It was the consensus of the Board to move forward with Option 3 to allow softball tournament with the limitations recommended.*

The Town Administrator reported the recreation facilities will be opened when the Governor's guidelines allow.

The Town Administrator reported the Tax Relief Order submitted and approved by the Board last month has been updated to show a lesser amount. When the property on 118 Pearl Street was sold, the full amount of back taxes owed was less than what the Board had previously approved.

He reported meeting with the engineering firm to discuss the CDBG-Neighborhood Revitalization grant application. He encouraged Board members to reach out to citizens as approximately 5 – 6 houses could possibly be brought up to code at no cost to the owner. There are eligibility requirements such as income, they must own and live in the home, the home must be located within Williamston's city limits and must agree to continue to live in and own the home for six years after the improvements are made. The Gaylord Perry Park air conditioning for the gym will also be included in the grant as it is a community grant. Commissioner Moore questioned if the Town puts a lien on the home. The Town Administrator reported he was uncertain whether the State or the Town would require the contract. The Town Attorney reported the Town has received similar funds and this is standard for this type of grant to ensure the home is not sold once upgrades are completed. The liability will decrease annual and the stipulation ends at the 6-year mark. A neutral selection committee will review and prioritize the applications received based on needs with applicant names omitted. An application firm has been contacted to administrate the grant. The grant also requires a public hearing to receive input on the grant application and another public hearing which will include a plan. The first public hearing will be scheduled for June 15, 2020 at the next scheduled Board meeting. The Mayor questioned what happens to the air conditioner if eligible housing applicants exceed the maximum amount. The Town Administrator reported the air conditioner will be included and the remainder will be for housing. The application deadline is in July 2020.

The Mayor recessed the meeting at 8 pm and will reconvene the meeting on Thursday, June 4, 2020 at 5:30 pm in the NC Telecenter to entertain motions on the May minutes, and Public Hearing items to include the Budget 2020/2021 and Ordinance 2020-11 Relating to Non-Residential Building or Structure Code. Citizens are encouraged to submit input on all items prior to the continuation of the meeting to the Town Clerk at City Hall.

MEETING RECONVENED Thursday, June 4, 2020

The Board of Commissioners of the Town of Williamston reconvened the June 2nd meeting on Thursday, June 4, 2020 at 5:30 p.m. in the NC Telecenter located at 415 East Boulevard, Williamston, NC.

PRESENT Mayor Joyce Whichard-Brown
Commissioners: Mayor Pro Tem Ronell Rodgers, Al Chesson, Alton Moore, Jerry Knox and William Coffield
Town Administrator: John O'Daniel
Town Clerk: Christina Craft
Finance Officer: Linda Harrison

ABSENT None

CALL TO ORDER AND INVOCATION

The Mayor reconvened the meeting to order and welcomed everyone. The Mayor requested a moment of silence for the state of affairs in the country. Commissioner Knox offered the invocation.

WELCOME

The Mayor welcomed everyone.

PUBLIC COMMENTS

The Clerk reported a public comment was received in writing from Fred Harrison, JR to state "the increase in the property tax rate by 10 cents is quite excessive and while well-meaning, the 2% COLA and 1/2% merit increases seem somewhat inappropriate for the difficult economic period we are now living in. While on surface this appears to be a sound budget, town council and staff are going to have to come to grips with the idea that Williamston's small, older and relatively poor citizen make-up can no longer support the level of services now in place and that a trend for reducing and scaling back is going to have to become the town's mantra in the new decade if the town has intention to keep and possibly grow its existing population.

Approval of Ordinance 2020-11 Relating to Non-Residential Building or Structure Code
It was moved by Commissioner Moore, seconded by Commissioner Chesson, and unanimously passed to approve Ordinance 2020-11 Relating to Non-Residential Building or Structure Code. This ordinance is hereby attached with the minutes of this meeting and incorporated in the Town's Ordinance Book for future reference.

Approval of FY 2020/2021 Budget Ordinance 2020-12
It was moved by Commissioner Knox, seconded by Commissioner Coffield, and unanimously passed to approve Budget Ordinance 2020-21 for Fiscal Year 2020/2021. This ordinance is hereby attached with the minutes of this meeting and incorporated in the Town's Ordinance Book for future reference.

Approval of 2021-2025 Capital Improvement Plan
It was moved by Commissioner Chesson, seconded by Commissioner Moore, and unanimously passed to approve the 2021-2025 Capital Improvement Plan.

Approval of Resolution 2020-104 Setting Water and Sewer Rates for Fiscal Year 2020/2021
It was moved by Commissioner Moore, seconded by Commissioner Chesson, and unanimously passed to approve Resolution 2020-104 Setting Water and Sewer Rates for Fiscal Year 2020-2021. This resolution is hereby attached with the minutes of this meeting and incorporated in the Town's Ordinance Book for future reference.

Approval of Resolution 2020-103 Setting Stormwater Fees for Fiscal Year 2020/2021
It was moved by Commissioner Moore, seconded by Commissioner Chesson, and unanimously passed to approve Resolution 2020-103 Setting Stormwater Fees for Fiscal Year 2020-2021. This ordinance is hereby attached with the minutes of this meeting and incorporated in the Town's Ordinance Book for future reference.

Approval of May 4, 2020 Meeting Minutes
It was moved by Commissioner Moore, seconded by Commissioner Chesson, and unanimously passed to approve the May 4, 2020 Board meeting minutes.

Approval of Prestorm Debris Management Contract Renewal
The Town Administrator requested the Board to revisit the Prestorm Debris Management Contract as the company has notified the town of waiving the CPI increase and maintaining the cost of the original contract signed in 2018. *It was moved by Commissioner Coffield, seconded by Commissioner Chesson, and unanimously passed to approve a one-year extension of the Prestorm Debris Management Contract renewal with Phillips and Jordan, Inc as submitted.*

Town Utility Operations
The Town Administrator reported staff have developed a utility payment plan. The plan is based on the Governor's Executive Order. In June, there will no late fees or utility cut offs. A letter will be sent to all business and customers that are behind on utility payments to educate all of the existence of the payment plan option. It is the customer's responsibility to request a payment plan. August will be the first month of normal billing with utility cut-offs and late fees allowed. Cutoffs in August will only be for the current amount due. The repayment plan is based on six-months or possibly less. The payment arrangement must be in place or the entire bill will become due on September 10th. Late fee will be added on September 21st and cut off for current and payment arrangement accounts on September 22nd. He requested Board approval to roll the unpaid accounts that were prior to the Governor's Executive order into the payment arrangement plan. Commissioner Rodgers reported the Governor's Executive Order was not about debt forgiveness and sees the fairness of the payment arrangement plan. The Town Administrator reported the Town cannot legally forgive the debt. Commissioner Moore reported the plan allows for current payment and will also require a partial payment for the amount in arrears. The Town Administrator reported if the Board approves the proposal as is, he will begin mailing the letters to give customers as much notice as possible. Commissioner Chesson questioned the number of delinquent accounts. The Town Administrator reported, as of today, there are 190 delinquent accounts. Commissioner Chesson reported this would be an average of $80 that would be paid monthly, in addition to the current bill. He stated he was normally all for late fees but is concerned when the person is struggling to make the payment with the addition of late fees. He is not in favor of late fees but needs to be fair across the board for everyone. The Finance Officer reported the software company has stated the arrears accounts could be set up and a separate general ledger account would be setup to track. The Town Administrator reported the plan will be amended and brought before the Board at the July meeting. *It was the*

consensus of the board to include the delinquent accounts from March into the payment plan and forego late fee in regards to payment arrangement accounts only.

Commissioner Chesson reported several months ago, the Board discussed the church debris pickup at the Skewarkee Church. Since that time, many churches have started putting yard debris in front of church. There have been lots of calls concerning the Town's policy of not picking up yard debris for churches and commercial businesses. He would like for the Board to consider and revisit picking up yard debris for small churches at the next meeting. He requested the Public Works Director to address this issue as there may be issues of which the Board is unaware. Commissioner Rodgers questioned if this would extend to the food pantry at his business. Commissioner Chesson reported these are the types of things he would like to have discussed. If the church hires an outside service for landscaping, the contracted service should be required to continue to dispose of the debris. The Mayor requested the discussion to be included on the July agenda for further discussion.

There being no further business, the Mayor declared the meeting adjourned at 6:12 p.m.

