

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

December 7, 2015

The Board of Commissioners of the Town of Williamston met in regular session on Monday, December 7, 2015 at 5:30 p.m. in the Assembly Room at Town Hall.

PRESENT Mayor Pro Tem: Al Chesson
Commissioners: Junious J. Horton, Jerry Knox and William Coffield
Town Administrator: Eric Pearson
Town Clerk: Christina Craft
Finance Officer: Linda Harrison
Public Works Director: Kerry Spivey
Recreation Director: Allen Overby
Director of Planning and Development: Brent Kanipe
Police Chief: Travis Cowan
Judge Regina R. Parker

ABSENT Mayor: Tommy Roberson
Commissioner Herman Daniels
Town Attorney: Daniel A. Manning
Fire Chief: James B. Peele, III

CALL TO ORDER AND INVOCATION

The Mayor Pro Tem called the meeting to order and welcomed everyone. He then asked Commissioner Jerry Knox to give the invocation.

SWEARING IN CEREMONY FOR MAYOR AND COMMISSIONERS

The Mayor Pro Tem presented the members of the Williamston Town Board of Commissioners who will be serving the town for the next four years. He then introduced the Honorable Regina Parker Resident Superior Court Judge for the Second Judicial District, to administer the oaths of office to the following:

Commissioners: Al R. Chesson, Junious J. Horton, Jerry W. Knox and William Coffield.

Each commissioner in attendance was sworn in. The Town Administrator reported that Mayor-elect Joyce Whichard-Brown and Commissioner-elect Ronell Rodgers will be sworn in at a later date.

ELECTION OF AND SWEARING IN OF MAYOR PRO TEMPORE

The Mayor Pro Tem asked for a motion to elect a Mayor Pro Tempore. Whereupon, Commissioner Knox made a motion, seconded by Commissioner Horton and unanimously passed by the Board to elect Al R. Chesson as Mayor Pro Tempore.

Judge Parker then administered the oath of office of Mayor Pro Tempore to Al R. Chesson, his fourth term in this capacity.

Mayor Pro Tem Announces Commissioner Departmental Liaison Assignments

The Mayor Pro Tem announced that it has been the practice of the Board over the years for the Mayor to assign departments to members of the Board at the first meeting of the newly elected board. He presented the following departmental assignments to the Board of Commissioners:

Ronell Rodgers	-	Police Department
Jerry Knox	-	Fire Department
William Coffield	-	Sanitary/Cemetery

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Junious J. Horton - Recreation/Administration
Al Chesson - Streets/Garage/Water/Sewer
Joyce Whichard-Brown - Planning & Zoning

Mayor Pro Tem made the motion to accept the departmental assignments as presented, seconded by Commissioner Horton and unanimously passed by the Board to accept the departmental assignments as presented.

MCRWASA ALTERNATE MEMBER APPOINTMENT

Mayor Pro Tem asked for a motion to select an alternate member for the Martin County Regional Water and Sewer Authority (MCRWASA) Board. Commissioner Coffield made a motion, seconded by Commissioner Knox and unanimously passed by the Board to assign Commissioner Horton as the alternate member for the MCRWASA Board.

AGENDA APPROVED AS ADJUSTED

The Mayor Pro Tem asked if there were any items to be removed or added to the Regular Agenda or the Consent Agenda. The Town Administrator asked to add a Public Comment section and to have the following removed from the agenda:

- VIII New Business:
(3) Revised Audit Contract – Carr Riggs & Ingram

With no further changes to be made to the Regular Agenda or the Consent Agenda, Commissioner Horton made a motion to approve the agendas as presented. The motion was seconded by Commissioner Knox and was unanimously approved. Items approved in the Consent Agenda are as follows:

- (1) Approval of Minutes of November 2, 2015 Meeting
(2) Budget Amendment – Brownfields Cleanup Funds
Brownfield Grant Project
Brownfield Grant – Royster Clark and Windsor Oil \$168,000

The purpose of this amendment is to set up the budget for the Brownfield Grant Project Phase II which will further advance the River Landing concept Plan. Primary achievement will be cleanup remediation on Royster Clark and Windsor Oil Properties.

- (3) Budget Amendment – RRT – Cylinder Recovery System
RRT – Homeland Security Grant Program
Cylinder Recovery System \$5,500.00

The purpose of this amendment is to budget funds for the Homeland Security Grant Program “HSGP.” The funds will be used to purchase a Cylinder Recovery System.

- (4) Budget Amendment – RRT – Truck
RRT- Homeland Security Grant Program
Truck Prime Mover \$54,500.00

The purpose of this amendment is to budget funds for the Homeland Security Grant Program “HSGP.” The funds will be used to purchase a Truck or Prime Mover to pull trailers.

- (5) Approval of Tax Relief Orders as follows:
- | Year | Name | Remarks | Total |
|------|---------------------|-----------------------------|------------|
| 2015 | NuCO2 Supply LLC | Decreased in Property Value | \$1,177.37 |
| 2015 | First Citizens Bank | Decreased in Property Value | \$47.03 |

- (6) Consider Bids for Mayor Roberson Portrait
- (7) Resolution R-2015-127 Authorizing Exchange of Easements
Resolution 2015-127 is hereby attached with the minutes of this meeting and incorporated in the Town's Resolution Book for future reference.

PUBLIC COMMENT

None

OLD BUSINESS

None

NEW BUSINESS

5-Day WORKWEEK STATUS UPDATE

The Town Administrator reported that the flex-schedule seems to work fairly well in the departments that chose to continue with the four-day workweek for staff. All departments are available and open for business at minimum 5 days per week.

