

**TOWN OF JAMESVILLE**  
**MONTHLY BOARD MEETING 10/10/2022**  
**MINUTES**

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The following is an account of the minutes taken at the Regular Monthly Board Meeting held between 7:00 p.m. & 8:50 p.m. on 10/10/2022 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 – Commissioner
- Kimberly Cockrell – Commissioner

Minutes Recorder – Kimberly Cockrell, Town Clerk/Finance Officer

**I. Call to Order**

Mayor Craig Tucker called the meeting to order at 7:00 p.m. Commissioner Willis Williams offered the prayer. Mayor Tucker then welcomed all guests. Ms. Kathy Waters with the Roanoke Beacon was in attendance, as well as Employees Samuel Lilley, Robert Cockrell and Betty Williams. Ms. Deborah Griffin with The Enterprise joined in by Zoom.

**II. Adopt Agenda**

Mayor Craig Tucker asked for a motion to approve the agenda with the addition of the following item: VII. New Business - I. Closed Session Minutes. Commissioner Larris Tolson made the motion to adopt the agenda as amended. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

**III. Approval of Minutes**

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

- Closed Session Minutes – August 8, 2022
- Regular Board Meeting – September 12, 2022
- Special Board Meeting – September 23, 2022

Commissioner Rachel Craddock brought forward that copies of the closed session minutes need to be turned back in for shredding since they are confidential, with an approved copy kept on file with the town clerk. Discussion on this issue: VII. New Business, I. Closed Session Minutes.

**IV. Public Comments**

1. **Water Bill – Ms. Kristi Bess.** Ms. Kristi Bess of 1093 Martin Drive stated that a toilet leak caused a recent high water bill. Once the toilet tank parts were all replaced, the next monthly bill returned to normal. An adjustment was requested for the higher billing cycle.

Commissioner Larris Tolson made the motion to approve adjusting the water bill for Ms. Bess as per regulations. Commissioner Willis Williams seconded. Upon call for the vote, the motion passed with 5 Ayes – 0 Nays. Instruction was given for Ms. Bess to contact the town hall during office hours to receive an adjustment on her account.

## V. Reports

**A. Mayor** – Mayor Craig Tucker reported that he has continued to hold weekly supervisor meetings with Employees Samuel Lilley, Robert Cockrell and Wayne Thomas. The Monday 7:00 a.m. meetings address maintenance needs, identify any issues with the water and wastewater plants, and outlines tasks to be accomplished. The Mayor indicated he is pleased with the way things are going and that better communication is being promoted.

Mayor Tucker noted that he would be traveling to Florida for his mother’s memorial service to be held November 6. A sentiment will be sent from the Town of Jamesville. The mayor thanked everyone for their condolences and heartfelt kindnesses.

### **B. Water/Wastewater Report - Samuel Lilley**

Employee Samuel Lilley reported he has had a busy month but did take a week of vacation. During his vacation week, a few problems occurred but all was managed. The sewer plant had a burnt wire and was repaired. The wet well at Hwy 171 was pumped out. Much work has also been scheduled for the weeks ahead. The new salt tank is being set up, soon to be ready to receive a salt supply.

A meter clock at Marco has been out for a while though the pump is working. Mr. Rob Shelton with Pete Duty & Associates usually checks in with the town on his way to jobs in the OBX area, with no fee charged for said visit. Mr. Shelton has agreed to do the new meter installation which may include a fee and is scheduled for almost three weeks out.

The Marco Generator has not been working automatically and is having to be operated manually. Assistance for maintenance has been scheduled for Wednesday, October 12.

Pipe problems are occurring with a pump at the wet well at Hwy 171. Clearing a clog in the pipe line will need to be done, then testing for leaks when priming. An estimate from Stuart Taylor with Tencarva has been obtained for needed maintenance with the panels, which is expensive due to difficulty in getting parts required for the old system.

A chain broke and had to be changed on the gear box at the wastewater plant.

A leak is occurring at the water plant. An old cast iron coupling needs to be repaired, scheduled for Thursday, October 13.

A new water tap will be installed for the property formerly known as the Jamesville Women’s Club. New owners of the property will be paying for the expense.

### **C. Public Works Report - Robert Cockrell**

Employee Robert Cockrell happily reported that the grass mowing chores are slowing down, giving more time to work on other maintenance projects.

Replacement bulbs have been obtained to get the Christmas lights ready for seasonal display, to be hung in November.

The recent hurricane brought a manageable amount of rain. Prior to the storm, clean up was done of the streets and storm drains.