Submitted By:

Approved By:

Town Clerk

Mayor

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

June 15, 2020

The Board of Commissioners of the Town of Williamston met in regular session on Monday, June 15, 2020 at 5:30 p.m. in the NC Telecenter located at 415 East Boulevard, Williamston, NC.

PRESENT Mayor Joyce Whichard-Brown
Commissioners: Mayor Pro Tem Ronell Rodgers, Al Chesson, Alton Moore, Jerry Knox and William Coffield
Town Administrator: John O'Daniel
Town Clerk: Christina Craft
Finance Officer: Linda Harrison
Town Planner and Zoning Administrator: Cameron Braddy
Planning and Downtown Marketing Coordinator: Zach Dickerson

ABSENT None

CALL TO ORDER AND INVOCATION
The Mayor called the meeting to order and welcomed everyone. Commissioner Coffield led the pledge of allegiance, followed by a moment of silence for everything going on around us. Commissioner Knox offered the invocation.

WELCOME
The Mayor welcomed everyone present.

AGENDA APPROVED
The Mayor asked if there were any adjustments to the Regular Agenda or if the Board wished any items to be removed or added the Regular Agenda. *It was moved by Commissioner Chesson, seconded by Commissioner Coffield, and unanimously passed to approve the regular agenda as presented.*

The Mayor asked if there were any adjustments to the Consent Agenda or if the Board wished any items to be removed or added to the Census Agenda. Commissioner Rodgers requested clarification on the budget amendment for the E-21 pump engine repair. He reported the money came from the insurance company due to electrical damage to the equipment itself or damage from the building and if the equipment was parked in the building. The Finance Officer stated it was the equipment itself and it was parked inside the building. The Finance Officer reported $11,244 was received last year as it was damaged in last year. The $59,000 was received this year and the truck was fixed this year. Some of the funds were put in Fund balance as it was not fixed in the year the first payment was received. Commissioner Rodgers reported the part that confused him was if any of these items in the consent agenda are meant to amend the budget. The Finance Officer reported it was not in the budget for the repair totaling $70,000. There was most likely a deductible that had to be met last year. Commissioner Rodgers questioned if the rest are also to amend the budget. The Finance Officer reported it is a financial violation to allow any one department to overspend. There are items that are unexpected such as the Worker's Comp claim and repairs. Funds are moved from departments that came under budgeted expenses to a department that is in danger of being over the budgeted amount. The funds are not necessarily used but shifted prior to the end of the year. Commissioner Moore questioned why the director did not anticipate the permit and application when the purchase of the burner was approved in the upcoming budget year. The Town Administrator reported the funds were moved allow the Public Works Director to begin the paperwork per Board Direction. Commissioner Chesson reported suggesting this a previous meeting and it was the consensus of the Board to move forward with the permit and application, as the air curtain burner was approved in the upcoming budget, so the Town can take advantage of the savings as soon as possible if the funds were available. The Finance Officer reported there will be funds available at the end of the year for Public Works to begin the process. *It was moved by Commissioner Knox, seconded by Commissioner Moore, and unanimously passed to approve the consent agenda as amended.*

Items approved in the Consent Agenda are as follows:

(1) Approval of Budget Amendment - General Fund – E-21 Pierce Pumper Engine

General Fund

Repair Equipment (Fire Department)	$71,105

The purpose of this amendment is to budget funds to repair the E-21 Pierce Pumper Engine in the Fire Department that had fire damage due to electrical issues and was out of service. We have received insurance funds in the amount of $11,244 March 25, 2019, in the 2019 budget year. That is why Fund balance is used as a revenue source. We also received $59,858.15 December 18, 2019, in the current budget year.

(2) Approval of Budget Amendment - Worker's Comp and Unemployment Expenditures

General Fund

Cemetery	$3,890.00

The purpose of this amendment is to appropriate funds to cover unexpected Worker's Comp and Unemployment Expenditures in the Cemetery Department.

(3) Approval of Budget Amendment - Air Curtain Burner

General Fund

Transfer to Capital Outlay Equipment	$8,000.00

The purpose of this amendment is to appropriate funds to cover any permitting and application fee for the curtain burner. The curtain burner was approved in the 2020 / 2021 budget and would be purchased in that fiscal year. We may start the permitting in this year to help speed up the process for cleaning up many areas and saving costs at the landfill as discussed at the June 2, 2020 Board meeting.

(4) Approval of Budget Amendment - General Fund – Police

General Fund

Regular Salaries	$20,000.00
Insurance	$ 2,800.00
Transfer to Capital Outlay Equipment	$12,200.00

The purpose of this amendment is to appropriate funds to cover salary costs and increases to capital outlay equipment.

(7) Approval of Budget Amendment - General Fund – Rescue Department

General Fund

Insurance	$ 9,902.63

The purpose of this amendment is to appropriate funds to cover unexpected Worker's Comp for the Rescue Department.

PUBLIC HEARING

Community Development Block Grant – Neighborhood Revitalization (CDBG-NR)

As the meeting was held virtually for the public, the Mayor asked each of the online participants if they would like to speak regarding the anticipated CDBG-NR grant application. The grant can be used for a variety of revitalization projects. Some housing rehabilitation options include emergency repairs, rehabilitation of the home, reconstruction and replacement housing. No public comments were received. The Town Administrator reported this was one of several Public Hearings required for this grant. Any citizens that wishes to make comments can email or hand-deliver comments to Town Hall if the lack of comments is due to a technology issue. With no comments received, the Mayor closed the Public Hearing.

OLD BUSINESS

Consideration of Joint Meeting to Discuss Regionalization Study Results

The Town Administrator reported the water regionalization study has been completed by McGill & Associates. The Town and Martin County received a $50,000 grant last year to have a regionalization study performed. County Manager David Bone has requested a joint meeting with the Martin County, Town of Williamston and MCRWASA Boards for McGill & Associates to present the study results. A joint meeting will ensure all Boards will receive the

same information at the same time. Commissioner Knox reported concern over consolidation of just the two groups and what would happen to our employees if it did happen. It would only be beneficial if the entire county consolidated. The Town Administrator reported this meeting was only to be informative and no decisions will be made at this joint meeting. He reported the Town Board will meet independently at a later date to discuss the results of the study. The Mayor questioned when the Board will receive a copy of the study. The Town Clerk reported Commissioner's Chesson and Coffield have received a copy via email as they are members of the MCRWASA Board and all Commissioners will receive a copy prior to the meeting. Commissioner Chesson reported the objective of the grant is to take no position but provide facts and determine if the assets are being used efficiently. *It was moved by Commissioner Chesson, seconded by Commissioner Knox, and unanimously passed to attend a joint meeting with the Martin County Commissioners and MCRWASA Board on July 15, 2020 at 5:30 pm at the NC Telecenter.*

Approval of Updated Capital Improvement Plan (CIP)
The Town Administrator requested Board approval for the changes in the Capital Improvement Plan (CIP). The CIP plan was approved at the last Board meeting as a part of the Budget presentation. The Land and Water Conservation Fund requires the Gaylord Perry Park Renovation to be listing in the CIP. The renovation was not included in the CIP as it was moved to a Capital Project Ordinance. The change does not have any monetary affect on the budget. *It was moved by Commissioner Coffield, seconded by Commissioner Moore, and unanimously passed to approve the adjustment to add the Gaylord Perry Park Renovation to Capital Improvement Plan.*

Approval of Change in July 2020 Meeting Date
The Town Administrator reported the Board scheduled meeting is normally the first Monday of the month. The NC TeleCenter is not available on July 6 and requested the Board to approve the meeting date change to July 7th so the meeting can be held in the large meeting room at the NC Telecenter. *It was moved by Commissioner Coffield, seconded by Commissioner Moore, and unanimously passed to approve to change the July 2020 meeting date from July 6 to July 7 at 5:30 pm.*

Approval of Bonus Pay for First Responders
The Town Administrator reported bonus pay was briefly discussed for first responders with the first COVID-19 staffing discussion on how to handle staffing during this unique time. He and the Finance Officer recommend to give Fire and Police staffing a $300 bonus (after taxes). The total is $11-12,000 total for all of the first responders. The Mayor questioned the lack of a budget amendment for the Fire Department. It is understood this is a one-time bonus and is not to be anticipated if there is another COVID flare-up. The Finance Officer reported the Fire Department is included but does not require a budget amendment as the department is under budget in their expenses. *It was moved by Commissioner Rodgers, seconded by Commissioner Knox, and unanimously approved the bonus pay of $300 to each of the first responders. It was moved by Commissioner Chesson, seconded by Commissioner Knox, and unanimously passed to approve the budget amendment to appropriate funds to cover the salary costs for bonus pay for the Police Department.*

