

TOWN OF JAMESVILLE
MONTHLY BOARD MEETING 04/11/2022
MINUTES

The following is an account of the minutes taken at the Regular Monthly Board Meeting held between 7:00 p.m. & 8:58 p.m. on 04/11/2022 at the Jamesville Town Hall, 1211 Water Street, Jamesville, NC 27846. Due to the COVID-19 Pandemic, social distancing measures were made available to all. Virtual meeting attendance was provided for public access through Zoom meeting.

Attendees

- Craig Tucker - Mayor
- Willis Williams - Mayor Protem
- Rachel Craddock - Commissioner
- Larris Tolson - Commissioner
- Mary Allen – Via Zoom
- Kimberly Cockrell – Commissioner

Minutes Recorder – Kimberly Cockrell, Town Clerk/Finance Officer

I. Call to Order

Mayor Craig Tucker brought the meeting to order. Commissioner Willis Williams offered the prayer. Mayor Craig Tucker welcomed the community. Ms. Kathy Waters from the Roanoke Beacon attended the meeting.

II. Adopt Agenda

Mayor Craig Tucker asked for approval of the agenda, with the inclusion of the following to New Business:

- Item VII-G, QuickBooks Upgrade;
- Item VII-H, NCLM City Vision Conference;
- Item VII-I, Resolution to Adopt Asset Management Plan & Capital Improvement Plan 2022-2042; and
- Item VII-J, Meeting with Reginald Speight

Commissioner Larris Tolson made the motion to adopt the agenda with the addition of the items before mentioned. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

III. Approval of Minutes

Commissioner Larris Tolson made the motion to approve the minutes listed below. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

- Regular Board Meeting – March 14, 2022

IV. Public Comments

1. Mr. Michael Conner asked for an adjustment to his higher than normal water bill, due to a leak and the commode overflowing. Commissioner Larris Tolson made the motion to approve the adjustment. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

V. Reports

A. Mayor

1. Mayor Craig Tucker commented he was pleased with the work done the last few months. During March and April, he met with various boards and individuals regularly. Mayor Craig Tucker mentioned the policy meeting with the Board as well as a grant Commissioner Willis Williams and he were working on. Mayor Craig Tucker stated he was pleased the entire board attended the Martin County Viability meeting. On April 5, 2022, Commissioner Willis Williams, Commissioner Kimberly Cockrell and he attended a meeting with fire department. All three had the opportunity to speak. Adding, those present received their comments well.

B. Water/Wastewater Report - Samuel Lilley

1. Employee Samuel Lilley reported Mr. Danny Trout, of Advance Plumbing of LaGrange, Inc. had completed the RPZ backflow preventer repair at the Wastewater Treatment Plant. Avery should complete the last inspection on the RPZ backflow preventer soon. On March 29, 2022, Staff began to smoke test the sewer lines and was close to completion. On March 31, 2022, Mr. Jamie Midgette, Assistant Regional Engineer, Washington, NC Office, performed a well inspection at the water plant and Wells #1 & #2. Mr. Jamie Midgette talked about the flushing and backwashing program mandate. Tests showed a decrease in manganese and iron levels over the months. Mr. Jamie Midgette suggested cutting testing back to one time a month. Employee Samuel Lilley reported Mr. Jamie Midgette informed him that the State office now require vacuum breakers for water spigots. Employee Samuel Lilley commented on having problems with the pre-chlorinator feed pump not pumping or pumping very little, even though the distribution system had good residuals. Rather than requesting approval to buy a new pump, Staff was trying to repair it first and had ordered parts. While flushing hydrants, Staff discovered two hydrants needed repairing. One required a stem and another needed a gasket.