The new salt tank has been installed and plumbed and is almost ready. A gutter system was also done to help prevent erosion of the tank foundation. Overall cost for this project was discussed later in the agenda – VII. New Business, E.

### **D. Finance Officer - Kimberly Cockrell**

1. **Financial Statements – September 2022** - Finance Officer Kimberly Cockrell presented and reviewed with Council members the Financial Reports for September 2022. For the water and sewer fund, the large expense amount includes the Hardison Drive project costs.

2. **Budget Amendment(s)** - Finance Officer Kimberly Cockrell reviewed the proposed budget amendments. Commissioner Williams moved that the board approve the budget amendments, with the second given by Commissioner Allen. Motion unanimously passed. 5 Ayes - 0 Nays.

**GF BUDGET AMENDMENT #1 - 10/10/2022**

	<u>CREDIT</u>	<u>DEBIT</u>
1032900 Interest	\$10.00	
1040145 Property/Liability Insurance		\$10.00
	\$10.00	\$10.00

\*\*\*Amendment is for Insurance charge for auto surcharge

**W/S BUDGET AMENDMENT #1 - 10/10/2022**

	<u>CREDIT</u>	<u>DEBIT</u>
3039300 Fund Balance Appropriated	\$21,010.00	
3071745 Insurance (S)		\$5.00
3071345 Insurance (W)		\$5.00
3071890 Capital Outlay (S)		\$46,500.00
3071490 Capital Outlay (W)		\$26,500.00
3071848 Repairs & Maintenance (S)	\$32,000.00	
3071448 Repairs & Maintenance (W)	\$20,000.00	
	\$73,010.00	\$73,010.00

\*\*\*To reclassify funds for Hardison Drive projects to Capital Outlay and Insurance charge for generators

3. **Comp Time Payout – 3<sup>rd</sup> Quarter 2022** – Finance Officer Kimberly Cockrell requested approval for payout of compensatory time for July through September 30, 2022. Commissioner Williams moved that the board accept the comp time payout, with the second given by Commissioner Craddock. Motion unanimously passed. 4 Ayes - 0 Nays. Commissioner Kimberly Cockrell abstained – conflict of interest, as a recipient.

**E. Mid-East**

Commissioner Rachel Craddock noted last month’s Mid-East meeting was informative but nothing new was discussed. ARPA was one of the main topics.

**F. Planning Board** – It was noted a review meeting would be held the end of October.

**G. Herring Festival**

Commissioner Rachel Craddock reported the next organizational meeting will be held October 25. The September 27 meeting had 19 attendees, for which Craddock stressed that more volunteers are needed in order to hold a successful festival or another difficult decision would have to cancel the event. Future meetings need to be attended by all volunteers as more planning details and commitments are being discussed. Many vendors have expressed interest in being part of the festival. Everyone was encouraged to also promote the festival at local churches, including announcements and listing the dates in the bulletin.

**VI. Old Business**

**A. Water/Sewer Ordinance Enforcement**

Town Clerk/Finance Officer Kimberly Cockrell provided the monthly customer cut-off report for consideration by the board, in accordance with the Water/Sewer Ordinance #81 - Enforcement section. Commissioner Mary Allen made the motion to approve the

disconnections list as presented. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

**B. HWY 64/HWY 171 Intersection - NCDOT**

Commissioner Craddock updated the board that NCDOT plans to begin work on this project the end of October or early November, if all parts needed are obtained. The traffic signals will be regulated in such a way that all lights turn red when cars are approaching (to discourage vehicles from not stopping), then a green light will designate which vehicle moves through the intersection. A traffic camera will also be installed on the Plymouth side. A sensor will be in place to help give more green light time to larger vehicles allowing them to pass through the intersection safely.

**C. Astoria Road – NC Wildlife – Update**

Commissioner Craddock indicated she had no update on this item. This matter will remain on future agendas with updates given as new information is received. Commissioner Cockrell said nothing new may be heard until after the sewer project begins.

**D. LGC – UAL Monitoring Requirements / Distressed Units / Training – 10/25/22 Telecenter, 9 a.m. until 4 p.m.**

Commissioner Cockrell reported she spoke with Ms. Jennifer Haynie with DEQ in regards to all the UAL required training in order to make sure the board meets monitoring requirements. The upcoming October 25 in-person meeting at the Telecenter will cover said requirement, without the need to also do the NCLM online training. All board members signed up to attend, with the exception of Tolson.

At the upcoming meeting, discussion will include the requirement of a short-term action plan covering 5 to 10 years as well as a long-term financial plan to follow after the short-term plan's years. Moving forward, representatives need to attend at least one meeting per year to stay current with requirements and updates.

