

**TOWN OF JAMESVILLE**  
**MONTHLY BOARD MEETING 12/12/2022**  
**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. & 8:56 p.m. on 12/12/2022 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. Also in attendance were Employees Samuel Lilley, Robert Cockrell and Betty Williams.

**II. Adopt Agenda**

Mayor Tucker added the following items to the agenda: VII. Old Business – B. Zoning Violation Letter and VIII. New Business - M. Resignation Letter. Commissioner Larris Tolson moved for approval of the agenda and to accept the amendments [motion as amended]. Commissioner Williams seconded. Motion unanimously passed. 5 Ayes – 0 Nays. [An earlier motion approved the agenda without amendments and said recorded motion was then amended after staff reports were given and amendments were made to the agenda.]

**III. Public Hearing – Rezoning Request & Ordinance Text Amendment**

**A. Open Public Hearing** – Commissioner Tolson moved to open the public hearing. The second was given by Commissioner Williams. Motion unanimously passed. 5 Ayes – 0 Nays.

- **Rezoning Request** - Town Clerk Kimberly Cockrell stated the Town of Jamesville received a rezoning request for 1260 St. Andrews Street, formerly known as the Jamesville Women’s Club. The property is currently zoned Residential, and the applicant is seeking a rezoning to Core Town District which allows commercial uses. The application has been reviewed by the town’s zoning board, with the board recommending approval of the rezoning as requested. This advertised public hearing fulfills the requirement for public notice and input.

- **Ordinance Text Amendment** – Town Clerk Cockrell noted advertisement for public notice was fulfilled concerning an ordinance text amendment to change the town’s enforcement section concerning penalties and violations. This amendment conforms with recent amendments to the NC General Statutes concerning the same.

**B. Comments** - No members of the public spoke for either public hearing.

**C. Close Public Hearing** - Commissioner Tolson moved to close the public hearing. The second was given by Commissioner Williams. Motion unanimously passed. 5 Ayes – 0 Nays.

**IV. Approval of Minutes**

Commissioner Rachel Craddock moved for approval of the minutes. A second was given by Commissioner Mary Allen. Motion unanimously passed. 5 Ayes - 0 Nays.

- Regular Board Meeting – November 14, 2022

## V. Public Comments

### 1. **Local Outreach Opportunity – Commissioner Rachel Craddock and Ms. Brenda Perry.**

Ms. Brenda Perry explained that her daughter is part of a construction group that has been doing outreach assistance in the Appalachian Mountains. As some of the members have formed a separate group in being mindful of keeping a Christian focus in all outreach plans, an offer has been given to come to the Jamesville area. The Friendly Spot needs flooring work, which a crew member can do. Other tasks the group could do is building handicap ramps and roof work.

The construction team needs a local contact group, and a suggestion made by her daughter's pastor is that the Friendly Spot board members be the local contact. However, the Friendly Spot already oversees the ministries of the food pantry, the community garden and the community center, and Ms. Perry indicated she felt it best a separate contact group be formed that could bring the local churches together. The pastor and the construction team also see this as a mission for future years, not just for a one-time project. Local teens as well as adults could volunteer to assist the construction team.

The construction team provides all labor at no cost and also does fundraising for material costs.

The construction team is scheduled to be in Jamesville the second week of July 2023, consisting of approximately 22 teens and 8 adults. A preview team will come in May to assess what will be done. The team members work as four crews, first doing on Sunday a final assessment plan and then working Monday through Thursday on projects. Friday is a day of relaxation, with Saturday returning to their homes. Housing needs to be provided as well as meals, snacks and drinks. For housing, possible options mentioned were NERSBA (has showers and bathrooms) and the Ruritan building (has bathrooms). Team members bring sleeping bags and are okay with sleeping on the floor.

Commissioner Craddock commented this outreach can be a team effort where individuals could help sponsor or cater a meal, or could help prepare or serve a meal. Craddock mentioned several roofs in town are needing repair. Ms. Perry offered her assistance to the town in organizing the contact group.

Believing wholeheartedly in the project's mission, Commissioner Craddock moved that the board work diligently to try to get something accomplished so the town can have this team do the work that truly needs to be done, for what people cannot afford, and unfortunately, that the town cannot afford to be done. Craddock then reiterated the team's mission is a worthy project. Commissioner Williams gave the second. The motion passed with 5 Ayes – 0 Nays.

