

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

November 4, 2019

The Board of Commissioners of the Town of Williamston met in regular session on Monday, November 4, 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 replacement of tax relief order that was previously distributed with an updated budget amendment with the only change to reflect the 2020 budget. *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 October 7, 2019 meeting.
- (2) Tax Relief Order

Year	Name	Remarks	Total
2019	Barnes Motor & Parts Co	Item was double billed	\$ 240.03
(3) Approval of Budget Amendment - Powell Bill Fund – Street Paving Project	<u>Powell Bill Fund</u>		
	Powell Bill Operation/Project (Powell Bill Street)		\$9,964.05

The purpose of this amendment is to budget additional funds to allow additional paving in the street project for June 2019 year. The additional section added is North Martin Luther King Jr. Drive (from West Main Street to East Church Street).

- (4) Approval of MCRWASA Board Reappointment:
Al Chesson, Board Member
Stacy Stalls, Board Member
William Coffield, Alternate Board Member
Christina Craft, Deputy Secretary

NC STORMWATER MANAGEMENT PROJECT OF THE YEAR AWARD

Mark Garner, Rivers and Associates, reported his firm with Town Approval, nominated the Town of Williamston for the NC Stormwater Management Project of the Year Award. The Town of Williamston was recognized for the quick turnaround with the Skewarkee Canal Phase IV Project which is the culvert on West Main Street. There were two categories of the award which are infrastructure such as pipeline projects and natural systems. The Town of Williamston won the infrastructure category as announced at the NC Chapter American Public Works Association 2019 Stormwater Conference in Wilmington.

PUBLIC COMMENT

Linda Johnson, resident in the Cedar Hill area, requested a street light at the entrance of Cedar Hill as she and her husband have supplied entrance lights for the last 12 years. She reported 200-300 trick or treaters in the neighborhood on Halloween and was concerned for their safety as there are no lights in the recently annexed area.

OLD BUSINESS

Stormwater Drainage Update and Proposed Letter

The Town Administrator reported a meeting with representatives from the NC Department of Transportation, Martin County and staff to discuss drainage concerns, specifically in the area around Russell's Hairstyling and the area from the new bypass intersection to the old drive-in theatre. The NCDOT is currently doing a new hydrology assessment of the areas of focus to see if the current drainage system is sufficient to meet the normal demands. Recently, the drainage area behind DaVita Dialysis to Riverside High School and the area near the highway 125 project had snag and drag work completed. This will help with future drainage issues. There is also a culvert behind Riverside High School that has been identified as a potential barrier to drainage and was brought to their attention. Commissioner Rodgers asked when the drainage was last reviewed as he understood there was a 10-year review. The Town Administrator reported drainage is an ongoing concern. Commissioner Moore questioned if the snag and drag project would help the drainage at Russell's Hairstyling. The Town Administrator reported he understood the snag and drag began at the dialysis center. He has prepared a letter to send to citizens that attended the previous meeting regarding drainage and requested Board approval. *It was moved by Commissioner Chesson, seconded by Commissioner Knox and unanimously passed to approve the letter as written.*

Fire/Rescue Renovation and Police Department Relocation Update

The Town Administrator reported the Fire Department Renovation and Police Department Relocation Projects have many moving parts. The bids for the Fire Department have come in much higher than expected. He is not requesting action at this time but would like to have a pre-budget workshop later this month to get Board direction on intent with both projects.

Approval of 2019 Community Video Program Contract

The Town Administrator reported CGI Communications has submitted a renewal contract for the community video program. The contract allows the CGI group to update the videos on the website at no cost to the Town. *It was moved by Commissioner Knox, seconded by Commissioner Chesson and unanimously passed to approve 2019 Community Video Contract.*

NEW BUSINESS

Approval of GFL Environmental Rate Increase Adjustment

The Town Administrator reported GFL Environmental was the former Waste Industries. Waste Industries has requested a rate increase of 5.1% on the service portion of the fee. The current rate of \$1.32 per cubic yard will increase to \$1.39 per cubic yard. The consumer price index increase is written in the franchise contract agreement. *It was moved by Commissioner Moore, seconded by Commissioner Knox and unanimously passed to approve GFL Environmental rate increase adjustment as presented.*

NCLM Content Stories with WRAL-TV Raleigh/Durham

The Town Administrator reported the North Carolina League of Municipalities are proposing to do a series of stories with WRAL-TV Raleigh/Durham and would like Williamston to participate. With Board direction, he plans to share

Board of Commissioner's Meeting

November 4, 2019

Page 3

the water treatment plant information and providing high quality water at as low cost as possible. Commissioner Chesson wants as much attention to be called to this as possible as the Town responded to an unfunded state mandate that required the Town to spend \$13 million. It was the Board's consensus to move forward with the content stories.