**E. Application for Water Meter Replacement and Stormwater System AIA**

Commissioner Cockrell reported a grant application has been submitted for replacement of the town's water meters. An application for the stormwater system will be submitted Spring 2023.

**F. Martin County EDC Luncheon with Reginald Speight – 10/6/22 12:00pm**

Commissioner Craddock stated she along with Commissioners Allen and Cockrell attended the luncheon with Mr. Reginald Speight as the keynote speaker, whose focus is helping eastern North Carolina with growth needs. Points of discussion highlighted the availability of various grant programs. For those willing to do the paperwork, money is obtainable for projects and visions. Craddock suggested the board consider looking into grant funds for the Jamesville senior center, which Mr. Speight said he would check on.

During his presentation, Mr. Speight noted that Martin County has been identified as a distressed area, included in ten counties categorized as majorly distressed. This classification will help the Town of Jamesville when seeking assistance with grant applications.

Commissioner Cockrell added that becoming part of the network is essential. Studies have reviewed counties over the last 30 years and have identified areas of at least 20% poverty, which includes Martin County. This gives the county a higher score, qualifying to be part of a special pool for priority consideration. Commissioner Williams recommended that the Town of Jamesville do its legwork when identifying feasible projects in order to produce the facts supporting the need for such as well as the showing stability to maintain a project.

Another item of importance discussed at the luncheon was that four federal delegates will be assigned to help oversee communities as they complete applications and seek funds, a noteworthy encouragement shared by Commissioner Cockrell.

Further general discussion included the grant programs combined with low interest loans for rural housing improvements, reiterating there is availability of funds if one does the complex paperwork that is required.

#### **G. NCDOT – Paving of Main Street**

Commissioner Craddock indicated this project's schedule was noted at the recent NCDOT meeting, having a target date of 2024-2025. Commissioner Williams stated the Town of Jamesville must keep advocating the need for this project to remain on schedule. Further discussion recalled how the project was previously scheduled but deferred due to COVID, though actually in consideration for almost thirty years.

#### **H. Water and Sewer Line Extension – EPA Printout**

Commissioner Cockrell provided board members with a copy of EPA information found online regarding the grant program to assist underserved, small and disadvantaged communities with improving their drinking water resources. Commissioner Williams stated the Town of Jamesville needs to proactively get community input by doing a survey and then take that information and develop a plan for submitting a grant application addressing the identified drinking water needs. If the town is able to extend its water lines outside the current service area, such an opportunity would potentially help increase revenues. Discussion identified Martin County's District #3 as an area of need, that the Town of Jamesville (vs. the county) could service the residents if they express said interest. The county's health department has vital statistic information which can be used as supporting data. Once a plan is developed, working out the details would involve a cooperation of state officials working as a liaison between Martin County and Jamesville.

Mention was made that any survey should also address extending natural gas lines. Another need identified is improving broadband internet service.

### **VII. New Business**

#### **A. Christmas Bulb Order**

Upon request by Town Clerk/Finance Officer Cockrell for approval of a purchase for replacement light bulbs for the town's Christmas street décor, Commissioner Tolson moved for approval. A second was given by Commissioner Williams. The motion unanimously passed. 5 Ayes - 0 Nays.

#### **B. USA Bluebook – Colorimeter Purchase**

Upon request by Town Clerk/Finance Officer Cockrell for approval of a purchase for a Colorimeter used for chlorine testing, Commissioner Williams indicated "so move" with a second by Commissioner Craddock. The motion unanimously passed. 5 Ayes - 0 Nays.

#### **C. Mud Pump – Core & Main Quote**

Employee Robert Cockrell reviewed a \$2,000.00 (not including tax and accessories) cost estimate for a portable mud pump from Industrial Tool & Equipment as compared to the \$3,523.95 quote from Core & Main. A recommendation was made by Mr. Cockrell to purchase through Industrial Tool as he would be able to equip the pump with the needed accessories set up at a total lower cost than the Core & Main quote. Town Clerk/Finance Officer Kimberly Cockrell indicated she would check if the purchase could be made at a discount through the state system. Commissioner Tolson moved for approval to purchase a mud pump based upon

due diligence, at a cost lower than the Core & Main quote. Commissioner Williams seconded. The motion unanimously passed. 5 Ayes - 0 Nays.

**D. Tractor Tires – Atlantic Tire**

Employee Robert Cockrell explained the needed purchase is for the tractor's front tires. Replacement of a tube may also be necessary as attempts have been made to patch but, unfortunately, leaks are still occurring. A tube costs approximately \$20.00. The quote submitted from Atlantic Tire Distributors for two tires is \$270.91. Commissioner Tolson moved for approval. Commissioner Williams seconded. The motion unanimously passed. 5 Ayes - 0 Nays.

