

**TOWN OF JAMESVILLE**  
**MONTHLY BOARD MEETING 11/14/2022**  
**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. & 8:09 p.m. on 11/14/2022 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 Larris Tolson 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.

**II. Adopt Agenda**

Mayor Tucker added the following items to the agenda: VI. Old Business – C. Water Plant Bid Openings / November 17, 2022, 11:00 a.m.; VII. New Business - P. Town Tag Fee; and, VII. New Business - Q. Wastewater Treatment Plant Permit Renewal. Upon request by the mayor for a motion for approval as amended, Commissioner Rachel Craddock indicated, “so move.” Commissioner Tolson seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

**III. Approval of Minutes**

Commissioner Tolson moved for approval of the minutes as written. [Minutes cited in motion listed below.] A second was given by Commissioner Willis Williams. Motion unanimously passed. 5 Ayes - 0 Nays.

- Closed Session Minutes – September 12, 2022
- Regular Board Meeting & Closed Session Minutes – October 10, 2022

**IV. Public Comments**

1. **Water Bill – Ms. Rebekah Carter.** In requesting an adjustment, Ms. Rebekah Carter explained she had a leak last month and presented a receipt showing that repairs have been made to the supply line. The leak occurred underneath the house.

Commissioner Larris Tolson made the motion to approve adjusting the water bill 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. Carter to contact the town hall during office hours to receive an adjustment on her account.

## V. Reports

### A. Mayor

1. **Thank You Card – Janice Wobbleton.** Mayor Craig Tucker read aloud several thank you cards. One card was from Ms. Janice Wobbleton thanking the board members for sharing in her retirement celebration and the signed Jamesville town tag.

**Thank You Card - Tucker Family.** The other card was from Mayor Tucker on behalf of his family, a personal thank you for the town's thoughts and prayers along with the sentimental tropical plant sent to his mother's memorial service in Florida.

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

Employee Samuel Lilley reported he has had a very busy month. Water meters were changed for the elementary school and for Marion Davis, as neither meter was registering. Mr. Mitch Dotson assisted in repairing a leak at the finishing end of the water plant.

Problems at the HWY 171 pump station occurred three different times due to rags (possibly baby wipes) clogging the system. When the clogging occurs, the pump heats up and a warning light goes off to alert a problem occurring.

A water tap was installed for the former women's club building that has a new owner.

Fresh salt has been delivered and the new tank seems to be working well, with Employee Lilley commending Employee Robert Cockrell for all his work with the tank set up and plumbing the supply line.

A pipe blew in the water plant and was repaired.

Employee Lilley brought forward the grease trap at the Jamesville Mini Mart & Grill, particularly about the odor build up in the store and grill. Lilley noted a lot of grease is accumulating at the wastewater treatment plant, even with The Chuckwagon closed. Mr. Dwight Lancaster with NC Rural Water Association was contacted by Lilley about ordinance requirements for clean out, offering a recommendation for the store and grill's grease trap to be cleaned at least every two months due to the lower volume of grill business as compared to busier fast-food restaurants being done more often. Lilley indicated he would monitor the grease trap monthly to make sure it is being cleaned and working properly. After discussion, the board decided to request that cleaning be done every 45 days with the owner of the business reporting said conditions to the town.

Bids have been received on the transfer control.

A block heater has been installed at the pump station by Employee Cockrell.

### C. Public Works Report - Robert Cockrell

Employee Robert Cockrell noted the block heater was installed at a better price than had been previously estimated. This was for the generator at the Marco Pump Station. Regarding the transfer control needed, Cockrell explained he has spoken with the maker of the part, indicating he can oversee replacing just the motherboard and save the town a lot of money. The cost of just the motherboard will be forthcoming.

The new salt tank has been filled and the old tank has been patched, to be used if necessary in an emergency. The new tank is working well.

Christmas lights are scheduled to be hung on Wednesday, November 14 with the assistance of a lift truck service. Decorations have been checked for needed bulb replacement.

