

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

October 7, 2019

The Board of Commissioners of the Town of Williamston met in regular session on Monday, October 7, 2019 at 5:30 p.m. in the Assembly Room at Town Hall.

PRESENT Mayor: Joyce Whichard-Brown
Commissioners: Mayor Pro Tem Al Chesson, Jerry Knox, Ronell Rodgers, Alton Moore, 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
Human Resources Administrator: Martha-Brown Lilley

ABSENT Public Works Director: Kerry Spivey

CALL TO ORDER AND INVOCATION

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

WELCOME

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

AGENDA APPROVED

The Mayor asked if there were any adjustments to the Regular Agenda or if the Board wished any items to be removed or added to the Regular Agenda. The Town Administrator requested the addition of the consideration of Ordinance 2019-120 Declaring a Road Closure for a Christmas Parade. *It was moved by Commissioner Knox, seconded by Commissioner Chesson, and unanimously passed to approve the regular agenda as amended.*

The Mayor asked if there were any adjustments to the Consent Agenda or if the Board wished any items to be removed or added to the Consent Agenda. *It was moved by Commissioner 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 September 5 and 9, 2019 meetings.
- (2) Tax Relief Order

Year	Name	Remarks	Total
2019	Emily Gardner	Item was double listed	\$ 42.91
2015	Henry E Harrington	Town purchased property	\$306.28
2016	Henry E Harrington	Town purchased property	\$286.49
2017	Henry E Harrington	Town purchased property	\$303.00
2018	Henry E Harrington	Town purchased property	\$280.08

- (3) Approval of Budget Amendment - Asset Inventory Assessment Project

Community Development Fund

State Grant Fee	\$ 2,250
AIA Project Consulting Fee	\$154,000
Contingency	\$ 1,250

The purpose of this amendment is to close the Asset Inventory Assessment Project as recommended by Auditors. This Capital Project has been completed.

(4) Approval of Budget Amendment - NCLM Safety Grants

General Fund

NCLM/NC Safety Grant	\$2,020.00
Undesignated Fund Balance	\$2,020.00

NCLM/NC Safety Grant	\$1,107.80
Undesignated Fund Balance	\$1,127.70

The purpose of this amendment is to budget funds for 2 matching safety grants from the NCLM. We purchased traffic cones ,safety barriers, and safety vests with a cost of \$2,235.50. The NCLM Worker's Comp Insurance pool match is \$1,107.80

We purchased a Video Surveillance system which has cameras in the front office downstairs, front doors, and at the Police department parking area and entrance. The NCLM Property Casualty Insurance pool match is \$2,020.00

PUBLIC COMMENT

Linda Johnson, resident in the Cedar Hill area, requested a street light at the entrance of Cedar Hill. She has sent 40 of her neighbors a letter and have received 23 responses. She reported that the citizens are currently paying to light the entrance and the street light will add safety to the area. Mr. John Liddick of Haughton Street reported the need for a small home for temporary residency for homeless and pre-rehabilitation people. Paul Albritton reported that he has recently opened a new business, Albritton & Sons Detailing, on Haughton Street and thanked the Board for welcoming him to the community.

OLD BUSINESS

Approval of Ordinance Amending the Zoning Ordinance of the Town of Williamston

The Planning and Zoning Administrator reported a request from property owner, Darius Coley, to rezone his property located at 607, 609 and 611 East Main Street from R8 Residential to Tourism Related District. The property owner has interest in creating an attraction destination. The request has been approved by the Planning Board. Commissioner Rodgers questioned if the rezoning will disrupt other property owner's land. The Planning and Zoning Administrator reported there are no residents living adjacent to the properties. The public hearing was held at the September 2019 Board meeting. He recommends the approval of Ordinance 2019-18 to amend the zoning ordinance which will rezone the three parcels from R-8 (residential) to TRD (Tourism Related District. *It was moved by Commissioner Knox, seconded by Commissioner Chesson and unanimously passed to approve Ordinance 2019-18 Amending the Zoning Ordinance of the Town of Williamston. Ordinance 2019-18 is hereby attached with the minutes of this meeting and incorporated in the Town's Ordinance Book for future reference.*