**E. Brine Tank Filler Line – Consolidated Pipe & Supply Quote vs. In-House Maintenance Department**

Employee Robert Cockrell stated the new salt tank needed to be fitted with stainless steel piping. A quote from Consolidated Pipe & Supply Company to install such came in at \$3,500.00. Mr. Cockrell reported he talked with Employee Samuel Lilley about what could be done in-house and then Cockrell made a pivot system made of stainless steel and PVC pipes that can be used to fill the salt tanks when salt is delivered. The approximate in-house cost was less than \$200, using materials found in storage at the water plant. Commissioner Tolson moved to accept the in-house expense. Commissioner Williams seconded. The motion unanimously passed. 5 Ayes - 0 Nays. Commissioner Craddock then credited Employee Robert Cockrell for saving the town the greater expense.

**F. Martin County Tax Assessor Notification Regarding Taxes and Deed Transfer**

Commissioner Kimberly Cockrell reported the town received a notice from Ms. Melissa Phillips, Martin County Tax Collector, regarding a deed certification resolution passed on September 21, 2022. As of November 1, 2022, any property purchased in Martin County must have all taxes paid before a new deed will be recorded. This will help Jamesville with its property tax collections.

**G. Martin County DSS – Low Income Household Water Assistance Program (LIHWAP)**

Commissioner Kimberly Cockrell noted LIHWAP is a water assistance program that Martin County Department of Social Services has monies allocated for in assisting persons to cover utility costs. The temporary emergency program will help eligible households with water and wastewater services, making payment directly to the utility company. Persons participating in the program cannot have their water service discontinued, which is why the town has hesitated in being part of the program. Should the board approve taking part in the LIHWAP, the town would contact DSS to make them aware of a customer being on the disconnect list and then DSS would notify the town of a direct payment date coming from the LIHWAP funds.

Commissioner Cockrell pointed out the program's funds are available until September 30, 2023, or until the funds are exhausted. Customers need to apply for the assistance and applications are available at the town hall. This program can help both the customer with covering an expense and the town with its collections.

Commissioner Tolson moved to accept the LIHWAP funding but only if the citizen has signed up, to which Commissioner Cockrell confirmed that they have to be. She also explained that the program is income based and would be of help to those citizens who are struggling financially. Information regarding the program and an application form are both available at the town hall. Commissioner Williams seconded. The motion unanimously passed. 5 Ayes - 0 Nays. Commissioner Cockrell added that the assistance is available for more than a one-time payment but reiterated that the program ends when the fund is exhausted.

#### **H. Language Access Plan for Limited English Proficiency Persons**

As part of the requirements for securing a USDA loan, Commissioner Kimberly Cockrell presented board members with a language access plan that sets forth policy and procedures for ensuring that persons with limited English proficiency have meaningful access to the town's services, programs and activities that receive federal financial assistance from the USDA. The draft policy combines similar language used by several small NC townships in order to adapt language applicable for Jamesville, including use of US Census data. Commissioner Tolson moved to adopt the plan, with a second by Commissioner Williams. The motion unanimously passed. 5 Ayes - 0 Nays.

#### **I. Closed Session Minutes - Copies**

Discussion concerned confidential printed copies of closed session minutes and the need for board members to turn in said copies for shredding after approval. Commissioner Tolson moved that the board do so, with a second by Commissioner Williams. The motion unanimously passed. 5 Ayes - 0 Nays.

Commissioner Tolson then moved for the town to spend at least \$50 to buy a shredder, seconded by Commissioner Cockrell. The motion unanimously passed. 5 Ayes - 0 Nays.

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

Around 8:19 p.m., Commissioner Willis Williams made a motion to go into Closed Session in pursuant of NCGS §143-318.11(a)(6) Personnel. Commissioner Rachel Craddock seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

Commissioner Cockrell acknowledged that Ms. Deborah Griffin/The Enterprise was in Zoom's waiting room but muted and unable to hear any discussion, being on standby to rejoin the meeting once the board came out of closed session.

#### **Return to Regular Session.**

Commissioner Williams moved to go out of Closed Session. Commissioner Craddock seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

The time was 8:49 p.m. when the board ended its closed session discussion.

The Zoom attendee Ms. Griffin/The Enterprise was unmuted.

#### **XI. Board Comments - None**

#### **XII. Adjourn**

Commissioner Mary Allen moved to adjourn at 8:50 p.m. A second was given by Commissioner Cockrell. Motion unanimously passed. 5 Ayes – 0 Nays.

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