C. Public Works Report- Robert Cockrell

1. Mr. Robert Cockrell reported cleaning up the rights-of-way had taken up most of his time.

D. Finance Officer - Kimberly Cockrell

1. Financial Statements
Finance Officer Kimberly Cockrell presented the Financial Reports for March 2022.
2. Budget Amendment(s)
Commissioner Willis Williams made the motion to approved GF Budget Amendment #9 and W/S Budget Amendment #6, as presented below. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

Budget Amendments FY 2021-2022

GF BUDGET AMENDMENT #9 – 4/11/2022

	<u>CREDIT</u>	<u>DEBIT</u>
1039300 Appropriated Fund Balance	\$650.00	
1040152 Training		\$500.00
1040145 Property/Liability Insurance		\$150.00
	<hr/> \$650.00	<hr/> \$650.00

*** Amendment is City Vision Conference for mayor and additional insurance premiums
For adding equipment and vehicle.

W/S BUDGET AMENDMENT #6 – 4/11/2022

	<u>CREDIT</u>	<u>DEBIT</u>
3039300 Fund Balance Appropriated	\$750.00	
3071491 American Rescue Plan (W)		\$13,500.00
3071891 American Rescue Plan (S)	\$13,500.00	
3071839 Sewer Analysis		\$750.00
	<hr/> \$14,250.00	<hr/> \$14,250.00

*** Amendment is needed for repair of RPZ Valve at WWTP and an increase in sewer testing expense.

3. ARPA Report Deadline – Project Plans

1. Town Clerk/Finance Officer Kimberly Cockrell stated a requirement for the Town to receive America Rescue Plan Act funding was for the Board to attend a one-hour training before attending an on demand webinar, which was approximately six to eight in duration. The cost of the webinar was \$175.00.

Town Clerk/Finance Officer Kimberly Cockrell recommended calling a Special Board Meeting to watch the webinar, due to a quorum being present and those present may discuss business.

Commissioner Rachel Craddock made the motion to hold a Special Called Meeting to watch the webinar on April 20, 2022 at 12 noon. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

There was some concern about board members not able to attend the webinar because of other obligations. The Board took discussion.

Commissioner Larris Tolson made the motion to exempt, without penalty, all board members who could not attend the April 20, 2022 Special Called Meeting to watch the webinar. Commissioner Mary Allen seconded. 4 Ayes – 1 Nay. Commissioner Rachel Craddock opposed.

After watching the webinar, the governing board must review the policies presented and approve the ARPA ordinance for submission by the April 30, 2022 deadline. The Board discussed April 22, 2022 at 10 a.m. as a tentative date for the second special meeting.

E. Mid-East

1. Commissioner Rachel Craddock reported during the Mid-East Commission Board monthly meeting, the continued focus of the Board was the ARPA funds program/resources. Commissioner Rachel Craddock reminded all who planned to attend of the Mid-East Commission 55th Annual meeting scheduled for April 21, 2022. Attendees will be Commissioner Rachel Craddock, Mayor Craig Tucker, Commissioner Mary Allen and Commissioner Kimberly Cockrell.

F. Planning Board

1. None

VI. Old Business

A. Water/Sewer Ordinance Enforcement

1. Town Clerk/Finance Officer Kimberly Cockrell provided the monthly customer cut-off report for consideration by the Board, in accordance to Water/Sewer Ordinance #81-Enforcement section. Commissioner Larris Tolson made the motion to approve the disconnections list as presented. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

B. GovDeals - Equipment

1. Town Clerk/Finance Officer Kimberly Cockrell reported she had received all monies for assets sold on GovDeals.com. The final check for \$630.00 for the trencher came in.

C. Update FY 20-21 Audit

1. Town Clerk/Finance Officer Kimberly Cockrell stated communications about the audit had been back and forth with Ms. Rebekah Barr CPA, PC of Wilson, NC. Adding, she could not get a definite commitment from the agency that they would have the audit completed by April 30, 2022 but there had not been any talk about an extension either.

D. Hardison Drive – Water & Sewer Line Repairs

1. The Board had asked Staff to acquire the services of Municipal Engineering, Inc. about doing an assessment on the proposed Hardison Drive sinkhole repair and a request made several months ago to install individual meters at the Suncreek Apartment location.