APPROVAL OF ORDINANCE 2015-84 2010 ANNEXATION CAPITAL IMPROVEMENTS PROJECT

The Finance Officer Linda Harrison reported that the Ordinance 2015-84 Capital Project Ordinance will replace the previous 2010 Annexation Capital Improvements Ordinance and recommends the approval of the Ordinance as amended. The amount appropriated for the project is \$5,233,400. The work on the annexed area will start by the middle of December 2015.

It was moved by Commissioner Horton, seconded by Commissioner Coffield and unanimously passed to approve the Ordinance 2015-84 2010 Annexation Capital Improvements Project as presented. Ordinance 2015-84 is hereby attached with the minutes of this meeting and incorporated in the Town's Resolution Book for future reference.

Consider Purchase of Crew Cab Truck – Water Department

The Public Works Director Kerry Spivey reported that a crew cab truck has been budgeted for purchase this fiscal year. However, the amount in the budget is not enough to cover the cost of inflation as the truck has been on the plan for several years. Mr. Spivey requested three separate quotes on a cheaper model that, due to changes in the manufacturing, is able to handle the workload. The original request was for an F-350 but is now requesting an F-250. The total amount of the truck is \$29,458.22 and the budgeted amount was \$26,540. The Finance Officer will do a budget amendment if the increased amount is approved.

It was moved by Commissioner Horton, seconded by Commissioner Coffield and unanimously passed to reauthorize the purchase of the crew cab truck for no more than \$29,458.22.

Consider Purchase of Leaf Machine – Sanitation Department

The Public Works Director Kerry Spivey reported that a leaf machine has been budgeted for purchase this fiscal year. However, the amount in the budget is not enough to cover the cost of inflation as the leaf machine has been on the plan for several years. Mr. Spivey requested two separate quotes. The original budgeted request was for \$21,000. The cheapest of the quotes was for \$26,417. The Finance Officer will do a budget amendment if the increased amount is approved.

It was moved by Commissioner Knox, seconded by Commissioner Horton and unanimously passed to reauthorize the purchase of the leaf machine for no more than \$26,417.

Inclusive Playground Design and Vendor

Parks and Recreation Director reported that four designs have been received by the first of November and reviewed by the focus group. The focus group consists of staff, parents, vendors and teachers. The group has narrowed the designs to two contractors. They have received one of the revised designs but are currently waiting for revisions to another of the designs. He presented the preliminary designs. Once a design and a contractor are chosen, the proposed contract will be brought to the Town Board of Commissioners for review and approval. The

playground should be ready by spring of 2016. If at all possible, the project will be expedited so that the playground will be available for use the entire season.

DEPARTMENTAL REPORTS

Parks & Recreation

The Parks & Recreation director reported the following:

- Soccer and volleyball All-Stars had 3 teams in each of the November EAC (Eastern Athletic Conference) tournaments.
- Over 100 children have registered for Basketball. The increase is possibly due to a change in age bracket from 7-9 year old to 6-9 year olds
- The truck from last year budget has been received.
- Special thanks to everyone who helped with the parade. A couple of bands did not show nor did they call to cancel.

Fire/Rescue

The Town Administrator provided the following report in Chief Peele's absence:

- October was a routine month with 261 calls of which 232 were EMS responses. This puts the department 82 calls ahead of the total last year.
- The staff started the Advanced EMT course on November 4th. Per the inter-local agreement with Martin County, once the certification is acquired, the Town will receive a \$5 increase per call from Martin County.

Police

The Police Chief reported:

- The District Attorney wants to assist in drafting policies on how to share and store the digital data from the body worn cameras.
- Panic Button training for Town Hall staff was reviewed mid-December.
- DA Seth Edwards has issued cease and desist letters to all businesses operating internet café/sweepstakes machines in the Second Judicial District. The letter will be distributed by NC Alcohol Law Enforcement and the local sheriff.

Planning

The Planning Director reported:

- The State of NC published the Economic Development Tier ratings and Martin County continues to fall in the Tier 1 category which will provide the area preference in available grants.
- The fire-damaged building on West Main Street has been removed except for a façade that had to remain due to structure.
- He is working with the NCDOT concerning the lack of signage on Highway 64 that would encourage visitors into the town.
- There have been 106 code violations this year.

Public Works

The Public Works Director reported:

- Sanitation tonnage for the November totaled 104 tons.
- Additional time has been spent during November decorating for Christmas.

Administration

The Town Administrator reported:

- ICMA Code of Ethics was distributed for review.
- The NCDOT has decided against renewing the street sweeping contract and will sweep their streets.
- The NC-125 bypass design will require the moving of the utility lines and the move will be paid by the NCDOT
- The data requested by the County has been submitted regarding the water system customer-base.

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CLOSED SESSION

At 6:47 p.m., it was moved by Commissioner Horton, seconded by Commissioner Coffield and unanimously passed to go out of Open Session into Closed Session for attorney/client privilege in accordance with NC General Statute 143-318.11 (a) (3) Attorney Client Privilege.

At 7:05 p.m., it was moved by Commissioner Horton, seconded by Commissioner Coffield and unanimously passed to go out of Closed Session and back into Open Session.

ADJOURNMENT

There being no further business, the Mayor declared the meeting adjourned at 7:06 p.m.

Submitted By:

Approved By:

Town Clerk

Mayor