

TOWN OF JAMESVILLE
MONTHLY BOARD MEETING 08/14/2023
MINUTES

The following is an account of the minutes taken at the Regular Monthly Board Meeting held between 7:00 p.m. & 9:59 p.m. on 08/14/2023 at the Jamesville Town Hall, 1211 Water Street, Jamesville, NC 27846. Virtual meeting attendance was provided for public access through Zoom meeting.

Attendees

- Willis Williams - Mayor Pro Tem
- Rachel Craddock - Commissioner
- Mary Allen – Commissioner
- Kimberly Cockrell – Commissioner
- Preston Craddock – Commissioner

Absent

- Craig Tucker - Mayor

Minutes Recorder – Kimberly Cockrell, Town Clerk/Finance Officer

I. Call to Order

Mayor Pro Tem Willis Williams called the meeting to order at 7:06 p.m. and asked Employee Samuel Lilley to offer the prayer. Mayor Craig Tucker was absent due to a fall just before the meeting and was on the way to get medical attention. Also present were Kathy Waters with the Roanoke Beacon and Employee Betty Williams.

II. Adopt Agenda

Commissioner Kimberly Cockrell added the following agenda items:

- VI. Reports – D. Finance Officer, 5. Fidelity Bond
- VIII. New Business – D. Martin General Hospital

Hearing no other additions or changes, Commissioner Rachel Craddock moved to approve the agenda with the additions. Commissioner Preston Craddock seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

III. Approval of Minutes

It was noted that Mayor Pro Tem Williams received his board packet late afternoon just prior to pre-meeting planning with the town clerk when informed about needing to chair the meeting because of the mayor’s inability to attend. When asked if he had reviewed the minutes, Williams indicated that he had but wants to address a transcription issue at a later time. Upon board discussion to defer adopting the July minutes until the September meeting, Commissioner Preston Craddock stated “so move” to table, with the second given by Commissioner R. Craddock. Motion unanimously passed. 5 Ayes - 0 Nays.

IV. Public Hearing – Zoning Text Amendment Request – Add Mobile Food Truck

A. Open Public Hearing. Commissioner P. Craddock moved to open public hearing, with a second given by Commissioner Cockrell. Motion unanimously passed. 5 Ayes - 0 Nays.

B. Public Comment. There were no members of the public signed up to speak regarding the advertised zoning application.

Mayor Pro Tem Williams proposed tabling the application review by the board as Chairperson Delsie Williams was not in attendance to present the zoning board's recommendation.

The town clerk noted the public hearing still stands as the town has fulfilled its statute obligation.

C. Close Public Hearing. Commissioner P. Craddock moved to close the public hearing, with a second by Commissioner Mary Allen. Motion unanimously passed. 5 Ayes - 0 Nays.

V. Public Comment – None.

VI. Reports

A. Mayor. Nothing was brought forward by the mayor pro tem. Concern was expressed for all to be well with Mayor Tucker.

B. Water/Wastewater Report - Samuel Lilley

Employee Samuel Lilley noted he used a lot of vacation time last month. As a summary of the month's work tasks, Lilley reported a leak was fixed on Water Street close to the town hall, further explaining that the town's ¾" lines are where most problems are occurring.

This past weekend, a bridge broke down at the sewer plant also causing a leg to break due to the barons failing and causing the wheel to go off track. That repair was made over two days and all is back up and running. A seal also had to be fixed.

Due to longevity and age, the digester at the sewer plant needs some parts replaced in order to operate properly providing for better numbers for state reporting. Approximately \$300-\$400 is needed to purchase leg parts, with Lilley saying he could do the repair. Commissioner R. Craddock moved agreeing to the need of the repairs and the purchasing of the parts, and a second was given by Commissioner Cockrell. Upon call for the vote, the motion carried unanimously. 5 Ayes – 0 Nays.