Hardison Drive

Mr. Michael McAllister, Project Manager of Municipal Engineering, Inc. in his response by email stated he “did not see any extensive structural defects to complicate the repair on Hardison Street. That is not to completely preclude bad soils, as they may be exposed during excavation. We know that part of the line is an old Asbestos Cement (AC) water main. The AC line becomes quite brittle with age, and I would estimate these lines have been in the ground for close to 50-years. The contractor desires to install line valves near the broken line segment to allow the water to be shut off during the repair.

The value insertion is straightforward except for installing anything with and along AC pipe, as it is likely to break or split. I recommend performing this work at night should a line break; the demand will be low, and you will not be affecting businesses”.

Apartments-Individual Meters

Mr. Michael McAllister recommend an 8-meter gang unit. (Engineer provided an illustration.) The supply line to the branch connection from the main should be no less than 4-inch in diameter. In the professional opinion of Mr. Michael McAllister, the building owner should bear the entire cost of changing these over.

(During Public Comments at the May 10, 2021 Regular Board Meeting, Mr. Thomas Schwieterman asked for permission to install seventeen (17) individual water meters to apartments at the Suncreek Apartment location. Mr. Thomas Schwieterman commented on his willingness to pay the cost of the meters and installation.)

Town Clerk/Finance Officer Kimberly Cockrell stated \$12,000 in ARPA funding was available at this time. The Town should received the second installment of the ARPA monies in July 2022. Town Clerk/Finance Officer Kimberly Cockrell suggested doing a portion of the repairs now and the rest after the Town received the ARPA funds in July.

Commissioner Willis Williams motioned to proceed as recommended by the engineers. Commissioner Rachel Craddock amended the motion to include doing the work as suggested by Town Clerk/Finance Officer Kimberly Cockrell. Commissioner Willis

Williams stated his agreement to the amended motion. Commissioner Rachel Craddock seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

E. Backhoe Repairs

1. Town Clerk/Finance Officer Kimberly Cockrell reported Linder Turf and Tractor, Greenville, NC. had not given any updated information on the Kubota L47 backhoe and part warranty/repair. Mr. Jason Jarrett, Branch Manager of Linder Turf and Tractor, wanted to explain he was not saying definitively the warranty would not cover the cost of \$4,443.89 to repair. Only that more information surrounding the incident was needed to qualify under the warranty. (The Board voted unanimously during their March 14, 2022 Regular Board Meeting to submit the claim and to turn the matter regarding the backhoe repair/payment over to the insurance company for investigation.)

F. Parade Rules

1. At their February 14, 2022 Regular Board Meeting, the Board voted to adopt Parade Rules. Town Clerk/Finance Officer Kimberly Cockrell requested the Board reconsider the rule set regarding Float Rules. The section in question states, "Any entry advertising a product or a company is subject to a fee of \$50.00 and shall be considered a commercial business entry to be approved by the parade committee." Town Clerk/Finance Officer Kimberly Cockrell expressed concern that the fee would keep people from participating and suggested removing the fee. Commissioner Larris Tolson made the motion to do away with the \$50.00 fee. Commissioner Rachel Craddock seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

G. Hwy 64/Hwy 171 Intersection – NCDOT

1. Commissioner Rachel Craddock commented on talking several times to Deputy Division Engineer C. W. Bridgers, of the NCDOT regarding concerns about unsafe conditions at the Hwy 64/Hwy 171 Intersection in the Town of Jamesville. Commissioner Rachel Craddock requested a face-to-face meeting. Unfortunately, Engineer Bridgers was not available due to bridge repairs in Rodanthe, NC.
In a letter dated April 8, 2022, Engineer Bridgers submitted a letter in response to a letter sent by the Town of Jamesville on behalf of Mr. Steven Stone. The correspondence stated Mr. Steven Stone conveyed concerns related to the safety of turning traffic at the signalized intersection of US Hwy 64 and NC 171. Engineer Bridgers detailed the findings as requested for the intersection as well as included recommendations to address the situation. The NCDOT Environmental Department would also receive a copy of the information. Engineer Marshall Gills, of the Williamston NCDOT office recommended flashing lights on both ends, east and west, high-flashing lights with flags, operated by a sensor that would keep the red light on until vehicle(s) went through the light.
Commissioner Rachel Craddock commented that NCDOT would consider the issue during the budget process.