2. **Water Bill – Ms. Diane Daniels.** In requesting an adjustment, Ms. Diane Daniels explained she had come home late night to her yard flooded with water. She turned the water off at the street that night and called a plumber the next day. Repairs were made at a cost of \$420, but unfortunately, a plumbing error caused another leak discovered the next day. Ms. Daniels had her repair documentation with her, citing that a normal monthly bill is usually around \$120. Verification was made the leak was only outside, not inside.

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

## VI. Reports

### A. Mayor – No Reports

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

Employee Samuel Lilley reported that the water meter at the elementary school is being monitored and seems to be working properly.

Several leaks have been noticed at different properties and the owners notified, with the repairs on the landowner's side of the meter.

Mr. Mike McAllister with Municipal Engineering is assisting with a few projects.

Mr. Mike Houston/NC Rural Water will be doing a pressure test for a homeowner who is losing water pressure.

Another property owner needed help locating the line clean out access point, with Mr. Houston to assist on that task to better identify the water line and utility locations.

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

Employee Robert Cockrell reported he and Mayor Tucker drove to Raleigh/NC State Surplus to pick up a tent which will be used for town events. The military-grade tent with roll-up sides is 18' x 25' and in great shape. Also, four chains were purchased for general use.

The motor and carburetor has been rebuilt in the old diaphragm pump (mud pump). Once rebuilt and reinstalled, a hole in the diaphragm was discovered. A new diaphragm seal is needed, an estimated cost of \$150 to \$225. Though the board has approved the purchase of a new pump, the actual estimated time in order to obtain one is unknown due to the shortage of motors. After the power steering pump was replaced on the F-350 truck, a bad bearing in one of the pulleys was assessed and also replaced.

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

1. **Financial Statements – November 2022.** Finance Officer Kimberly Cockrell presented and reviewed with board members the Financial Reports for November 2022.

2. **Budget Amendment(s).** Finance Officer Cockrell reviewed the proposed budget amendments to cover commissioners' pay including extra meetings and the purchase of the military tent. 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 #2 - 12/12/2022**

1039300 Appropriated Fund Balance	\$5,100.00	
1040112 Bonus/Long/Commissioner		\$4,300.00
1040190 Capital Outlay		\$800.00
	<hr/>	<hr/>
	\$5,100.00	\$5,100.00

\*\*\*Amendment is for Commissioner pay (additional meetings) and purchase of military tent

3. **FY 21-22 Audit.** Finance Officer Kimberly Cockrell noted that the LGC deadline for audit reporting is December 15. The auditor has received all final financial reports and will be submitting the audit report by December 13, 2022. The current final audit expense has not been verified at this time, though last year's expense was around \$13,000.

Finance Officer Cockrell highlighted an issue she addressed with the auditor concerning a grant being considered as income, which the auditor explained it is reported that way for depreciation purposes. The grant had been deposited directly into the town attorney's escrow account and then issued to the vendors from that escrow account.

4. **Transfer of Funds from Savings to Checking Accounts for General Fund and Water / Sewer Fund.** Finance Officer Kimberly Cockrell stated the transfer of \$20,000 offsets the total expenses (approximately \$70,000) for the Hardison Drive Water and Sewer Construction Repair

Project. The transfer helps to increase the low checking account balance for the water/sewer fund. Commissioner Williams moved for approval, with a second by Commissioner Craddock. Motion unanimously passed. 5 Ayes - 0 Nays.

#### **E. Mid-East**

As there was no December meeting scheduled, Commissioner Rachel Craddock stated there is no new information to share. The turnover in staff is still being dealt with as many long-term employees are being replaced with younger inexperienced persons who are trying hard to catch up on what needs to be done.

A Christmas open house event held last week was well attended. An abundant collection was made of canned goods to be donated to local food pantries.

#### **F. Planning Board**

Chairperson Delsie Williams indicated there is nothing to report at this time.

#### **G. Herring Festival**

As director of the Herring Festival, Commissioner Rachel Craddock reported that the festival planning is slowly coming together with a stable core of volunteers attending the meetings. Mention was made regarding the need for an electrical connection on Main Street for festival use. The next meeting is scheduled for January 2, 2023. [Post Note: This meeting was rescheduled for January 24, 2023.]