Approval of MidEast Commission Board Appointment
The Mayor reported she discussed with each Board member individually to hopefully get a volunteer to serve on the MidEast Commission Board. Without any volunteers, she volunteered herself to serve on the MidEast Commission Board and entertained a motion to approve the appointment. Commissioner Rodgers reported he does not mind serving but the VA is still trying to figure out his hearing aid issues. *It was moved by Commissioner Moore, seconded by Commissioner Coffield, and unanimously passed to approve the appointment of Mayor Whichard-Brown to the MidEast Commission Board.*

Administrative Updates
The Town Administrator reported the one-year extension with the CDBG-Downtown Revitalization grant is to expire soon. The Bowen Signs Building owner is not interested in moving forward with the CDBG grant. The Patriot House owner is interested in continuing. She and the contracting foreman met with staff and requested a six-month extension as they are concerned the project will not be completed in time. Staff met with the owner of the Mitchell Building last week and the owner expressed interest in moving forward but had none of the paperwork and things in place required that is needed to move forward. There are several steps that he doesn't believe he will get even close to completion in the next 6 months. The State wants to see progress. Zack Dickerson spoke with the State Historic Preservation office. Since the grant is a main street grant, the building would have to be brought to the

historical codes and requirements. The opinion of the State Historic Preservation is the building could not be brought up to those standards and is not eligible for the grant funds. The Town is waiting for an official letter from the Historic Preservation office and will reach out to Mr. Mitchell at that time. Commissioner Chesson requested the Bowen Sign building and the Mitchell building to be torn down at the same time to hopefully save money. Commissioner Rodgers reported he agreed with Commissioner Chesson as citizens don't understand the legalities involved in this process and are aggravated with what seems to be a lack of progress. *It was moved by Commissioner Moore, seconded by Commissioner Coffield, and unanimously passed to give staff the authority to draft a letter on behalf of the Patriot House for a six-month extension and requesting additional funds to assist Patriot House with the remodel required to meet code requirements.*

The Town Administrator reported the library has another air conditioning unit malfunctioning. There are funds left in the trust to cover the repair or replacement and will report back once quotes are received from the library.

He has received a map from Dominion Power concerning the potential placements of the street lights in the Annexation Area A. He is currently working on letters to send to the property owners as the Board will hold a meeting to discuss. The Town Administrator has requested a more detailed map. Dominion staff is working from home and do not have access to the records but will forward soon.

There are over 35 applicants for the CDBG-Neighborhood Revitalization grant the Town is hopeful to receive. The Committee met today to prioritize the list based on reported needs. Site visits of the homes is the next step. Commissioner Rodgers reported concern of the lack of advertising. Commissioner Chesson reported the grant was in the local newspaper, Town website and the Town's Facebook page. The Mayor questioned if the Town has applied for the grant yet and this seems like putting the cart before the horse. The Town Administrator reported the grant application requires some sort of breakdown of actual needs and each was informed the grant has not been received and being placed on the list does not guarantee their home will be chosen. The Town Administrator reported an additional Public Hearing is a requirement prior to the application submission.

The Police and Fire Department projects have begun. The construction is contracted for completion within the next 300 day after the start date.

The Town Administrator reported the Recreation director has requested to open the park to add Travel Baseball as 14 teams have signed up. The original plan was to not allow travel baseball until June 26. If the State goes into Phase 3, the Travel Baseball will be able to begin as of June 27th.

Commissioner Moore requested an update on the old Magnuson Hotel as it is an eyesore. The Planning Administrator reported speaking with the owner earlier today as he wanted a new sign. The Town Administrator reported the Town can only force him to remove the concrete and mow the grass. The Planning Administrator reported he gave the owner one week to mow the grass before code enforcement proceedings will begin. The Mayor requested a letter to be sent immediately. Commissioner Chesson requested a copy to be hand-delivered to the business and Magnuson Hotel to be held to the letter of the law moving forward.

ADJOURNMENT

There being no further business, the Mayor declared the meeting adjourned at 6:34 p.m.

Submitted By: Approved By:

Town Clerk

Mayor

TO: John O'Daniel

Date Submitted: 7/1/2020

SUBJECT: Budget Amendment

Date of Council Action: 7/7/2020

I hereby request that the budget for the General 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 budget funds for Police vehicles not received in the 2019 / 2020 budget year due to unusual circumstances. All other items for the cars purchased in 2020 year will be held in CIP until the vehicles are delivered. The following accounts will be increased/decreased.

	Account No	Title	Department	Amount
Revenue Accounts:				
	103900.3910	Undesignated Fund Balance		$ 61,526.00
				$ 61,526.00
Expense Accounts:				
	105100.7400	Capital Outlay	Police	$ 31,338.00
	105100.7400	Capital Outlay	Police	$ 30,188.00
				$ 61,526.00

Department Head

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

Finance Officer

ACTION OF TOWN ADMINISTRATOR

✓ Approved for Council Action

Disapproved

Administrator

PUBLIC COMMENTS RECEIVED

Treeside MHP
Williamston, NC

Dear Mayor and Town Board of Commissioners,

My name is Lewis Whitley and I have recently purchased Treeside Mobile Home Park in Williamston off of NC 125. Once a thriving, fully occupied, 97 lot community, the past 15+ years has led to only 17 occupied mobile homes. Thankfully, the park still has the potential to go back to its previous reputation. This park is a heavy lift and I did my full due diligence before purchasing which has led me to this step in the process. I've had the pleasure of meeting several people in Williamston and everyone has been so helpful and encouraging.

I'm asking for your help in reconciling the future water bills. Currently, the park is being billed similarly to an apartment complex where it is based on the number of units available. In this case, Treeside is being billed for 38 units while there are only 17 active accounts. I understand paying for 17 accounts usage through the master meter at the front of the park. The park is sub-metered to accurately bill each resident for their usage. What I'm asking your help for is the additional 21 accounts which is an additional $567 (21 units x $27 base charge) per month to be removed since there is no one living on these 21 lots. While there are abandoned homes still on the property that may be being counted as an available unit, they are far from habitable and I am in the process of disposing of them to clean up the community. A link to view these homes: https://www.dropbox.com/sh/gqmzk42eo2kn3pp/AADZZfw_irmLi16YuvZKtbuga?dl=0

The first choice would be to turn this system over to the town of Williamston Water Department as I would prefer not to be in the water distribution business and fully focus on the management and growth of the park. The water distribution system was engineered by Andrew & Kuske Consulting Engineers, Inc of Wilmington, NC. John Phillip Norris, PE (License # 11966) stamped the water distribution plan in May 2002. Joey White, Department of Environment and Natural Resources (DENR) NC Public Water Section supplied us with the "Project Detail" from DENR (attachment 1). The water distribution lines were designed and installed to NC DENR PWWS specifications and final approval occurred 6/11/2004 (attachment 1). Also note that there is 7,255 linear feet of water line mains in diameters of 4", 3", and 2" (attachment 2). This D2241, SDR 21, Class 200 PVC water line is still the preferred choice for city, county, and state jurisdictions.

