

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

December 19, 2019

The Board of Commissioners of the Town of Williamston met in special called session on Thursday, December 19, 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
Police Captain: Beth Coltrain
Fire Chief: Michael Peaks
Human Resources Administrator: Martha-Brown Lilley
Town Attorney: Daniel Manning
USDA Rural Development: Kim Daniels

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 Coffield offered the invocation.

WELCOME

The Mayor welcomed 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 the Regular Agenda. *It was moved by Commissioner Chesson, seconded by Commissioner Moore, and unanimously passed to approve the special called agenda as presented.*

Approval of the USDA Letter of Conditions and Resolution 2019-16 Accepting USDA Loan for Fire Department Renovation Project

Kim Daniels, USDA Rural Development Area Specialist, presented a letter as an amendment to the July 1, 2019 Letter of Conditions regarding the loan for Fire Department renovation. The letter established the conditions that the Town of Williamston must understand and agree to before the USDA can give any further consideration to the application. Any changes to the project costs, sources of funds, scope of services or any other significant changes in the project of Town must be reported to and approved by USDA Rural Development by written amendment. The letter is not to be considered a loan approval letter or as a representation as to the availability of funds but is a necessity if the town desires that further consideration be given to the loan application. She is presenting a subsequent loan of \$409,045 as the project bids were higher than expected. The subsequent loan rate is 3% while the original loan is at 3.5%. If the interest rate is lower at the time of closing, the Town will receive the lower rate but is guaranteed at the rates stated if the rate is higher. The Town's contribution is \$72,957. The total funding for the project is \$2,115,552. The loan term was changed from 30 to a 40-year loan. *It was moved by Commissioner Knox, seconded by Commissioner Chesson and unanimously passed to accept the Letter of Conditions as presented. It was moved by Commissioner Coffield, seconded by Commissioner Moore and unanimously passed to approve Resolution 2019-16 Accepting USDA Loan for Fire Department Renovation Project as presented. Resolution 2019-16 is hereby attached with the minutes of this meeting and incorporated in the Town's Ordinance Book for future reference.*

Approval of the USDA Letter of Conditions and Resolution 2019-17 Accepting USDA Loan for Police Department Relocation Project

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Kim Daniels, USDA Rural Development Area Specialist, presented a letter as an amendment to the July 1, 2019 Letter of Conditions regarding the loan for Police Department relocation. The letter established the conditions that the Town of Williamston must understand and agree to before the USDA can give any further consideration to the application. Any changes to the project costs, sources of funds, scope of services or any other significant changes in the project of Town must be reported to and approved by USDA Rural Development by written amendment. The letter is not to be considered a loan approval letter or as a representation as to the availability of funds but is a necessity if the town desires that further consideration be given to the loan application. She is presenting a subsequent loan of \$312,744 as the project bids were higher than expected. The subsequent loan rate is 3% while the original loan is at 3.5%. If the interest rate is lower at the time of closing, the Town will receive the lower rate but is guaranteed at the rates stated if the rate is higher. The total funding for the project is \$2,935,943. The loan term was changed from 30 to a 40-year loan. Commissioner Rodgers questioned if there was a listing of the laws to which the town must comply. Town Administrator reported the NC General Statutes and all state laws. Commissioner Rodgers questioned if the town would be required to audit certain programs. Ms. Daniels reported the USDA using the annual audit. The Town Attorney reported the USDA and the LGC in Raleigh receive copies of the Town's audit every year. *It was moved by Commissioner Knox, seconded by Commissioner Chesson and unanimously passed to accept the Letter of Conditions as presented. It was moved by Commissioner Moore, seconded by Commissioner Coffield and unanimously passed to approve Resolution 2019-17 Accepting USDA Loan for Fire Department Renovation Project as presented. Resolution 2019-17 is hereby attached with the minutes of this meeting and incorporated in the Town's Ordinance Book for future reference.*

ADJOURNMENT

There being no further business, the Mayor declared the meeting adjourned at 5:46 p.m.

Submitted By:

Approved By:

Town Clerk

Mayor