### **VII. 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 Williams seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

#### **B. Zoning Violation Letter – 1075 Martin Drive**

Mayor Tucker referenced the email dated July 12, 2022 from Mr. Carlton Gideon, Mid-East Commissioner Planner. Attached to the email was NC State Statute Section 160D-915, Temporary Health Care Structures. Attention was directed to the language stipulating that the person requiring daily assistance be designated as such, a written certification by a NC licensed physician. The violation enforcement had been paused by Mid-East in order to allow the notified property owner time to find a suitable structure as outlined by NC Statutes and obtain the medical documentation needed for a zoning compliance permit.

Town Clerk/Commissioner Cockrell explained there is a travel trailer on the property at 1075 Martin Drive being used as a residence, which is not permitted by town code. A parent of one of the property owners is living in the travel trailer as she needs assistance but wants to live independently. The property owner was officially notified of the violation by Mid-East in a letter dated July 20, 2022. Mr. Joshua Hollis with Mid-East, who is now working in Mr. Gideon's former position, contacted the property owner this date and confirmed the doctor's certification has not been obtained.

Mindful of the staff turnover at Mid-East and tasks being reassigned, Commissioner Cockrell posed if the board should give the property owner another thirty (30) days to come into compliance before enforcement action is taken. Mayor Tucker directed attention to how the travel camper itself does not meet code for building specs for a temporary structure, particularly for a storm event.

Commissioner Williams moved that the board authorize Mr. Hollis/Mid-East to write the violation letter but, because of the Mid-East staff change, allow for another thirty (30) days for the property owner to produce a doctor's order as per the regulation. If after thirty (30) days

compliance does not occur, the board authorizes Mr. Hollis/Mid-East to start enforcement procedures. Commissioner Cockrell seconded. The motion unanimously passed. 5 Ayes - 0 Nays.

### VIII. New Business

#### A. Rezoning Request – Rachel Hardison – 1260 St. Andrews Street

The rezoning request for 1260 St. Andrews Street seeks a change of the current residential zoning to core town district that allows commercial uses. The application has been reviewed by the town’s zoning board, with a recommendation for approval. Commissioner Tolson moved that the board pass the request, with a second by Commissioner Craddock. The motion unanimously passed. 5 Ayes - 0 Nays.

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

This ordinance text amendment conforms the town’s enforcement section concerning penalties and violations with adopted amendments to the NC General Statutes concerning the same. The following language is proposed to be removed: “... *shall be guilty of a misdemeanor and upon conviction shall be punished for each offense by a fine not to exceed fifty (\$50) dollars or imprisonment not to exceed thirty (30) days.*” Proposed replacement text is: “... *may be fined a minimum of fifty (\$50) dollars a day, but no more than five hundred (\$500) per day. The town may institute a civil action against the offender seeking enforcement by appropriate equitable remedy, injunction, order of abatement, or by any remedy authorized by North Carolina General Statute 160A-175 and 160D-404, as amended.*”

Commissioner Williams moved that the board accept the language accordingly. Commissioner Tolson seconded. Upon call for the vote, the motion unanimously passed. 5 Ayes - 0 Nays.

#### Section 3.07 Penalties for Violations

Any person violating any provision of this Ordinance ~~shall be guilty of a misdemeanor and upon conviction shall be punished for each offense by a fine not to exceed fifty (50) dollars or imprisonment not to exceed thirty (30) days.~~ may be fined a minimum of fifty (\$50.00) a day, but no more than five hundred (\$500) per day. The town may institute a civil action against the offender seeking enforcement by appropriate equitable remedy, injunction, order of abatement, or by any remedy authorized by North Carolina General Statute 160A-175 and 160D-404, as amended.

Each day such violation continues shall be deemed a separate offense.

**C. Resolution Debt Setoff**

The Town of Jamesville is part of the NC Local Government Debt Setoff Program. In giving an overview, Town Clerk/Finance Officer Cockrell explained the proposed resolution updates the town’s ability to send debts to the NC Department of Revenue for collection.