If the community must continue to provide water to the residents, I'm happy to report each new service that is added on and create a system that is easy for everyone involved. Thank you for taking your time to consider my request. Looking forward to working with you

Lewis Whitley
Owner
Treeside MHP

Water Resources
VIRONMENTAL QUALITY

Project Detail

Serial No: 02-00900 **Received:** 6/11/2002 **Project Type:** DISTRIBUTION EXTENSION
Water System No.: NC0459010 **County:** MARTIN
Water System Name: WILLIAMSTON, TOWN OF
Description: TREESIDE TRAILER PARK

Contacts

Applicant Name: Bruce Kubeck **Engineer Name:**
Reviewer Name: Newhouse, Doug (former employee, contact shashi.bhatta@ncdenr.gov)

Events

Event	Event Date	Comments
final approval	06/11/2004	DEN
applicant's certification	06/02/2004	DEN
Comment Sent	06/27/2003	PER MPB, NEW WSMP NEEDED?
engineer's certification	06/03/2003	DEN;NO APPL.CERT. PROV'D
proval mailed	09/27/2002	WSMP # 99-02129
authorization to construct	09/18/2002	DEN
project approval	09/18/2002	
response to comments received	08/13/2002	
Comment Sent	07/30/2002	PHONED COMMS TO P.NORRIS

STATE OF NORTH CAROLINA
DEPARTMENT OF ENVIRONMENT
AND NATURAL RESOURCES
Division of Environmental Health
Public Water Supply Section

Michael F. Easley, Governor
William G. Ross Jr., Secretary
Linda C. Sewall, Director
Jessica G. Miles, Section Chief

September 26, 2002

Mr. Bruce Kubeck, Member
Genesis Partners, LLC
Post Office Box 10900
Wilmington, North Carolina 28404

Re: Approval of Engineering Plans and Specifications for
Water Main Extension to serve
Town of Williamston
Martin County
P.W.S. ID No. 04-59-010

This is not an Authorization to Construct

Dear Mr. Kubeck:

Enclosed please find one copy of the "Application for Approval..." together with one copy of the referenced engineering plans bearing the Division of Environmental Health (DEH) stamp of approval and signature of the Public Water Supply Section Chief for the above-referenced project. These engineering plans are approved under DEH serial number 02-00900, dated September 18, 2002.

Engineering plans prepared by Mr. John P. Norris, P.E., call for the installation of approximately 470 linear feet (LF) of 4-inch, 2,850 LF of 3-inch, and 3,935 LF of 2-inch, D2241, SDR 21, Class 200, polyvinyl chloride (PVC) water main piping; one (1) 4-inch double check valve assembly (DCVA) backflow preventer; valves; and other related appurtenances. The proposed lines are to provide domestic water service to approximately ninety-six (96) residential connections associated with the existing Treeside Trailer Park, located along the north side of North Carolina Highway 125 (NC 125), northwest of the junction of NC 125, US Highway 13, US Highway 17, and US Highway 64.

Please note that an "Authorization to Construct" requires both written approval of engineering plans and submittal of a complete Engineer's Report and Water System Management Plan. No construction shall be undertaken, and no contract for construction, alteration, or installation shall be entered into until the Department issues an "Authorization to Construct" letter in accordance with 15A NCAC 18C, .0305(a).

One copy of each enclosed document is being forwarded to our Washington Regional Office. The third copy is being retained in our permanent files. If we can be of further service, please call on us at (919) 733-2460.

Sincerely,

J. Wayne Munden, P.E., Head
Technical Services Branch
Public Water Supply Section

JWM/DEN/db

Enclosures: Approval Documents

cc: Mr. M.P. Bell, Regional Engineer
Martin County Health Department
Andrew & Kuske Consulting Engineers, Inc.

RESOLUTION 2020-200

APPLICATION FOR COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING FOR THE 2020 CDBG NR PROJECT

WHEREAS, the Williamston Board of Commissioners has previously indicated its desire to assist in community development efforts for housing within the community; and,

WHEREAS, the Commissioners have held two public hearings concerning the proposed application for Community Development Block Grant funding to benefit LMI families with housing needs; and,

WHEREAS, the Commissioners wish the Town to pursue a formal application for Community Development Block Grant funding to benefit LMI families with housing needs; and

WHEREAS, the Commissioners certify it will meet all federal regulatory and statutory requirements of the State of North Carolina Community Development Block Grant Program,

NOW, THEREFORE BE IT RESOLVED, by the Town's Board of Commissioners that the Town is authorized to submit a formal application to the North Carolina Department of Commerce for approval of a Community Development Block Grant to benefit LMI families with housing needs.

Adopted this the 9th day of July, 2020 in Williamston, North Carolina.

_____
Joyce Whichard-Brown, Mayor

ATTEST:

_____
Town Clerk

CITIZEN PARTICIPATION PLAN

This plan describes how The Town of Williamston will involve citizens in the planning, implementation and assessment of the Community Development Block Grant (CDBG) program. The funds must be used for projects which benefit low and moderate-income persons and aids in the elimination and prevention of slums and blight. The program is intended to assist governments in understanding neighborhood improvement programs. The regulations give ultimate responsibility for the design and implementation of the program to local elected officials and require that citizens be given an opportunity to serve in a key advisory role to these elected officials.

SCOPE OF CITIZEN PARTICIPATION

Citizens will be involved in all stages of the CDBG program, including program implementation, assessment of performance and design of changes in the Citizen Participation Plan. There will be three (3) general mechanisms for their involvement:

1. To serve as an advisory committee to the project;
2. To attend or hold public hearings or community meetings; and
3. To provide individual citizen efforts in the form of comments, complaints or inquiries submitted directly to the Program Administrators or designated Town official.

PROGRAM IMPLEMENTATION

Citizen participation in program implementation will occur primarily through consultation with the Town. The Town will be asked to review and comment on specific guidelines for approved projects. They will also meet to review any program amendments, budget revisions and program modifications. All such changes will be discussed with the Town and their comments considered prior to taking action. If program amendments require approval from the North Carolina Department of Commerce, a public hearing shall be held specifically on the amendment. Citizens may also be involved in implementation of projects specifically requiring citizen participation, such as self-help projects. Their roles will be defined as the project develops. Technical assistance will be available as needed.

PROGRAM ASSESSMENT

As a part of the orientation to the program offered at the public hearing, citizens will be invited to submit comments on all aspects of program performance through the program year. Comments should be submitted in writing to the Town Administrator. He or she will respond in writing within ten (10) days. If the response is unsatisfactory, the complainant should write directly to the Mayor. He or she shall respond within ten (10) days.

If the citizen is still dissatisfied, he/she should write to the NC Department of Commerce, Rural Economic Development Division/State CDBG Program, 4346 Mail Service Center, Raleigh, NC 27699-4346, Attention: Citizen Participation Matter. Program staff will also be available during normal business hours to respond to any citizen inquiries or complaints at 919-814-4663

VIRTUAL HEARINGS

During a declaration of a state of emergency by the Governor or General Assembly, and if a local unit of general government is concerned about significant public health risks that may result from holding an in-person public hearings, the local unit of general government may undertake a virtual public hearing (alone, or in concert with an in-person hearing) if:

- It allows questions in real time, with answers coming directly from the elected representatives to all "attendees." Therefore, members of the public must be entitled to participate and address the governing body during any telephonic or video-conference meeting.
- The governing body must post a written notice that gives the public a way to participate remotely, such as a toll-free dial-in number, and that includes an electronic copy of any agenda packet that officials will consider at the meeting.
- As with an in-person hearing, the grantee must select a virtual hearing method or platform that provides accessibility for persons with disabilities and limited English proficiency (LEP) to the greatest extent possible. These accommodations must be free to these populations.
- A governing body must provide the public with access to a recording of any telephonic or videoconference meeting.
- The local unit of government must document its efforts and the reason for them.
- Additional specific communication requirements and requirements for conducting remote meetings can be found in Article 1A of Chapter 166A and Article 33C of Chapter 143 of the General Statutes.

TECHNICAL ASSISTANCE

Technical Assistance will be provided to citizen organizations and groups of low/moderate income persons or target area residents upon request to The Town of Williamston. Such assistance will support citizen efforts to develop proposals, define policy and organize for the implementation of the program. It is expected that such assistance will be provided directly to the Town in response to their request. Assistance could be provided in the form of local presentations, informational handouts, research of a specific issue, or other short-term efforts.

PUBLIC INFORMATION

The Town of Williamston will also undertake public information efforts to promote citizen participation. These efforts will include the following:

1. Public Notice of all Public Hearings will be published in the non-legal section of the local newspaper at least ten (10) days before the scheduled hearing. These notices will indicate the date, time, location and topics to be considered.

2. Orientation Information will be provided at the first public hearing. The Program Administrator(s) will make a presentation which covers: (a) the total amount of CDBG funds available and the competitive basis for award; (b) the range of eligible activities; (c) the planning process and the schedule of meetings and hearings; (d) the role of citizens in the program and (e) a summary of other program requirements, such as the environmental policies, fair housing provisions and contracting procedures.

3. A Public File containing program documentation will be available for review at the Town Hall during normal business hours. Included will be copies of the Application, Environmental Review Record, the Citizen Participation Plan and the Annual Performance Report. Other program documents are also available for citizen review on request at the Town Hall consistent with applicable State and local laws regarding personal privacy and obligations of confidentiality.