VII. New Business

A. Budget Workshop Meetings

1. After the Board took discussion, Commissioner Larris Tolson made the motion to schedule Budget Workshop Meetings on Wednesday, May 4, 2022 and Wednesday May 25, 2022, both meetings to start at 5 p.m. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

B. Elected Official Duties – Rachel

1. Commissioner Rachel Craddock respectfully reminded board members of their oath as public servants for the town, the need for all to attend meetings, the need for a quorum and, though inconvenient at times, called meetings will happen. Commissioner Rachel Craddock asked members to focus on their responsibility to the Town and the need to be there for the people as officials.

C. WW Backup Operator

1. Town Clerk/Finance Officer Kimberly Cockrell reported Employee Robert Cockrell had received a passing grade for Wastewater operations. Town Clerk/Finance Officer Kimberly Cockrell asked the Board if they wanted to place Employee Robert Cockrell as backup operator and remove Retired Employee Eric Martin as part-time backup operator. Commissioner Rachel Craddock made the motion to remove Retired Employee Eric Martin and place Employee Robert Cockrell as backup operator. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes - 0 Nays.
Employee Samuel Lilley questioned whether this was for wastewater only. The response was yes.

D. Meeting/Water Inspection with Jamie Midgette

1. Town Clerk/Finance Officer Kimberly Cockrell reported the charts Mr. Jamie Midgette provided to the Town of Jamesville showed the flushing and backwashing was working. The decrease in manganese and iron levels was impressive, due to the deficiency testing increased frequency. Staff had submitted the quarterly reports as required. Mr. Jamie Midgette noted the response to the report should reflect a decrease in the monitoring frequency. Mr. Jamie Midgette suggested cutting back on the budgeted amount going forth. Mayor Craig Tucker commended Employee Samuel Lilley on a job well done. To which he responded, it was a group effort.

E. Jamesville Fire Department Meeting – April 5, 2022

1. Mayor Craig Tucker commented the meeting members of the board had with Jamesville Fire Department members went well. Added, he talked to the JFD Captain about the report made by JFD Public Information Officer Ashley Futrell of rocks and sand filtering into the tanker hose (from the sinkhole on Hardison Drive near Middle Street), since the meeting. Mayor Craig Tucker stated he was taking good things from the meeting.

F. Big Trucks on Town Streets

1. Town Clerk/Finance Officer Kimberly Cockrell commented there had been another incident with big trucks on Astoria Road. No truck signs was the only thing mentioned to the driver, not the ordinance – Banning Big Trucks on the Streets of the Town of Jamesville. Mr. Chad Hardison, contractor responsible for the big trucks had commented on coming to the board meeting. However, he was not in attendance.
The main issue was big trucks driving on fragile concrete in the Town of Jamesville. The incident(s) in question was taking place on a road already in bad need of repair and sustaining the weight of the big trucks.
Commissioner Willis Williams made the motion to send the ordinance/resolution to Town Attorney Evan Lewis to explore the problem and change the ordinance to reflect realistic weights and what the Town Board wanted accomplished. Commissioner Kimberly Cockrell seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

G. QuickBooks Upgrade

1. Town Clerk/Finance Officer Kimberly Cockrell requested the Board approve the purchase of the annual QuickBooks upgrade. As she explained, the company was strongly suggesting purchasing the online version for \$840.00/yr. Town Clerk/Finance Officer Kimberly Cockrell recommended buying the standalone version for \$1,100.00 yr. for ease of data recovery, should there be a power failure. The present desktop version cost the Town of Jamesville \$850.00/yr.
Commissioner Larris Tolson made the motion to approve the purchase of the standalone version. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