Lilley noted the diaphragms are all working on the feeder pumps at the water plant but at least one needs to be available in inventory should a break down occur. The cost of a diaphragm is over the spending threshold, with the total cost for an overhaul kit being under \$1,000. Commissioner R. Craddock pointed out that keeping inventory is wise because some parts are difficult to get when needed, then moving to allocate what is needed to take care of purchasing a diaphragm to have on hand. A second was made by Commissioner Allen, with the vote passing unanimously. 5 Ayes – 0 Nays.

The Water Street site will need to have the pavement repaired, with Lilley suggesting the town contract the asphalt repair work as several other locations need to be done. It could be done by town staff, but a contractor would have the appropriate equipment to do it properly versus doing a patch repair. Though the asphalt work can wait, Commissioner R. Craddock offered, she does not mind the town contracting for the work to be done but wants the price to be fair, with Commissioner Williams supporting that the needed repairs will require some time and the town is currently short-handed. Should the public make any complaints, the board should respond to the complaints that any delays are related to financial and resource restraints and not because employees are not doing their jobs. Commissioner R. Craddock then moved that the board put asphalt repairs on its agenda to take care of it as soon as the town is able but not to feel pressured for the money until the repairs can be afforded without hurting the budget. After Commissioner Cockrell seconded, Mayor Pro Tem Williams offered that the same could be the town's policy while going through an employee transition, that the town will continue to do those things that are necessary. In concurring, R. Craddock stressed that the current tasks are only being put on hold and not being disregarded, though the latter has occurred and needs to stop. Upon call for the vote, the motion carried unanimously. 5 Ayes – 0 Nays.

Seals and seal liners for the wastewater treatment plant are needed to have on hand for inventory, which is required per state regulations. Discussion covered approving staff to make purchases of items required by state regulations even though the amount may exceed the \$1,000 purchase limit without prior board approval. Commissioner R. Craddock indicated “so move,” with a second by Mayor Pro Tem Williams. Clarification was made that the motion intended to approve the purchase of the seals and seal liners. Vote was unanimous. 5 Ayes – 0 Nays.

C. Public Works Report

Upon question by Commissioner R. Craddock, Employee Lilley indicated that the cemetery is being maintained by Employee Wayne Thomas.

D. Finance Officer - Kimberly Cockrell

1. **Financial Statements – July 2023.** Finance Officer Kimberly Cockrell presented and reviewed with board members the July 2023 financial reports for all town funds. Discussion regarding the general fund balance recognized the beginning of the fiscal year expenses impacting the budget having limited income at the same time.

2. **Budget Amendment.** Finance Officer Cockrell presented an amendment to cover expenses for a bond increase and garbage pickup. The bond increase to \$1 million coverage is required on the finance officer by the LGC due to the grant funding amount, and the dumpster fee for garbage pickup was approved for the Jamesville Restoration Project.

Upon request by the mayor pro tem for a motion to approve, Commissioner P. Craddock indicated “so move,” with a second by Commissioner R. Craddock. Vote was unanimous. 5 Ayes – 0 Nays.

GF BUDGET AMENDMENT #1 - 8/14/2023

	<u>CREDIT</u>	<u>DEBIT</u>
1039300 Appropriated Fund Balance	\$2,600.00	
1040146 Bonds		\$2,100.00
1047026 Garbage Pickup		\$500.00
	\$2,600.00	\$2,600.00

***Amendment is for increase in Bond coverage for Finance Officer and Dumpster charge for Jamesville Restoration Project

3. **General Fund – Transfer from Savings to Checking Request.** Finance Officer Cockrell presented a request for a fund transfer, seeking permission to transfer \$30,000 from the general fund money market account to the general fund checking account:

General Fund Money Market Account	\$248,702.08	Balance as of 07/31/23
	<u>- \$30,000.00</u>	
Ending Balance after Transfer	\$218,702.00	
General Fund Checking Account	\$9,553.08	Balance as of 07/31/23
	<u>+\$30,000.00</u>	
Ending Balance after Transfer	\$39,553.08	

Finance Officer Cockrell explained that the amount requested helps cover lack of income until property tax collections are being received. The town's donation to the Fire department and EMS is also due. Commissioner R. Craddock indicated "so move," with a second by Commissioner Allen. Vote was unanimous. 5 Ayes – 0 Nays.