4. Public Hearings an interpreter will be provided for all non-English speaking individuals and/or deaf individuals.

ADOPTED, this the _____ day of _____, 20____.

_____ _____

Mayor

Town of Williamston

Attest: Town Administrator

Town of Williamston

Williamston
NORTH CAROLINA

Dear Utility Customer,

As per the Governor's Executive Order 124, the Town of Williamston is offering a payment plan for utility account holders that have not been able to pay their bill during the Covid-19 Pandemic. This order applies to account balances from March 31, 2020 to August 1, 2020.

If you are currently past due on your utility bill and do not wish to be disconnected on August 21, 2020, you are eligible for this payment plan. The payment plan will break down the past due amount into six monthly payments that will be due on the 10th of each month along with your current bill. Failure to make scheduled payments by the 19th of each month will result in disconnection of service and will also void the payment plan. In order to set up a plan, you must sign an agreement with the Town of Williamston specifying the amount past due and the monthly payment amount.

There is nothing in the Executive Order that says you have to participate in a payment plan. If you do not wish to participate in the proposed plan, please remember that your utility bill will be due in full, including all past due amounts, on the 10th of August. You do have until the 19th to pay before a $25 late charge is incurred. We will resume cut offs on the 21st.

Our office hours are Monday through Friday, from 8:00 am to 5:00 pm. Please call us if you have any questions regarding this letter. We will be happy to discuss payment options with you.

Sincerely,

Utility Billing Office

PO Box 505 | Williamston, NC 27892 | (252) 792-5182 | Fax (252) 792-2509

Williamston
NORTH CAROLINA

Payment Plan for Water Sewer Bills Under Executive Order 124 during COVID-19 Pandemic

July 1, 2020

Balance Owed _____ As Of _____

_____ agrees to pay $_____per month along with current

Bill for _____ months.

First payment is due_____

Customer must pay the agreed upon monthly payment for arrears plus current bill no later than the 19th of each month.

Payments can be made:

- at the drive thru window
- in the Drop Box after hours
- by Auto draft on the 10th of each month -- free of charge
- by credit card on-line or by phone -- with a 2.95% charge

If payment plan contract amount is not paid by the 19th:

- contract will become null and void and total balance will become due
- water will be cut off on the 21st

No other payment plan will be entered into and balance must be paid in full before water can be cut back on, if the agreed upon payment plan is not honored.

Customer Signature_____ Date_____

Utility Clerk_____Date_____
Town of Williamston

July 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	1	2	3	4
5	6	7	8	9	10 June Bill Due (Prohobited)	11
12	13	14	15 Update Letters mailed	16	17	18
19	20 Late Fee (Prohobited)	21 Cut off (Prohobited)	22 Bills Sent by date with note	23	24	25
26	27	28	29	30	31	1
2	3					

August 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10 July Bill due date	11	12	13	14	15
16	17	18	19 Bills Sent by date with note	20 Late fee added (payment arangement accounts exempt)	21	22
23	24 Cut off date (Current bill)	25 Send bill by date with note	26	27	28	29
30	31					

September 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1	2	3	4	5
6	7	8	9	10 August bill due (Current + payment arrangement)	11	12
13	14	15	16	17	18	19
20	21 Late fee added (payment arangement accounts exempt)	22 Cut off (current + payment arangement)	23 Bills Sent by date with note	24	25	26
27	28	29	30	1	2	3
4	5					

Phase I

(Started May 11, 2020)

- Police and Fire Department return to normal staffing to address increase in demand for services
- Other departments (Admin, Planning, Public Works, Recreation) continue split shift work weeks
- All buildings are still closed to the public

Phase II

June 1- June 26, 2020 (Mirrors Governor's Phase II)

- **Police and Fire Departments** continue normal staffing to address increase in demand for services. Buildings remain closed to the public
- **Admin/ Town Hall/ Planning staff** will return to normal staffing. Residents will be encouraged to continue using the drop box and drive-thru window as Town Hall will continue to be closed to the public.
- **Parks and Recreation** will return normal staffing (excludes part-time employees). Parks and Recreation facilities will remain closed to the public and will be the last areas that are re-opened to the public.
- **Public Works** will return normal staffing and the building will remain closed to the public. We have installed a hand washing station outside of the public works facility.

We continue to provide blue surgical masks, sanitation products, end encouraged social distancing within all of our departments.

Phase III

Re-open town Facilities to the general public

- Governor's EO extended Phase II through 7/17
- Town facilities will remain closed through 8/4

Phase IV

To be Determined

- Re-open remaining town facilities to the general public

Memo

To: Mayor and Commissioners

From: John O'Daniel

Date: 7/2/2020

Re: 110 Perry Street

As you know this time of year is very busy for our code enforcement staff. We have received several requests for code enforcement from board members and the community and have worked to address the problem areas.

Commissioner Moore spoke with Cameron regarding the lot located at 110 Perry street. After researching the lot, Cameron found that it was owned by the housing authority. After completing a site inspection Cameron and I met to discuss the request. We rode out to look at the lot to determine how the request should be handled at the staff level. Historically, the town has only focused code enforcement efforts on lots that need mowing, not lots that would be considered wooded (please see attached photos). Based on past enforcement and our site visit we did not feel that code enforcement action would be appropriate at this time.

Commissioner Moore felt that this matter should be discussed further and requested it be added to the July agenda.

Thank you,

John O'Daniel



Memo

To: Mayor and Commissioners

From: John O'Daniel

Date: 7/2/2020

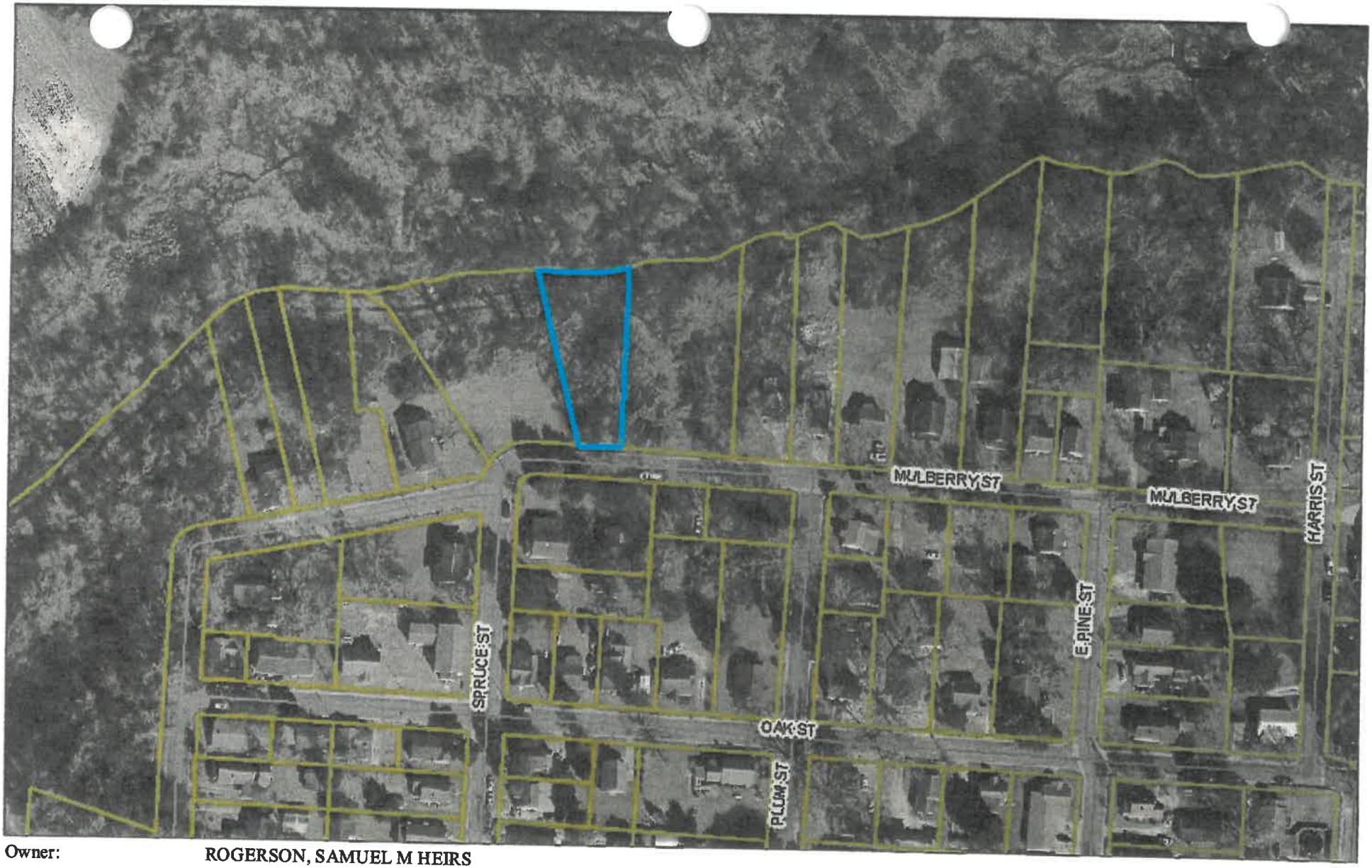
Re: Speed Limit on Elm Street

Commissioner Moore reached out to Chief Cowan and me related to the speed of vehicles on Elm Street between Church Street and White Street. This is a section of roadway that Chief Cowan and I have looked at in the past. The area of focus is the section that has the daycare located on it.