Staff is aware of the power steering pump on the F-350 making noise. Cockrell stated he has obtained a new pump and will replace the old one as soon as possible.

Securing a replacement diaphragm pump (mud pump) for sewer maintenance use has been difficult. Cockrell stated he is trying to rebuild the motor and carburetor and hopefully will get it running until an actual estimated time of delivery is given for the new one, which might be up to a year on the waiting list.

On behalf of the board members, Commissioner Craddock thanked Employees Cockrell and Lilley for saving the Town of Jamesville money in doing all possible to manage or find ways to replace or repair needed items at lower costs. Mayor Tucker noted the heater block quotes were quite expensive, with a huge savings in the option chosen.

**D. Finance Officer - Kimberly Cockrell**

1. **Financial Statements – October 2022.** Finance Officer Kimberly Cockrell presented and reviewed with board members the Financial Reports for October 2022. In addition to regular general fund monthly expenses, there were some additional expenses for Christmas lights maintenance and the annual USDA equipment loan payment of \$4,035.00. The water and sewer fund reflects a low balance due to many outlay expenses.

2. **Budget Amendment(s).** Finance Officer Cockrell reviewed the proposed budget amendments to cover the AIA grant closing fee and a salt supply purchase for the water plant. Commissioner Williams moved that the board approve the budget amendments, with the second given by Commissioner Tolson. Motion unanimously passed. 5 Ayes - 0 Nays.

**W/S BUDGET AMENDMENT #2 - 11/14/2022**

	<u>CREDIT</u>	<u>DEBIT</u>
3039300 Fund Balance Appropriated	\$9,500.00	
3071829 Miscellaneous. (S)		\$2,250.00
3071429 Miscellaneous (W)		\$2,250.00
3071425 Salt (W)		\$5,000.00
	\$9,500.00	\$9,500.00

\*\*\*For 1.5% Closing Fee on AIA Water & Wastewater Grants and 22 tons of delivered salt for water plant

3. **FY 21-22 Audit.** Finance Officer Kimberly Cockrell noted that the auditor has received all financial records for doing the annual fiscal year budget. An update will be given at the December board meeting. The LGC deadline for audit reporting is December 15.

**E. Mid-East**

Commissioner Rachel Craddock noted there was no meeting during October. The next meeting is scheduled for November 17.

**F. Planning Board**

1. **Letter of Recommendation – Rezone Request – 1260 St. Andrews Street.** Chairperson Delsie Williams reported that a rezoning request has been submitted by Ms. Rachel Hardison for the property formerly known as the Jamesville Women’s Club, located at 1260 St. Andrews Street. The applicant plans to open a retail business, requiring a zoning change from residential to core district. The planning board has reviewed the application and recommends that a special use permit be granted in order to operate a commercial business at said location, with the current residential zoning being changed to core town district.

Commissioner Craddock moved that the board accept the recommendation, with a second by Commissioner Williams. Motion unanimously passed. 5 Ayes - 0 Nays.

A public hearing will be held at the December 12 board meeting. Required advertisement will be done and adjacent property owners notified.

## **G. Herring Festival**

With noting that progress is being made, Commissioner Rachel Craddock reported that the October committee meeting was well attended. Booking the feature musical entertainment is in process. More volunteers are needed so that the festival may occur and be a success. The next committee meeting is scheduled for November 21. Important decisions will need to be made soon, with a focus to do so at the January meeting. Two committee meetings per month will begin in January.

## **VI. Old Business**

### **A. Water/Sewer Ordinance Enforcement**

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

Brief discussion mentioned that the owners of the property known as Apostolic Faith Church have both passed away and the estate status is uncertain.

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

Commissioner Craddock stated that NCDOT has completed the traffic signals project. The light stays red longer for all directions before a green light occurs to direct traffic through the intersection. If traffic from all directions approaches the intersection at the same time, all lights go red before a green light is given. Discussion mentioned how the signal caution sign posted on the east side of the intersection has often been blocked by tree overgrowth. Craddock then suggested that a signal caution sign be placed on the west side of the intersection as a helpful measure in combination of the signal change improvement. Board members agreed, with Craddock indicating she would make the request to NCDOT.