NEW BUSINESS

Approval of Additional Paving Request

The Town Administrator reported the Public Works Director requested an additional \$10,000 to include a portion of Martin Luther King Drive to the 2018 Street Paving project. *It was moved by Commissioner Chesson, seconded by Commissioner Knox and unanimously passed to approve the additional \$10,000 requested to add a portion of Martin Luther King Drive to the current paving project.*

Approval of Temporary Road Closures Ordinances 2019-120

The Town Clerk reported that the NCDOT requires the Town to adopt a local ordinance prior to approval to temporarily close any NCDOT road. Ordinance 2019-120 Declaring a Road Closure for a Christmas Parade was presented to allow the annual Christmas Parade to be held Thursday, December 5, 2019. *It was moved by Commissioner Rodgers, seconded by Commissioner Moore and unanimously passed to approve Ordinance 2019-120 Declaring a Road Closure for a Christmas Parade. Ordinance 2019-120 is hereby attached with the minutes of this meeting and incorporated in the Town's Ordinance Book for future reference.*

DEPARTMENTAL REPORTS

Fire/Rescue

The Fire Chief provided the following report:

- The Hazmat team assisted Tarboro with a CSX spill.
- Four staff members attended the Hazmat Chemistry training.
- He attended the ribbon cutting for the new 911 center. He noted that the clarity on the radio is now extremely good.
- The staff has been busy with the Stampede and Homecoming parade in September.
- The Fire Prevention department is engaging daycares and schools to push the "Have an Escape Plan" message. A citizen lost their life in a home fire in Williamston earlier this month. He recommended keeping your bedroom door shut when sleeping and having a working smoke alarm outside the sleeping corridor and also one in the bedroom.

Police

The Police Chief reported:

- He attended the 911 ceremony and ribbon cutting.
- The annual firearm training has been completed.
- Staff attended the Woman's Club to educate on personal safety.
- September was a busy month with the Martin County Art's Council event, Williamston Homecoming Parade and tail-gating, and the Stampede.
- The department will participate in "No Shave November" to educate the public on men's health and the importance of preventative care. He has partnered with the Enterprise newspaper to promote the program and staff are asking for pledges of \$1 per day.

Planning

The Town Planner and Zoning Administrator reported:

- The Stampede went very smooth and expressed appreciation for all that participated.
- September was a busy mowing month.
- Hearing dates have been set for demolition of several dilapidated houses and will most likely demolish in January.
- N-Focus has almost completed the Comprehensive Plan. The Plan is to be presented to the Planning Board in October and then brought before the Commissioners in November.
- He has met with two of the property owners who are to receive the CDBG redevelopment grant and informed them of the possibility of utilizing subcontractors. He plans to issue a Letter of Intent in November as he doubts the grant will be extended past June.

Parks & Recreation

The Parks & Recreation director reported the following:

- Staff has been busy with the Stampede and park rentals.
- Martin Youth Soccer began last Saturday.
- Staff assisted with the Martin County Special Olympics last weekend and a good time was had by all.
- Governor Cooper awarded the town with the PARTF matching grant.

Administration

The Town Administrator reported:

- The staff worked seamlessly together to promote another successful Stampede. Public Works cleaned the streets before, during and after the event. The Police Department maintained security without any events. Fire and Rescue were onsite emergency or first aid needs. He expressed gratitude to the Board for their ongoing support and to Christina Craft for her hard work.
- The Annual Retreat is scheduled for January 24 and 25, 2020. He requested the Board to consider changing the retreat to all day Friday.

Board of Commissioner's Meeting

October 7, 2019

Page 4

CLOSED SESSION

It was moved by Commissioner Chesson, seconded by Commissioner Knox and passed to go out of regular session into closed session to address a matters of 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 Knox and passed.

ADJOURNMENT

There being no further business, the Mayor declared the meeting adjourned at 7:32 p.m.

Submitted By:

Approved By:

Town Clerk

Mayor