Chief Cowan, Kerry Spivey, and I have visited the area to take another look at the roadway and the current conditions. The speed of vehicles on this section of road is magnified by the fact that parking is allowed on both sides of the street. There are routinely vehicles parked on both sides of the roadway, especially during drop-off and pick-up at the daycare. The speed limit is not posted; thus, it is a 35mph zone. If a vehicle where to travel at 35mph, it could be too fast for conditions.

We have two options to make this street safer for all that travel in the area. We can post a reduced speed limit or limit parking on the side of the road. After reviewing the issue, the staff recommendation would be to reduce the posted speed to 20mph or 25mph. If this is unsuccessful, we could look at reducing street parking, but I feel that reducing street parking would not be a welcomed solution.

Thank you,
John O'Daniel



Owner:	ROGERSON, SAMUEL M HEIRS ROGERSON, RACHEL G HEIRS		
Mailing Address:	7015 BEAR GRASS RD WILLIAMSTON NC 27892-8470		
Parcel ID:	0503246	Township:	
Deed Ref:	J-13 765	Current Value:	$4,000
Sale Price:	$0	District:	0
Sale Date:	0	Map/Block/Lot:	5777-24-8646
Total Acres:	0	Last Update:	20191021
Location:	MULBERRY ST		

July 1, 2020

1:1,800

0 0.015 0.03 0.06 mi

0 0.0225 0.045 0.09 km

Property Locati
Mulberry St

Residential Property Record Car — Martin County 2017

Parcel ID: 0503246 **Account No:** 1852 **Class:** R **State Class:** 500 **Card 1 of 1**

Current Owner
Rogerson, Samuel M Heirs
Rogerson, Rachel G Heirs
7015 Bear Grass Rd
Williamston Nc 27892-8470

Previous Owner History

Name	Deed	Date

Miscellaneous

Deed Info:	(J-13/765) ( ) ()
Zoning:	R6
Map Block Lot:	5777-24-8646
Neighborhood:	559
Fire District:	C05

Assessment Information

Appraised:	Current	Prior
Land:	4,000	3,960
Use:	0	0
Building:	0	0
Total:	4,000	3,960

Assessed Information:
Value: 4,000

Effective DOV: 1/1/2017
Value Flag: COST VALUE

Notes
Lot Not Buildable

Entrance Information

Date	Time	ID	Actv	Entrance Code	Source

Sales History

Book/Page	Date	Price	Type	Validity

Permit Information

Date	Permit #	Price	Purpose	% Comp.
				0
				0

Land Information

Type		Size	Grade	Influence Factor 1, 2 and %		Value
Residential	L	72x200	0	Topography	-50	4,000

Total Acres for this Parcel 0 **Total Land Value** 4,000

Out Building Information

Type	Qty	Year	Size1	Size2	Grade	Cond	%Good	Value
	0	0	0	0			0%	0
	0	0	0	0			0%	0
	0	0	0	0			0%	0
	0	0	0	0			0%	0
	0	0	0	0			0%	0
	0	0	0	0			0%	0
	0	0	0	0			0%	0
								0
								0

Total OBY for this card 0

No Picture Available

Inspection witness by: _____

univers (7.5.5.2)

Printed Mon, Oct 21, 2019

Property Locati Mulberry St

Residential Property Record Car — Martin County 2017

Parcel ID: 0503246 **Account No:** 1852 **Class:** R **State Class:** 500 **Card 1 of 1**

Dwelling Information

Style:	
Condo Style:	
Exterior Walls:	None
Story Height:	0.0
Attic:	
Interior/Exterior:	
Basement:	None
Bsmt Garage:	0
Rec Room size:	0 0
FBLA size:	0 0
Unfinished Area:	0
Inlaw Apts:	0
WB Fireplace:	**Stacks** 0 **Openings** 0
MTL Fireplace:	**Stacks** 0 **Openings** 0
Heating Type:	
Fuel:	
Heating System:	
Year Built:	0
Eff. Yr Built:	0
GFA/True GFA:	0 0
TLA/True TLA:	0 0
Basement Area:	0
Grade:	
Condition:	
CDU:	
Building Notes:	

	Low	1st	2nd	3rd	Tot
Rooms:	0	0	0	0	0
Bedrooms:	0	0	0	0	0
Full Baths:	0	0	0	0	0
Half Baths:	0	0	0	0	0
Add'l Fixtures:	0	0	0	0	0

Replacement Costs

Base Price:	0
Additions:	0
Unfinished Area:	0
Basement:	0
Attic:	0
Plumbing:	0
Heating A/C Adj.:	0
FBLA:	0
Rec Room:	0
Fire Place:	0
Basement Garage:	0
Exterior Trim:	0
Subtotal:	0
Grade Factor:	0.00
C & D Factor:	0.00
Total RCN:	0
Percent Good:	0.00
Market Adj.:	0.00
Total RCNLD:	0

Addition Information

Low	1st	2nd	3rd	Area	Points

Descriptor/Area

Owner/Values: Includes all Land/Buildings/OBYs for this Parcel

	Current	Cost	Market	Income	Prior
Land:	4,000	4,000	0	0	3,960
Building:	0	0	0	0	0
Total:	4,000	4,000	0	0	3,960

Comparable Sales Summary

Parcel ID	Location	DOS	Price	TLA	Style	Grade	Year built	Bed-room	Bath Full	Bath Half	Acres
				0			0	0	0	0	0
				0			0	0	0	0	0
				0			0	0	0	0	0
				0			0	0	0	0	0
				0			0	0	0	0	0

John O'Daniel

From: Cameron Braddy
Sent: Monday, June 29, 2020 2:00 PM
To: Christina Craft; John O'Daniel
Cc: Zach Dickerson
Subject: 1014 River Road

Hey,

I got a call today from a Syvlia Gray regarding the old service station at 1014 River Road that the Town owns. She was interested in purchasing the property for her upholstery business. The zoning restrictions for this property, being in the TRD zone, typically wouldn't allow an upholstery business but she told me that they do boats as well (which, in a roundabout way, conforms to the district). So, I told her I would pass her information along to the board and have them discuss their interest in selling the property. Below is her information if you guys want it – also so if I lose it on my desk it will be in an email.