### **C. Water Plant Bids**

Commissioner Kimberly Cockrell stated that the sealed bids for the water plant will be opened on Thursday, November 17, 11:00 a.m. at the town hall. Mr. Mike McAllister with Municipal Engineering will be conducting the meeting. To date, six general contractors have picked up a copy of all the plans.

## **VII. New Business**

### **A. Resolution Acceptance of State Reserve Grant Offer for AIA Wastewater**

### **B. Resolution Acceptance of State Reserve Grant Offer for AIA Water**

As a combined motion for these agenda items, Commissioner Tolson moved for approval of both resolutions. A second was given by Commissioner Williams. The motion unanimously passed. 5 Ayes - 0 Nays.

**RESOLUTION BY GOVERNING BODY OF THE TOWN OF JAMESVILLE**

**WHEREAS,** the North Carolina General Statutes Chapter 159G has created Viable Utility grants to assist eligible units of government with meeting their water infrastructure needs, and

**WHEREAS,** the North Carolina Department of Environmental Quality has offered a State Reserve Grant (AIA-D-VUR-0006) in the amount of **\$150,000** to perform viable utility studies, and

**WHEREAS,** the (unit of government) intends to perform the 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:**

The **Town of Jamesville** hereby accepts the State Reserve Grant offer of **\$150,000**.

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 this the 14<sup>th</sup> day of November 2022 at Jamesville, North Carolina.



*Craig A. Tucker*

Craig Allen Tucker, Mayor

November 14, 2022

Date

**RESOLUTION BY GOVERNING BODY OF TOWN OF JAMESVILLE**

**WHEREAS,** the North Carolina General Statutes Chapter 159G has created Viable Utility grants to assist eligible units of government with meeting their water infrastructure needs, and

**WHEREAS,** the North Carolina Department of Environmental Quality has offered a State Reserve Grant (AIA-W-VUR-0005) in the amount of **\$150,000** to perform wastewater viable utility studies, 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:**

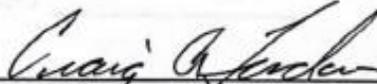
That **Town of Jamesville** does hereby accept the State Reserve Grant offer of **\$150,000**.

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 this the 14<sup>th</sup> day of November 2022 at **Jamesville, North Carolina.**



  
\_\_\_\_\_  
Craig Allen Tucker, Mayor

November 14, 2022  
\_\_\_\_\_  
Date

**C. 1.5% Closing Fee – AIA Grant Water – AIA-D-VUR-0006**

**D. 1.5% Closing Fee – AIA Grant Wastewater – AIA-W-VUR-0005**

Invoices dated October 18, 2022 from NC Department of Environmental Quality detail the following billing:

- AIA Grant Water – AIA-D-VUR-0006. For Viable Utility Reserve Project grant funding in the amount of \$150,000, a 1.5% closing fee of \$2,250.
- AIA Grant Wastewater – AIA-W-VUR-0005. For Viable Utility Reserve Project grant in the amount of \$150,000, a 1.5% closing fee of \$2,250.

As a combined motion for these agenda items, Commissioner Tolson moved to accept both C. & D. A second was given by Commissioner Williams. The motion unanimously passed. 5 Ayes - 0 Nays.

**E. Radwell International Quote – Diesel Block Heater for Marco Generator**

This agenda item was addressed under V. Reports – C. Public Works Report. A quote of \$803.75 is the total expense to purchase a diesel block heater for use with the Marco generator. Commissioner Tolson moved for approval, with a second by Commissioner Craddock. The motion unanimously passed. 5 Ayes - 0 Nays.

**F. Clarke Power Services Quote – Options for Repair of Marco Generator**

The Marco generator is operational but has to be switched manually when necessary. As discussed earlier in the agenda, repairing just the motherboard on the switch controller is being assessed in an effort to save expense. An update will be forthcoming.