4. **Robert Cockrell – Wage Payout.** Finance Officer Cockrell explained the breakdown of final wages due to Robert Cockrell, which was pre-approved by the board at its previous meeting. The final payout due is \$1,139.12, which includes regular hours worked, as well as comp and vacation time earned. Commissioner R. Craddock stated "so move," with a second by Commissioner Williams. The vote carried unanimously, with 4 Ayes and 0 Nays and 1 Abstain [Commissioner Kimberly Cockrell abstained due to relation].

5. **Fidelity Bond.** Finance Officer Cockrell noted the LGC required the Town of Jamesville to go from a \$50,000 bond to a \$1,000,000 bond reflecting the town receiving \$12,000,000 in grant funding. The bond amount is based on 10% of the annual budget. The premium amount for the adjusted bond is \$3,075.00. Upon Commissioner Williams indicating the town was also fortunate that the finance officer qualified for the bond, Commissioner P. Craddock moved to approve the bond premium, with a second by Commissioner R. Craddock. The vote carried unanimously. 5 Ayes - 0 Nays.

NCDOT – Pot Hole Repairs. Finance Officer Cockrell noted the town has received an invoice from NCDOT for doing pot hole repairs on town streets, a cost of \$1,299.94. NCDOT has also done pavement repairs on Astoria Road and the work has made a much needed improvement. Commissioner Allen moved to approve the bill for payment, with a second by Commissioner Williams. Vote was unanimous. 5 Ayes – 0 Nays.

E. Mid-East Commission

Commissioner Rachel Craddock stated there has been no recent meeting, having nothing to report.

F. Planning Board

1. **Zoning Board Recommendation for Text Amendment Application from Dusty Davis,** and
2. **Zoning Board Appointments.**

Upon the mayor pro tem asking for a motion to table these agenda items until the September meeting, Commissioner P. Craddock stated "so move," with a second by Commissioner Williams. Vote was unanimous. 5 Ayes – 0 Nays.

G. Herring Festival

As director of the NC Herring Festival, Commissioner Rachel Craddock indicated that she, Mary Allen and Kimberly Cockrell attended an all-day seminar in Windsor which talked about event planning. Information is forthcoming via "tool kits," and once reviewed, the board will be updated as to its helpfulness. Encouragement was stressed for the need for planning volunteers and getting the word out particularly with area churches. The goal is to keep the event duties off the town's office staff as much as possible, Craddock continued and cautioned, recalling that last year the festival work and stress overloaded the office staff which became unbearable at times. A repeat of the same is not worth it to anyone on the planning committee having so few to help. If the community wants to have the festival, people need to come forward and help with the planning process as well as throughout the event weekend. Commissioner Allen offered to help in anyway needed. The next festival meeting is being rescheduled to August 22.

H. Water/Sewer Grant Projects

- 1. WTP – Offer & Acceptance for ARP Fund Project No. SRP-D-ARP-0111.**
- 2. WTP – Resolution of Acceptance for Project No. SRP-D-ARP-0111.**
- 3. WWTP – Offer & Acceptance for ARP Fund Project No. SRP-W-ARP-0234.**
- 4. WWTP – Resolution of Acceptance for Project No. SRP-D-ARP-0234.**

Regarding agenda items (H) 1. through 4., Mayor Pro Tem Williams explained that these documents formalize the town receiving the grant funding for the cited projects. Upon Williams indicating that a motion could cover all four items, Commissioner P. Craddock moved for approval to sign the offer and acceptance and agree to the resolution for the WTP as well as the WWTP, and henceforth, sign and return. Commissioner Cockrell seconded. Vote was unanimously carried. 5 Ayes – 0 Nays. [The Offer & Acceptance Documents for Project No. SRP-D-ARP-0111 & SRP-W-ARP-0234 are on file with the town clerk and available for public perusal.