Sylvia Gray – 252-217-0638

Cameron Braddy
Town Planner and Zoning Administrator
Town of Williamston, North Carolina
(252) 792-5142



Owner:	WILLIAMSTON TOWN OF		
Mailing Address:	PO BOX 506 WILLIAMSTON NC 27892-0506		
Parcel ID:	0502583	Township:	
Deed Ref:	U-26 596	Current Value:	$59,130
Sale Price:	$10,500	District:	0
Sale Date:	20170615	Map/Block/Lot:	5787-02-0865
Total Acres:	0	Last Update:	20170616
Location:	1014 RIVER RD		

July 1, 2020

1:3,108

0 0.025 0.05 0.1 mi

0 0.04 0.08 0.16 km

RESOLUTION 2020-201 ADOPTING THE NORTHEASTERN NC REGIONAL HAZARD MITIGATION PLAN

WHEREAS, Town of Williamston is vulnerable to an array of natural hazards that can cause loss of life and damages to public and private property; and

WHEREAS, the Town of Williamston desires to seek ways to mitigate situations that may aggravate such circumstances; and

WHEREAS, the development and implementation of a hazard mitigation plan can result in actions that reduce the long-term risk to life and property from natural hazards; and

WHEREAS, it is the intent of the Mayor and Town Board of Commissioners to protect its citizens and property from the effects of natural hazards by preparing and maintaining a local hazard mitigation plan; and

WHEREAS, it is also the intent of the Mayor and Town Board of Commissioners to fulfill its obligation under North Carolina General Statutes, Chapter 166A: North Carolina Emergency Management Act and Section 322: Mitigation Planning, of the Robert T. Stafford Disaster Relief and Emergency Assistance Act to remain eligible to receive state and federal assistance in the event of a declared disaster affecting the Town of Williamston; and

WHEREAS, the Town of Williamston, in coordination with other jurisdictions participating in the Northeastern NC Region, has participated in the planning process and prepared a multi-jurisdictional hazard mitigation plan with input from the appropriate local and state officials;

WHEREAS, the North Carolina Division of Emergency Management and the Federal Emergency Management Agency have received the Northeastern NC Regional Hazard Mitigation Plan to review for legislative compliance and will approve the plan pending the completion of local adoption procedures;

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Town Board of Commissioners of Town of Williamston hereby:

1. Adopts the Northeastern NC Regional Hazard Mitigation Plan; and
2. Agrees to take such other official action as may be reasonably necessary to carry out the proposed actions of the Plan.

Adopted this the 9th day of July, 2020 in Williamston, North Carolina.

_____
Joyce Whichard-Brown, Mayor

ATTEST:

_____
Town Clerk

2Jul20

From: Charles Bronson
Owners Agent, Patriot House
110 Washington St.
Williamston NC
(360) 259-9092

To: Zach Dickerson
Town of Williamston Zoning Department
102 E. Main St.
Williamston NC

Mr. Dickerson,

During the demolition and framing phases of the Patriot House reconstruction/remodeling project, it may become necessary, on the advice a structural engineer and/or restoration mason, to shore the existing historic masonry to prevent the walls from stress cracking or sloughing material. This would occur on side of the building that runs parallel to the pedestrian walkway on the south side of the building and the west wall (the face) of the building. If this is necessary, it is likely that the turn-buckle braces or other prescribed bracing mechanism will extend into (and block, at least partially) the pedestrian alley and the sidewalk in front of the building.

It is my understanding that I will need town council approval in order to create obstructions to city owned right of way. Please consider this the Patriot House, LLC submission for a request for approval to make the obstructions. It may be that such obstructions can be avoided altogether, but if there is even a minor chance that structural problems may arise, I feel that it is better to be safe than sorry.

Sincerely,

Charles Bronson



Owner:	WILLIAMSTON TOWN OF		
Mailing Address:	PO BOX 506 WILLIAMSTON NC 27892-0506		
Parcel ID:	0505796		
Deed Ref:	T-09 190	Township:	
Sale Price:	$0	Current Value:	$227,600
Sale Date:	0	District:	0
Total Acres:	3.06	Map/Block/Lot:	5777-60-0212
Location:	HARRISON & TRADE & COMMERCE ST	Last Update:	20180921

Town Property

Request

July 1, 2020

1:900

0 0.0075 0.015 0.03 mi

0 0.01 0.02 0.04 km

July 6, 2020

Mickey and Minnie Mouse
123 Disney Lane
Williamston, NC 27892

Dear Mr. and Ms. Mouse:

Re: Street Light Project

The topic of street lighting was brought to the attention of the Williamston Board of Commissioners. After discussing the topic with Dominion Energy, they noted utility easements are required prior to the installation of the lines and street light poles. Before Dominion will agree to begin the process of obtaining easements, they require assurance that residents will support the project.

Please review the attached maps as each home may be affected differently. Please fill out the survey below and return this page to Town Hall via the drop box, drive-through window, or mail to 102 East Main Street, Williamston, NC 27892. Survey deadline is August 3, 2020.

If you have any questions, feel free to contact me. Once surveys are completed, there will be a meeting scheduled with the Mayor and Town Board of Commissioners to discuss the project.

Sincerely,

John O'Daniel
Town Administrator

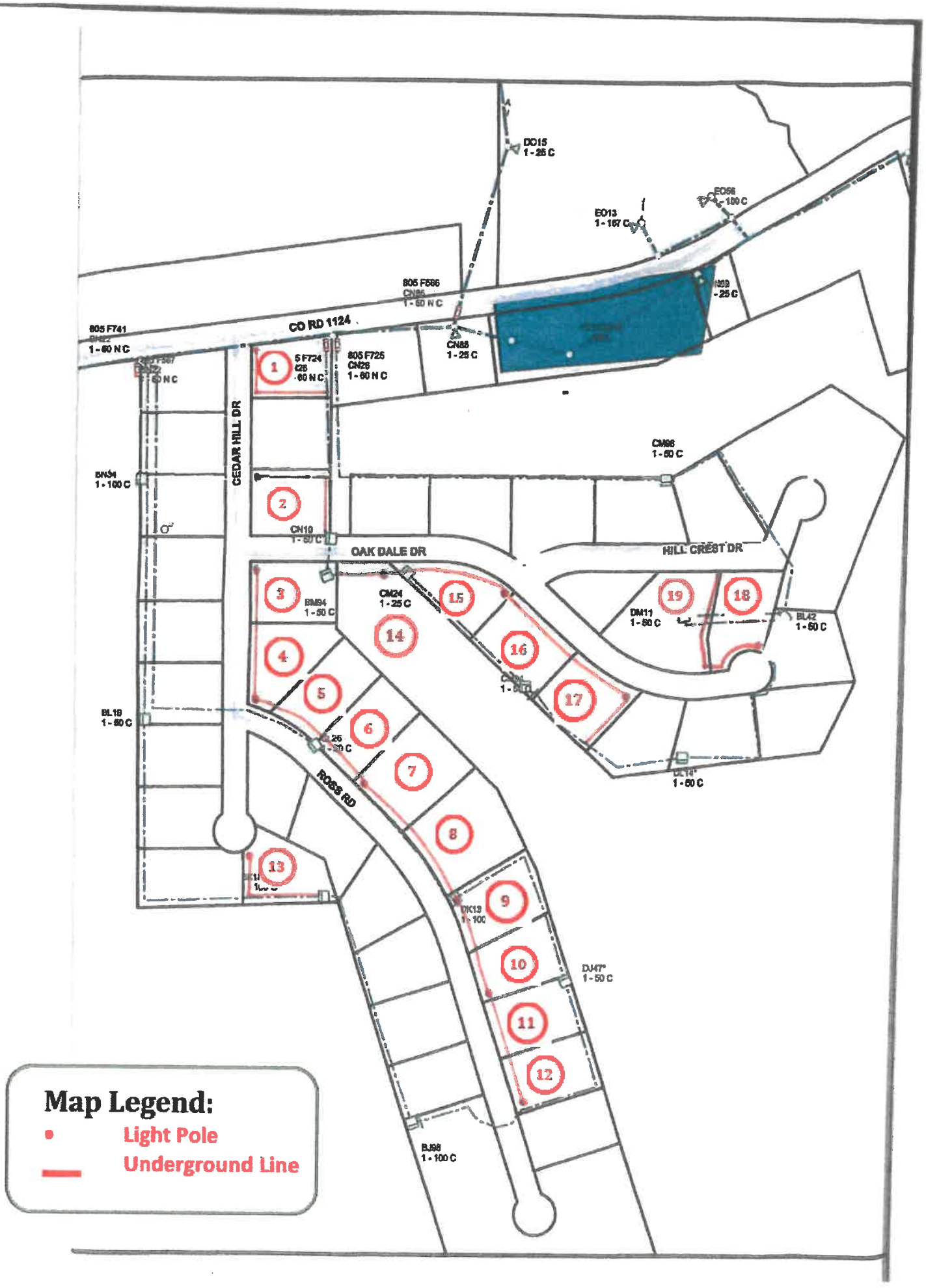
SURVEY

Property Owner's Name:	Mickey and Minnie Mouse
Address:	123 Disney Lane, Williamston, NC 27892
Property # on attached map:	35