**G. NCCMT – Public Finance Education Seminar**

Commissioner Cockrell stated she has signed up for the free NCCMT public finance seminar via Zoom, for Friday, December 16. Board members were also encouraged to attend, with Mayor Tucker and Commissioners Williams, Tolson and Allen signing up. The seminar begins at 8:15 a.m. and ends at 12:30 p.m. Cockrell commented that Capital Management Trust always puts on a remarkable seminar, with the upcoming information to address preparing for a recession in addition to LCG updates.

**H. Martin County Community Healthcare Survey**

Board discussion addressed how the Martin County Community Healthcare Survey needs to be completed with everyone giving their earnest input in order for options to be thoroughly weighed by the county commissioners. As to the issue of the hospital needing better management, it was noted that Quantum currently has a 30-year lease with Martin County and wants to back out of the remaining six years. The survey's purpose is to seek the public's opinion as a vital tool in determining whatever decision takes place. Said survey can be completed online, with a deadline by November 18. For public notification, the survey was posted on the town's Facebook page.

**I. Backflow/Cross Connection ORC**

Mayor Tucker relayed a recent discussion with Mr. Mike Houston/NC Rural Water Association concerning backflow regulations and upcoming stricter enforcement. The Town of Jamesville is at the point of needing to have someone certified as ORC for backflow/cross connection operations due to a few businesses that need to have such but do not. Two businesses cited were the Jamesville Mini Mart & Grill and the part-time dentist office. The cross connection assures that contaminated water does not feed back into the town's water

system. A four-day certification class is scheduled to begin November 28, with a test given at the end of the course.

Commissioner Williams moved that the board adopt the policy to start working towards getting someone in school and certified.

Discussion between the board and Employees Lilley and Cockrell dealt with schedules and availability. Lilley noted he will be on vacation leave starting November 28, that Cockrell will need to cover town systems and unable to attend as well. Further discussion indicated that another class schedule would be determined.

Commissioners Williams and Craddock offered comments that the board needs to be mindful of future growth if the town were to take on additional water and wastewater customers and what would be required to manage the same. The town is very fortunate to be receiving 100% grant funding for the proposed water and wastewater plants and must continue growing and moving forward in helping meet the public's needs.

As to what is necessary at this time concerning the backflow/cross connection ORC requirement, Commissioner Cockrell reiterated the motion by Commissioner Williams and Commissioner Cockrell gave the second. Upon call for the vote, the motion unanimously passed. 5 Ayes - 0 Nays.

#### **J. Pens Order – Town of Jamesville**

Mayor Tucker shared that a sample logo ink pen with a stylus tip came in the town's mail, something that would be nice to have available for Jamesville. Commissioner Cockrell recommended the burgundy color choice with black ink, noting the minimum order of 60 pens would cost \$0.79 each, plus a \$19.95 setup fee, delivery charge and sales tax. A consensus also agreed for the pen to be printed with "Town of Jamesville, NC." Commissioner Craddock moved that the town place an order [minimum of 60 pens], with a second by Commissioner Williams. The motion unanimously passed. 5 Ayes - 0 Nays.

#### **K. Christmas Parade – Santa Claus**

Commissioner Cockrell informed the board the town still needs a Santa Claus for the December 3, 2022 Christmas parade, as the person who was to do so had to cancel. Fees for another option using someone local were quoted as:

- Santa Claus to ride in the parade - \$100
- Ride in parade with Mrs. Claus – \$50 additional
- Snowman and Elf – \$25 each
- Pictures with Santa Claus – additional cost

Commissioner Tolson moved that the board approve for Santa and Mrs. Claus to ride the fire truck. Commissioner Williams seconded. The motion unanimously passed. 5 Ayes - 0 Nays.

#### **L. Town Christmas Party – December 5<sup>th</sup> at 6:00 p.m.**

Mayor Tucker noted the Town of Jamesville would be having its Christmas party at The Shamrock restaurant on Monday evening, December 5. Verification of reservation was made this date, as a change of ownership has occurred.