H. NCLM City Vision Conference

1. Mayor Craig Tucker spoke of receiving an email last month from the NC League of Municipalities on CityVision Annual Conference to take place at the Wilmington Convention Center, Wilmington, NC. April 26 to April 28, 2022. After reviewing the agenda, Mayor Craig Tucker stated some sessions would be important and worth attending. Commissioner Larris Tolson made the motion to send Mayor Craig Tucker to Wilmington for the CityVision Annual Conference. Commissioner Kimberly Cockrell seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

I. Resolution to Adopt Asset Management Plan & Capital Improvement Plan 2022-2042

1. Town Clerk/Finance Officer Kimberly Cockrell stated the Resolution to Adopt Asset Management Plan & Capital Improvement Plan 2022-2042 provided to the Board was an updated version of the resolution the municipality had done in the past. Commissioner Rachel Craddock made the motion to adopt the resolution as presented below. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

RESOLUTION TO ADOPT
The
TOWN OF JAMESVILLE ASSET MANAGEMENT PLAN
and
CAPITAL IMPROVEMENT PLAN
For the Years
2022-2042

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF JAMESVILLE:

The document entitled “Town of Jamesville, Asset Management Plan and Capital Improvement Plan for the Wastewater Treatment & Collection System for the Years 2022-2042”, dated April 2022, was presented and adopted by the Board of Commissioners for the Town of Jamesville, North Carolina at its regular meeting held on this 11th day of April 2022

Adopted this 11th day of April 2022.

Craig Allen Tucker, Mayor

The undersigned duly qualified and acting Town Clerk of the Town of Jamesville does hereby certify: That the above resolution is a true and correct copy of the resolution adopting the Town of Jamesville, Asset Management and Capital Improvements Plan for the Wastewater Treatment & Collection System for the Years 2022-2042 date April 2022 at a legally convened

meeting of the **Town of Jamesville, NC, Board of Commissioners** duly held on the 11th day of April 2022; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this 11th day of April 2022.

Kimberly Cockrell, Town Clerk

J. Meeting with Reginald Speight

1. Commissioner Rachel Craddock reported being at meetings recently, in which Mr. Reginald Speight, US Agriculture Development NC State Director (formerly NC 1st Regional Director for US Congressman G. K. Butterfield) was there. During their one on one conversations, Mr. Reginald Speight suggested holding a meeting with the Jamesville Town Board to discuss the vision of the Town and ways USDA-Rural Development may assist in those funding efforts, such as a new community center.

Commissioner Rachel Craddock suggested meeting some time other than a regular Monday night board meeting as a better option.

Commissioner Willis Williams suggested asking Mr. Reginald Speight for a choice of two dates he may be available for the meeting.

Commissioner Rachel Craddock recommended having at least a pair of board members to represent at all county level and important meetings because of the type of meetings and to learn of any funding opportunities available.

Mayor Craig Tucker stated his intention to be at all County Commissioners' meeting going forth. The Board took discussion.

Commissioner Rachel Craddock made the motion for at least two Town Board members to go to county or any important meetings. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

VIII. Closed Session – N C G. S. §143-318.11(a) (6) Personnel

The Board did not hold a closed session.

IX. Board Comments

1. Commissioner Kimberly Cockrell thanked Ms. Kathy Waters, of the Roanoke Beacon for being at the Town of Jamesville meetings and representing Jamesville well.

Ms. Kathy Waters commented her intentions were to report the news. Not look for an opportunity to sensationalize.

As requested and out of concern expressed in the community, a second article would be out soon to explain the position of the Town on the Hardison Drive sinkhole. (During Public Comments - General at the March 14, 2022 Regular Board Meeting, JFD Public Information Officer Ashley Futrell commented on the issue.)

X. Adjourn

Commissioner Mary Allen moved to adjourn at 8:58 p.m. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

Respectfully submitted by:
Kimberly Cockrell,
Town Clerk/Finance Officer