RESOLUTION BY GOVERNING BODY OF RECIPIENT

WHEREAS, the **Town of Jamesville** has received an earmark for the American Rescue Plan (ARP) funded from the State Fiscal Recovery Fund established in S.L. 2022-74 to assist eligible units of government with meeting their water/wastewater infrastructure needs, and

WHEREAS, the North Carolina Department of Environmental Quality has offered American Rescue Plan (ARP) funding in the amount of **\$4,627,500** to perform work detailed in the submitted application, and

WHEREAS, the **Town of Jamesville** intends to perform said project in accordance with the agreed scope of work,

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

That the **Town of Jamesville** does hereby accept the American Rescue Plan Grant offer of **\$4,627,500**.

That the **Town of Jamesville** does hereby give assurance to the North Carolina Department of Environmental Quality that any Conditions or Assurances contained in the Award Offer will be adhered to.

That **Rachel Craddock, Commissioner**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with this project; to make the assurances as contained above; and to execute such other documents as may be required by the Division of Water Infrastructure.

Adopted the 14th day of August, 2023 at Jamesville, North Carolina.

(Signature of Chief Executive Officer) (Date)

RESOLUTION BY GOVERNING BODY OF RECIPIENT

WHEREAS, the **Town of Jamesville** has received an earmark for the American Rescue Plan (ARP) funded from the State Fiscal Recovery Fund established in S.L. 2022-74 to assist eligible units of government with meeting their water/wastewater infrastructure needs, and

WHEREAS, the North Carolina Department of Environmental Quality has offered American Rescue Plan (ARP) funding in the amount of **\$3,816,250** to perform work detailed in the submitted application, and

WHEREAS, the **Town of Jamesville** intends to perform said project in accordance with the agreed scope of work,

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

That the **Town of Jamesville** does hereby accept the American Rescue Plan Grant offer of **\$3,816,250**.

That the **Town of Jamesville** does hereby give assurance to the North Carolina Department of Environmental Quality that any Conditions or Assurances contained in the Award Offer will be adhered to.

That **Rachel Craddock, Commissioner**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with this project; to make the assurances as contained above; and to execute such other documents as may be required by the Division of Water Infrastructure.

Adopted the 14th day of August, 2023 at Jamesville, North Carolina.

(Signature of Chief Executive Officer) (Date)

5. Ground Breaking of New Water Treatment Plant – Wednesday, August 16, 2023 at 10:00 a.m. A ground-breaking ceremony for the new water treatment plant has been scheduled for Wednesday, August 16, 2023 at 10:00 a.m. The town office will be closed during the ceremony. Discussion covered obtaining shovels and setting up a dirt pile for digging for photos to be made. After the ground-breaking ceremony, the engineer will be updating the town board as monthly progress updates will now be scheduled the third Wednesday of the month per grant requirement.

VII. Old Business

A. Water/Sewer Ordinance Enforcement

Town Clerk/Finance Officer Cockrell presented the cut-off list in accordance with the Water/Sewer Ordinance #81 - Enforcement section. Commissioner R. Craddock made the motion to approve the disconnections list and enforce the rules. Commissioner P. Craddock seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

B. DOXO Direct Deposit Payments

At the board's last meeting, Finance Officer Cockrell had explained the town receives several water bill payments via paper check from a company called DOXO who is requesting the board to consider allowing for electronic direct deposit. DOXO is a bill payment portal, similar to how a bank provides the same type of option for bill payments. A representative from DOXO was scheduled to attend this meeting via Zoom to answer board questions, but no DOXO rep logged in online. Cockrell offered that she is reserved to incorporate the DOXO service due to poor online reviews. The town already provides a way for its customers to pay online through Point & Pay. Commissioner P. Craddock moved to keep the status quo, with a second by Commissioner Cockrell. Vote was unanimous. 5 Ayes – 0 Nays.

C. Ordinance Prohibiting Dogs Running-At-Large

A draft ordinance prohibiting dogs running-at-large within Jamesville's town limits was presented to board members at the July meeting. A revision was made regarding (B)(1) clarifying that "premises" includes the area of the owner's outside property and any structure. Commissioner R. Craddock moved to accept the ordinance for the Town of Jamesville. A second was given by Commissioner Cockrell. Vote was unanimously passed. 5 Ayes – 0 Nays.