Commissioner Williams moved that the board accept the language [resolution]. Commissioner Cockrell seconded. Upon call for the vote, the motion unanimously passed. 5 Ayes - 0 Nays.

**NC Local Government Debt Setoff Program**

Whereas, NCGS Chapter 105A, Setoff Debt Collection Act, authorizes the North Carolina Department of Revenue to cooperate in identifying debtors who owe money to qualifying local agencies and who are due refunds from the Department of Revenue; and

Whereas, the law authorizes the setting off of certain debts owed to qualifying local agencies against tax refunds; and

Whereas, the North Carolina Association of County Commissioners and the North Carolina League of Municipalities have jointly established a clearinghouse to submit debts on behalf of the Local Agency, The Town of Jamesville, as defined in G.S 105A -2 (6), effective January 1, 2006 and thereafter as provided by law;

Now Therefore, be it Resolved that the local agency will participate in the debt setoff program and hereby designates the Town of Jamesville Board of Commissioners as to hold hearings and conduct necessary proceedings. The Governing Body Chair and Manager/Administrator/Director are hereby authorized to execute such documents and agreements as necessary to participate in the debt setoff program.

Adopted by the Town of Jamesville Board of Commissioners on December 12, 2022.

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

Attest:

\_\_\_\_\_  
Kimberly Cockrell, Town Clerk

**D. Water Treatment Plant Documents – Bid Tabulation, Municipal Engineering’s Recommendation for Award, Project Bid Information, NCDEQ Professional Engineering Services Procurement**

The following is a summary of the certified bid tabulation, listing contractor and total bid:

- Enviro-Tech Unlimited Construction Services, LLC - \$2,213,650
- Peters and White Construction Company - \$2,554,610
- Turner Murphy Company, Inc. - \$2,729,297

Documents on file with the town clerk:

- Recommendation for Award – Letter dated November 21, 2022 from Mr. Michael McAllister, Principal Project Manager, Municipal Engineering
- Project Bid Information

- Project Bid Tabulation
- NCDEQ Division of Water Infrastructure Professional Engineering Services Procurement

Commissioner Tolson moved that the board accept the recommendation by Municipal Engineering and provide the contract to Enviro-Tech Unlimited Construction Services, LLC. Commissioner Williams seconded. Upon call for the vote, the motion unanimously passed. 5 Ayes - 0 Nays.

**E. Water Treatment Plant Improvements – Capital Project Ordinance**

This capital project ordinance is for the Town of Jamesville’s new water treatment plant. Commissioner Cockrell moved to improve the Capital Project Ordinance - Water Treatment Plant Improvements. Commissioner Williams gave the second with the motion passing unanimously. 5 Ayes - 0 Nays.

**CAPITAL PROJECT ORDINANCE**  
**Jamesville, NC Water Treatment Plant Improvements**

**BE IT ORDAINED** by the Town of Jamesville, Board of Commissioners, that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina; the following capital project ordinance is hereby adopted:

**Section 1:** The Project authorized is the Jamesville Water Treatment Plant Improvements, to be funded by NCDEQ-Division of Water Infrastructure SRP American Recovery Plan Act (ARPA) funds.

**Section 2:** The officers of this unit are hereby directed to proceed with the capital project within the terms of the budget contained herein. This is a project-length budget wherein the Capital Project Fund will remain operational for the term of this Project

**Section 3:** The following expenditure amounts are appropriated for the Project:

Enviro-Tech Unlimited Construction Services, LLC	\$2,213,650.00
Planning & Design	\$ 187,000.00
Construction Admin/Observation	\$ 255,000.00
Contingency	<u>\$1,971,500.00</u>
<b>Total Project Costs</b>	<b>\$4,627,500.00</b>

**Section 4:** The following financing source is anticipated to be available to complete this Project:

NCDEQ-DWI APRA (SRP-D-ARP-0111)	<u>\$4,627,500.00</u>
<b>Total</b>	<b>\$4,627,500.00</b>

**Section 5:** The Finance Officer is hereby directed to maintain within the Capital Project Fund sufficient detailed accounting records to satisfy the requirements of the funding agency, the funding agreements, and the federal regulations. The terms of the bond resolution also shall be met.

**Section 6:** Funds may be advanced from the General Fund for the purpose of making payments as due. Reimbursement requests should be made to the funding agency in an orderly and timely manner.