#### **M. Zoning Public Hearing for December 12, 2022 at 7:00 p.m.**

Upon request by Town Clerk/Finance Officer Cockrell for approval to set a public hearing date for a rezoning request, location being 1260 St. Andrews Street, Commissioner Tolson indicated, "so move." A second was given by Commissioner Williams. The motion passed unanimously with 5 Ayes - 0 Nays. The rezoning public hearing date was set for December 12, 2022 at 7:00 p.m.

#### **N. Zoning Ordinance Text Amendment to Update Section 3.07 Penalties for Violations**

This item was rescheduled for the December 12, 2022 board meeting, awaiting proposed language from Mid-East Municipal Engineering. The text amendment removes language which charges fees for zoning misdemeanors, reflecting a legislative change adopted by the State of NC in March 2022. Advertisement of said text amendment will be made before the December meeting in order for the board to act upon the amendment.

**O. General Rules for Parade Entries**

Commissioner Kimberly Cockrell provided board members with a revision of the town's adopted general rules for parades. Proposed changes include removal of entry fees, addressing line up start times and location, minor wording changes ("committee" to "officials"), and adding guidelines regarding Santa Claus, as well as throwing candy out of the parade route. Amended language also addresses committee approval of non-licensed vehicles and rules regarding the operation of licensed vehicles, ATVs and motorcycles. A waiver has been added at the end of the rules and regulations with a signature requirement in order to participate in parade events.

Commissioner Tolson moved to accept the parade general rules as revised. Commissioner Craddock seconded. The motion passed unanimously with 5 Ayes - 0 Nays.

# Town of Jamesville

## General Rules for Parade Entries

### GENERAL RULES APPLY TO ALL ENTRIES

- Entries in all parades must adhere to line-up times. Line-up will be at the Jamesville Elementary School located on Hardison Drive.
- The Jamesville Christmas Parade will start no later than 11:00 am.
- The NC Herring Festival Parade will start no later than 10:00 am.
- Any Entries sponsored by advocating for or depicting any political organization or controversial issue, social issue are not permitted. The goal and purpose of the parades are specific as to theme. (Christmas, Easter, etc.)
- Only seated official representatives elected by the people are permitted in the parade and are by invitation only. No campaigning is allowed.
- All units are required to maintain a forward motion.
- Strict safety precautions must be observed by all entries. These include:
  - **Handouts (hand to hand contact) from units will be permitted for entertainment purposes only.** All handouts including type of candy MUST be approved by Parade officials. Items must be entertaining to the crowd – no solicitation, no noise makers, no political or election material allowed.
  - Any activities encouraging spectators to shake hands or otherwise participate in the parade are not to impact parade time-lines and flow of parade.
- All entries having music or sound amplifying systems shall maintain a volume that will not interfere with other entries, especially those with animals. If a unit is informed by a Parade official that the noise generated by their unit is too loud; they shall immediately turn the volume down or be removed from the parade.

### GENERAL RULES

- There is only one Santa allowed in the Christmas parade.
- All candy should be tossed onto the side of the road and not directly in the parade route.

### FLOAT RULES

- Any entry advertising a product or a company is subject to be approved by the parade officials.
- If floats are to be judged, the judging will occur during the parade and while on the parade route. Drivers must stay with vehicle at all times.
- Floats may be skirted. All objects on each float must be completely secured and must be in good taste for a family event.
- All units will be inspected for unapproved advertising, sponsor mentions, etc. All unauthorized advertising will be removed.
- Floats must provide handrails for the safety of all occupants of the float. All units will be checked for this item at line-up time. No parade participant will be allowed to ride on an unsecured float or vehicle, such as an open tailgate, etc.
- Walkers are permitted to walk behind or along side of a float and may give hand outs such as candy, balloons, etc. Walkers are encouraged to wear attire appropriate to the theme of their float and the parade.