As another animal/pet issue, Commissioner Allen brought forward that her new neighbor will have large snakes as pets. The neighbor has indicated the snakes will be loose outdoors for periods of exercise. Allen then expressed how she will feel great distress if the snakes were to come onto her property.

AN ORDINANCE OF THE TOWN OF JAMESVILLE
PROHIBITING DOGS RUNNING-AT-LARGE WITHIN THE TOWN

WHEREAS the County of Martin has adopted an Animal Control Ordinance which the Town of Jamesville pursuant to North Carolina General Statute 153A-122 opted to be applicable within the Town;

BUT WHEREAS the said County Ordinance does not prohibit dogs running-at-large which the Town desires to prohibit within its town limits, making it necessary for the Town to further adopt this ordinance for that purpose and for the purpose of further protecting and promoting the health, safety and welfare of the citizens of the Town;

BE IT THEREFORE ORDAINED by the Board of Commissioners of the Town of Jamesville that:

(A) A dog running-at-large means any animal when it is off the property of its owner or keeper and not under physical restraint.

(B) Any person owning, keeping, possessing, harboring, or having the care, custody or control of a dog within the Town shall keep the dog secured as follows:

(1) By keeping the dog inside the keeper's premises/property;

(2) By keeping the dog in a secure enclosure, except that a vicious animal as defined by County Ordinance shall be kept in an enclosure which has a top and a concrete base with fencing securely attached or anchored to the concrete perimeter to a depth of six inches;

(3) By keeping the dog on a leash which is held by a person of suitable age and discretion who can maintain control of the dog, except that a vicious animal as defined by County Ordinance shall be muzzled and kept on a chain-link leash not more than six feet long.

(C) Proof of a dog found running-at-large, if identifiable, shall constitute a prima facie case against the owner, possessor or keeper of the dog. If the owner, possessor or keeper of the dog shall not be identifiable, the dog shall be considered a stray dog and disposed of accordingly.

Enforcement actions including any penalties imposed are done by the discretion of the Martin County Sheriff's Department.

This Ordinance shall be effective upon adoption.

Adopted the 14th day of August, 2023.

MAYOR

CLERK

D. Black Mountain Software – NCLM Visit 7/11/23

Finance Officer Cockrell reported that she met with Ms. Mary Hogan with the NC League of Municipalities on July 11 and discussed the new municipal accounting services. The most discouraging information learned is that the annual fee for the software will be \$10,000, which starts after the ARPA grant funding ends that covers the first four years of the software being installed, staff training and initial fees. Cockrell explained that she pointed out to Hogan the Town of Jamesville, nor any other rural township with limited funding, simply cannot afford the \$10,000 annual fee when its current software and billing systems cost only a total of \$1,300 per year.

Mayor Pro Tem Williams posed that it would be appropriate for the board to write a letter on behalf of Martin County's small townships supporting that the new software grant project is a great idea for municipalities but that it is of no help to smaller towns when they are unable to afford the future annual fees. The software, sadly, is a false hope that has been presented, and with the fee cost now being revealed, it is like setting up small towns for failure financially to carry the maintenance responsibility. Cockrell offered that she also addressed with Hogan that if the municipal software could be designed to help reduce state reporting requirements and cut down audit costs it might would help towns offset funding to go towards the high annual fee.

Commissioner R. Craddock moved that Commissioner Williams write the letter to NCLM about the software cost issue, with Williams agreeing to do so. A second was given by Commissioner P. Craddock. Vote was unanimous. 5 Ayes – 0 Nays.

VII. New Business

A. White F-150 Truck Repair. Finance Officer Cockrell noted the white F-150 truck has been at Feyer Ford in Williamston for three weeks due to needed repairs and estimates being done. After a previous recent repair, another issue presented fairly quickly and the truck was returned to Feyer. An estimate for repairing ball joints and a control arm has been given, a cost of \$972.06. Though the estimated repair needs to be done, Feyer said the truck is safe for use. Current billing due for brake and caliber work is \$1,435.14, with an additional related expense due of \$271.92.