DEPARTMENTAL REPORTS

Police

The Police Chief reported:

- A couple of officers have attended training geared towards evidence and storage in South Carolina.
- The department has been very busy with various community activities to include Community Unity, Womans Club, Main Street Market/Fall Festival, Truck or Treat at the Telecenter. He reported an uneventful Halloween.
- He has met with the architects and the bid openings have been completed.
- No Shave November has begun in the department and is very pleased with the community support with money raised. The Enterprise did a wonderful job promoting No Shave November and the purpose behind the event.
- He and Captain Coltrain presented Sergeant Paul Moore to the Board as he has recently been awarded his Advanced Law Enforcement certificate from the NC Criminal Justice Education and Training Standards Commission. He has worked with the Town of Williamston for almost 10 years. He had to receive 60 points with is the minimum of 1,200 hours above the mandated training and BLET training. Gene Bullock has also received the certificate but is unable to attend as he is in training tonight.

Public Works

The Public Works Director provided the following report:

- He continues discussions with the air quality engineer concerning the permitting process related to a burner.
- The Highway 125 project has been completed.
- He expressed appreciation to The Enterprise for working with the Waste Water Treatment Plant on a Public Service Announcement to include residential disposal of grease which will save them money on sewer lines.
- 480 tons of cover material has been moved to the Landfill.
- The identified street projects have been completed with a few minor challenges.

Fire/Rescue

The Fire Chief provided the following report:

- October was a busy month. There are an extra 200 calls over the past year.
- The Enterprise helped get the Fire Prevention message to the community.
- The department has run out of smoke detectors that would normally last until February 2020. He has reached out to the Department of Insurance for additional smoke detectors.
- Laura Stone attended a billing class.
- The department attended the Martin General Hospital Health Fair to promote fire prevention
- He attended the quarterly RRT meeting in Raleigh.
- The department hosted the retirees' breakfast
- Grillin' on the Green was a great success.
- There is a live burn scheduled for November 24th which is a great educational opportunity for staff.
- The ribbon cutting for the Fire Training Center is this Thursday at 2pm.

Planning

The Town Planner and Zoning Administrator reported:

- He and Zach Dickerson attended the APA Planning Conference.
- The Main Street Market/Fall Festival was a success.
- Letters have been sent to the CDBG owners requesting an update as of November 30, 2019. Patriot House and Boyd Signs have contacted contractors. He has a meeting scheduled with the Mitchell building owner and his finance officer later in November. The grant ends in June 2020.
- The last round of mowing is in progress for the season.

Board of Commissioner's Meeting

November 4, 2019

Page 4

- There was an owner-initiated demolition on MLK and Slade Street. A public hearing will be held soon regarding demolishing the house on Morris Street.
- There was a letter to the Board from a concerned citizen regarding the house on Morris Street. She has been contacted regarding Town efforts with the home.

Parks & Recreation

The Parks & Recreation director reported the following:

- Volleyball, football and Martin County Youth Soccer is ongoing.
- Basketball registration will be held December 4- 7, 2019.
- The Williamston Christmas Parade will be held December 5th at 4 pm.
- Two LED lights were installed in the Gaylord Perry Park gym.
- Dominion Power has removed the overhead lines and some unused light poles at the Perry Park.
- The PARTF grand application has been approved and contract has been received.

Administration

The Town Administrator reported:

- The Annual Retreat is scheduled for January 24 and 25, 2020. The retreat normally begins at 5:30pm on Friday and all-day Saturday. He requested the Board to consider changing the retreat to all day Friday. The Mayor agreed all day Friday would be better. Commissioner Rodgers wanted to know why the board should consider the change. The Mayor reported the meeting tends to run late night Friday and then all-day Saturday. The Town Administrator reported if more time is needed after a full day on Friday, the workshop could be continued on Saturday. The Town Administrator reported it would be more productive to work the full day without the dinner as much time is wasted regrouping. Commissioner Knox stated he would have to check his schedule to make certain all-day Friday would work for him.
- A special called meeting is needed this month to have a pre-workshop meeting. The Mayor requested November 18, 2019 at 5:30pm. The Town Administrator requested the Board members verify their calendars to make certain as he would like a time when the full Board would be available.
- He and the Town Attorney have been reviewing the lighting issue in Annexation Area A. The next step is to meet with Dominion to find what needs to be done, such as easements, to move forward with the lighting in the area.

CLOSED SESSION

It was moved by Commissioner Knox, seconded by Commissioner Moore 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 Coffield and passed.

ADJOURNMENT

There being no further business, the Mayor declared the meeting adjourned at 7:30 p.m.

Submitted By:

Approved By:

Town Clerk

Mayor