**Section 7:** The Finance Officer is directed to report, on a quarterly basis, on the financial status of each Project element in Section 3 and on the total grant/loan revenues received or claimed.

**Section 8:** The Budget Officer is directed to include a detailed analysis of past and future costs and revenues related to this capital project in every budget submission made to this Board.

**Section 9:** Copies of this Capital Project Ordinance shall be furnished by the Clerk to the Governing Board, to the Budget Officer, and the Finance Officer for direction in carrying out this Project.

Duly adopted this 12th day of December 2022

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

Attest:

\_\_\_\_\_  
Kimberly Cockrell, Town Clerk

**F. Resolution of Tentative Award for the Jamesville Water Treatment Plant Improvements**

This resolution of tentative award for the town's water treatment plant improvements is contingent upon approval by the NC Department of Environmental Quality. The award is going to the lowest bidder, as recommended by Mr. Michael McAllister, Principal Project Manager with Municipal Engineering. Commissioner Tolson moved to accept the resolution. Commissioner Williams seconded. The motion unanimously passed. 5 Ayes - 0 Nays.

**RESOLUTION OF TENTATIVE AWARD**

WHEREAS, the Town of Jamesville, North Carolina, has received bids, pursuant to duly advertisement notice, therefore, for construction of the Jamesville Water Treatment Plant Improvements, and

WHEREAS, the Municipal Engineering, Inc. Consulting Engineers have reviewed the bids; and

WHEREAS, Enviro-Tech Unlimited Construction Services, LLC was the lowest bidder for the Town of Jamesville Water Treatment Plant Improvements, in the total bid amount of \$2,213,650.00, and

WHEREAS, the consulting Engineers recommend a **TENTATIVE AWARD** to the lowest bidder(s).

NOW, THEREFORE, BE IT RESOLVED that **TENTATIVE AWARD** is made to the lowest bidder(s) in the Total Bid Amount of \$2,213,650.00

Name of Contractor	Amount
1. <u>Enviro-Tech Unlimited Construction Services, LLC</u>	<u>\$2,213,650.00</u>
2. <u>Peters and White Construction Co.</u>	<u>\$2,554,610.20</u>
3. <u>Turner Murphy Company, Inc.</u>	<u>\$2,729,297.00</u>

BE IT FURTHER RESOLVED that such **TENTATIVE AWARD** be contingent upon the approval of the North Carolina Department of Environmental Quality.

Upon motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the above **RESOLUTION** was unanimously adopted.

This is the 12th day of December 2022.

\_\_\_\_\_  
Rachel Craddock, Commissioner

(Seal)

**Attest:**

\_\_\_\_\_  
Kimberly Cockrell, Town Clerk

### **G. Herring Festival Power Pole for Stage**

Commissioner Craddock stated the town needs to arrange for an electrical hook up for use during events so that power does not have to be borrowed from a nearby source. Commissioner Cockrell indicated estimated costs for a new pole approximately two years ago were around \$2,000, which is probably more expensive now. Previously, power has been provided by Evans Logging & Trucking. Discussion by the board also noted a specially-made electrical cord that was required for hookup but is no longer available for town use.

Upon consensus by the board that the town do what is necessary for an electrical hookup for events use, Commissioner Williams suggested that the board take care of it. Commissioner Cockrell moved that the board consider installing a new power pole for the stage and equipment and that she would bring quotes of said expense to the board at its next meeting for final approval. Commissioner Craddock agreed the town would be better off being self-sufficient in providing the needed electrical hookup rather than borrowing a connection. Commissioner Williams then seconded the motion. Upon call for the vote, the motion carried unanimously. 5 Ayes - 0 Nays.

### **H. Cemetery – Headstones**

A picture was displayed which depicted two headstones out of alignment, both of which need to be moved to their proper location prior to the burial plots underneath the incorrect headstone placements being used in the future. The error had been discovered recently when marking an adjacent grave site. Commissioner Cockrell indicated she contacted Greenville Monument and their records show the installation of said headstones as done in 2015 and 2017 per marking by a town employee. Greenville Monument's estimated cost for the headstones to be properly placed is \$400 each. Employee Robert Cockrell offered another estimate of \$200 each, by someone who helps regularly with the cemetery.