Cockrell stated that a second repair was recommended by Feyer but it involved a part which they said could not be obtained (ABS module). The board discussed at length the cost of the repairs and the need for a new truck, with mention made that the subject truck was purchased used at only \$1,500. After Commissioner R. Craddock rescinded her motion approving the cost of the presented estimated repair and having the work done, F.O. Cockrell recommended that the board do more research about the needed repairs, pay what is owed and get the truck back since it is operational and needed for daily use. Commissioner P. Craddock moved that the town pay what it owes and seek out other repair and parts providers to do the estimated work. Discussion on the motion mentioned as options several local repair shops. A second was given by Commissioner Cockrell. Upon call for the vote, the motion carried unanimously. 5 Ayes – 0 Nays.

B. Zoning Amendment Application – Proposal to Add 10th Permitted Use for Mobile Food Trucks. This agenda item has been tabled to the September meeting.

C. NCDEQ Notice of Deficiency Testing Release Notification. With recognition to the diligence of town staff, Mayor Pro Tem Williams stated that the town is no longer required to collect distribution samples for evaluation of iron and manganese levels, which was being done every two weeks.

D. Martin General Hospital. Because members of the Jamesville community are asking about the town's concerns with the hospital closing and what is being done, Commissioner Cockrell posed if the board needed to officially address the hospital closing with the county commissioners. Reports have been heard about Martin County residents being taken to other medical facilities and

passing away because emergency care was not given in adequate time due to distance. Commissioner R. Craddock commented that medical facilities in Greenville, Bertie County and Edenton are overflowing or lacking in available beds, nor can Washington County Hospital provide much more than it does. The board agreed the problem is real for Martin County's commissioners, which is a problem they created.

Commissioner Cockrell said the town's citizens need to be taken care of by the board they have elected into office, with Commissioner R. Craddock offering she would want to talk with each of the county commissioners face-to-face instead of writing a letter. Commissioner Allen supported a meeting with the commissioners as well. Mayor Pro Tem Williams relayed a family situation this past weekend which dealt with a 911 call and the family member being taken to Windsor for medical care.

Mayor Pro Tem Williams then suggested the town board request to be put on the county commissioner's next meeting agenda, at the earliest time possible, with Commissioner R. Craddock indicating "so move." With noting the next county meeting is scheduled for September 13, a second was given by Commissioner Cockrell. Upon call for the vote, the motion carried unanimously. 5 Ayes – 0 Nays.

IX. Closed Session – Pursuant to NCGS §143-318.11(a)(6) Personnel

Commissioner Mary Allen moved to go into closed session, with the second given by Commissioner Kimberly Cockrell. Vote was unanimous. 5 Ayes – 0 Nays. Time was 8:50 p.m.

During closed session, board members discussed several personnel issues.

Commissioner Allen moved that the board return to regular session, with a second by Commissioner Cockrell. Upon call for the vote, the motion passed unanimously. 5 Ayes – 0 Nays. Time was approximately 9:55 p.m.

Motions - Regular Session.

Commissioner Preston Craddock moved to keep Robert Cockrell as a part-time employee at \$41.20 hourly on as-needed basis and as sewer backup operator at \$400 month. Commissioner Allen gave the second, the vote was carried unanimously. 5 Ayes – 0 Nays.

Commissioner P. Craddock then moved to have a special meeting on August 21 at 6:00 p.m. to conduct a closed session discussion regarding personnel. A second was given by Commissioner Cockrell, the vote was carried unanimously. 5 Ayes – 0 Nays.

Commissioner Allen moved that the board invite Employee Samuel Lilley to attend a closed session meeting with the board, with a second given by Commissioner P. Craddock. Upon call for the motion, the vote was carried unanimously. 5 Ayes – 0 Nays.

IX. Board Comments

No additional comments were offered by board members.

X. Adjourn

Commissioner Allen moved to adjourn at 9:59 p.m., with a second by Commissioner P. Craddock. The motion unanimously passed. 5 Ayes – 0 Nays.

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