This easement will allow for permanent placement of underground lines and/or placement of light pole. Would you sign an easement for the proposed street lighting? ☐ Yes ☐ No

Property Owner's Signature

Property Owner's Signature


CO RD 1124
CEDAR HILL DR
OAK DALE DR
HILL CREST DR
ROSS RD
DO15
1 - 25 C
EO13
1 - 167 C
EO66
- 100 C
805 F586
CN85
1 - 60 N C
CN88
1 - 25 C
805 F741
1 - 60 N C
805 F725
CN26
1 - 60 N C
CM86
1 - 50 C
BN34
1 - 100 C
CN10
1 - 50 C
CM24
1 - 25 C
BM94
1 - 50 C
DM11
1 - 50 C
BL42
1 - 50 C
BL19
1 - 50 C
DK13
1 - 100
DJ47*
1 - 50 C
BJ98
1 - 100 C
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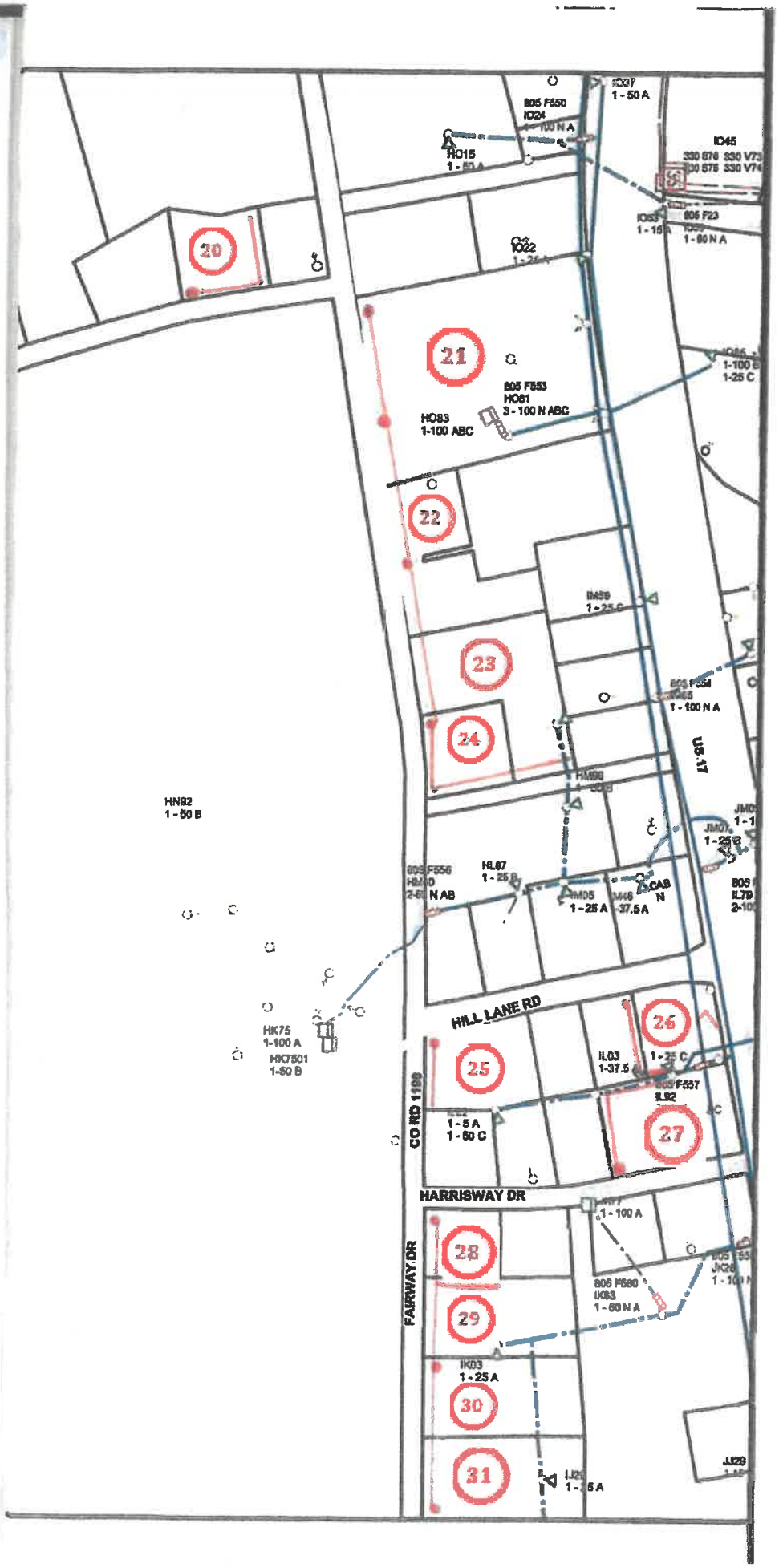
15
16
17
18
19
Map Legend:
Light Pole
Underground Line



Map Legend:

- Light Pole
- Underground Line

APPLICATION

TOWN OF WILLIAMSTON 2020 CDBG-NR

WILLIAMSTON
2020 CDBG NR Application
COST ESTIMATE SUMMARY
July 7, 2020

PROJECT ACTIVITIES

Item	Description	Quantity	Units	Unit Price	Total
1	Clearance	3	EA	$20,000.00	$60,000.00
2	Reconstruction	3	EA	$143,000.00	$429,000.00
3	Rehabilitation	1	EA	$71,000.00	$71,000.00
4	Relocation	3	EA	$5,000.00	$15,000.00
5	Community Building HVAC	1	EA	$100,000.00	$100,000.00
6					$0.00
7					$0.00
8					$0.00
9					$0.00
		Subtotal			$675,000.00
		Contingency			
		Administration			$75,000.00
		Total			**$750,000.00**

WILLIAMSTON
Budget per Household

		Name	Address		Proposed Action & Costs Detail: Clearance	Reconstruction	Rehab	Reloc	Tech	Costs
F	1	Thelma Purvis	106 Morris St.				$61,000		$10,000	$71,000
F	2	Marlene Moore	102 N Park Avenue		$20,000	$133,000		$5,000	$10,000	$168,000
F	3	Margaret Pearson	401 Roberson St		$20,000	$133,000		$5,000	$10,000	$168,000
F	4	Marion Cannon	408 N MLK Drive		$20,000	$133,000		$5,000	$10,000	$168,000
F	5	Community Building	300 W Pine Street				$90,000		$10,000	$100,000
				Subtotals	$60,000	$399,000	$151,000		$50,000	$675,000
									Admin	$75,000
									Total	**$750,000.00**

Month 1 begins as of the date of REDD Director's signature on the Grant Agreement and Funding Approval.

List CDBG and non-CDBG activities to be implemented for both C-1 and L-1 and put an "X" in the columns for the beginning and ending months and connect with a straight line. CDBG Activities should correspond to those on the Budget and other packet forms. Add other activities as needed in the order they occu the planning and development of the distribution plan.

	Months																														
Activities	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
1. Grant Agreement/ Funding Approval	X																													
2. Environmental Review	X	--	--	X																										
3. Clearing conditions			X	X																										
4b. Clearance					X	--	--	--	--	--	--	--	--	-	-	X														
4a. Relocation (temporary)					X	--	--	--	--	--	--	--	--	-	-	--	-	-	-	--	--	-	-	-	-	-	X			
4. Rehab/Reconstruction						X	--	--	--	--	--	--	--	-	-	--	-	-	-	--	--	-	-	-	-	-	X			
5.Community Rec Facility								X	--	--	--	--	--	-	-	--	-	X												
6.																														
7.																														
8.																														
19.																														
12.																														
13.																														
14. Closeout of Grant																													X	

The housing activities will provide needed improvements in equitable, safe and affordable housing. Current housing conditions in the community are suffering from economic hardships which have led to deferred maintenance which has only worsened due to the current COVID 19 pandemic. This program will target 3 homes for clearance, temporary relocation, and reconstruction and 1 home for rehabilitation. These efforts will bring the homes into new home compliance, energy efficient, decent, safe, and sanitary conditions. Completion of this work will aid in the continued residential use of the existing properties, and promote building and repair of other homes in the area. The community activities will provide safe, usable, and comfortable community facilities which will aid greatly in the sense of community and provide members of the community with a safe and productive place to spend their time. It will also provide comfortable contingency medical and testing facilities in the event of a similar future event to COVID-19. This work is proposed to be complete within 30 months.