**VEHICLE RULES**

- Motorcycles, all-terrain vehicles, or other motorized vehicles not licensed for road use must be approved by the Parade officials. Participants driving ATVs or motorcycles must wear a helmet and be at least 18 years old.
- Drivers of motorized vehicles licensed for road use must be at least 18 years old and hold a valid driver’s license. Please stay with vehicle at all times.

**ANIMAL UNIT RULES**

- Each unit is required to have their own **CLEAN UP CREW**. Failure to provide a clean-up crew or equivalent will result in being removed from the parade.
- Parade dress for horse riders is desired.
- Acrobatic maneuvers must be approved by the Parade officials. Failure to do so will result in removal from the parade.
- Animals must be controlled by means of a harness, halter, or leash, if not otherwise contained.

**MARCHING UNIT RULES**

- **No maneuvers are allowed that slow the forward movement of the parade.**

**RELEASE**

I have read the instructions for Participants and agree, on behalf of my organization, to adhere to all instructions, guidelines and safety rules and will communicate these instructions to all participating members of my organization. In addition, I, and all members of my organization, agree to follow all instructions from Parade officials on the day of the event. I accept full responsibility for my own safety and those participating members of my organization while participating in parade activities. I further waive and hold harmless the Jamesville Parade Officials, the Town of Jamesville, North Carolina and all of their officers, employees and duly appointed representatives of all liability and responsibility for any injury, damage or loss sustained by participants, guests or vehicles before, during or after the Jamesville Parade or as a result of my organization’s participation in the Parade. I agree not to file suit against the Town of Jamesville, North Carolina. This release is binding upon me, my spouse, my dependents, successors and administrators.

I understand that the Jamesville Parade reserves the right to remove any displays or deny entry to any group(s) that do not meet the standards set forth in the guidelines. I agree to allow the Jamesville Parade use of photographs and video taken during the Parade for purposes of promoting the Parade this year and future years. I understand that the Jamesville Parade reserves the right to revise these regulations and/or terminate this agreement at its sole discretion.

I have read, understand and voluntarily sign this release and waiver of liability.

Organization represented: \_\_\_\_\_

Agent/Designee Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Agent/Designee’s Phone Number: \_\_\_\_\_

**P. Town Tag Fee**

Town Clerk/Finance Officer Cockrell stated that an order has been placed for restocking Town of Jamesville license plates, with the cost for 100 plates being approximately \$398.04 without shipping charges. Plates previously sold for \$5.00 each, as the purchase price was less expensive.

As a new sales price, Commissioner Tolson moved that the town charge \$10.00 for each plate, with Commissioner Cockrell giving the second. The motion passed unanimously with 5 Ayes – 0 Nays.

**Q. Wastewater Treatment Plant Permit Renewal**

Commissioner Kimberly Cockrell provided board members with an email copy received this date from Mr. Bradley Bennett/NCDEQ concerning the town's renewal application for the wastewater treatment plant permit. The email explains DEQ is behind in reviewing renewals, with Mr. Bennett designated as the permit writer for the Town of Jamesville, along with a request to make any updates to the application itself prior to permit review.

Per board consensus, one of the amendments made to the application listed Mayor Craig Tucker as Owner Affiliation, as Mayor Protem Williams had been listed at the time of submittal. Regarding all minor corrections, Commissioner Tolson moved to make the appropriate changes, with a second by Commissioner Williams. The motion passed unanimously with 5 Ayes - 0 Nays.

**VIII. Closed Session – Pursuant to NCGS §143-318.11(a)(6) Personnel – No closed session.**

**IX. Board Comments**

Commissioner Williams offered thanks to God that the recent election occurred without the riots that had been predicted. As the Christmas season begins, the peace that we can all hold when lifting silent prayer is knowing God is in control.

**X. Adjourn**

Commissioner Allen moved to adjourn at 8:09 p.m. A second was given by Commissioner Tolson. Motion unanimously passed. 5 Ayes – 0 Nays.

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