Commissioner Tolson moved that the board go with the less expensive estimate. Commissioner Allen gave the second. The motion unanimously passed. 5 Ayes – 0 Nays.

### **I. Street Repair – Middle Street**

Commissioner Mary Allen inquired about the schedule of repair for Middle Street, commenting that she has been dealing with the hole on her street for almost a year. Commissioner Cockrell noted the town does not have climate-controlled storage for maintaining a large purchase of asphalt and suggested a quote be obtained from NCDOT for a patch job. Noting there is an on-hand supply of asphalt patch material but that it has to be heated hot enough in order to make the bond, Employee Robert Cockrell recommended he could do the patch if an acetylene torch and fuel kit were purchased, a cost of approximately \$350. The torch could also be used for other purposes. Employee Lilley stated he contacted Barnhill Contracting about obtaining asphalt patch and learned the local office near Jamesville is closed until the springtime. Asphalt would have to be obtained from the Elizabeth City location and most likely would have difficulty holding heat coming from that distance.

Commissioner Tolson moved that the town buy an acetylene torch. Commissioner Williams seconded. The motion unanimously passed. 5 Ayes - 0 Nays.

### **J. Marco – Controller Panel Quote**

Employee Robert Cockrell explained the Thomson Power Systems quote of \$1,631.25 is for a SR-3180 controller to repair the motherboard at the Marco pumping station. An earlier estimate to replace the whole motherboard had been almost \$6,000. The quoted part is available in Canada, requiring shipping costs via UPS government rate. Employee Cockrell indicated he can do the repair, having giving it much thought and research, which will then allow the generator to crank once the controller is replaced on the motherboard.

Commissioner Cockrell moved that the board approve the purchase of the controller panel. Commissioner Tolson seconded. The motion unanimously passed. 5 Ayes - 0 Nays.

### **K. Federal Surplus Purchase – Tent for Festival**

A picture was displayed of the 18' x 25' military tent obtained through NC State Surplus, with a manufacturer's date of 2021. The original cost estimate for the tent was \$12,724.32 used, with the town able to make the surplus purchase for only \$828, including the tie down chain assembly. The tent will first be used for the upcoming NC Herring Festival as central communications and for T-shirt sales. The tent's setup instructions specify it can be raised in approximately 12 minutes with the aid of four persons.

Commissioner Tolson moved that the board approve the purchase. Commissioner Allen gave the second. The motion unanimously passed. 5 Ayes - 0 Nays.

### **L. Town Facilities – Debris Cleanup**

Mayor Tucker requested to address some debris and items being stored at town facilities, particularly items at the water plant that may need to be disposed or moved before future construction begins. Some items picked up curbside for disposal are in good shape, such as household goods and furniture, and are held for a period of time should a local need arise and be donated. Metal items are stored and later sold when a truck load is obtained. After board discussion with Employee Lilley, it was agreed that some furniture items should be taken to the landfill and disposed.

Further discussion addressed approximately three propane gas tanks that could be distributed to anyone interested. Commissioner Tolson moved that if someone wants the propane that they can take one of them and hook it up to their grill and be done with it. Commissioner Allen seconded. The motion unanimously passed. 5 Ayes - 0 Nays.

### **M. Resignation Letter – Commissioner Larris Tolson**

Mayor Craig Tucker gave the floor to Commissioner Larris Tolson who then, with heartfelt emotion, read into the record the following letter of resignation:

*Addressed To: Town of Jamesville – Board of Commissioners*

*Dear Friends and Colleagues,*

*Each day as I plan what to do, I at times find myself stretched beyond my capabilities. As you are aware, as is everyone still breathing, the United Methodist Church has had issues and many churches have opted out and joined the Global Methodist Church. Both Jamesville Methodist and Siloam Methodist, churches that I serve, have done so. I have been invited to serve in a larger capacity as an Elder in the Global Methodist Church. My first and last duty will be to serve my Lord and Savior until my last breath. I have at the same time enjoyed and, at other times, disliked my time serving the Town of Jamesville as one of its commissioners.*

*After careful and prayerful consideration of my obligations to my Lord and church family, I have decided to resign my position as commissioner effective December 31, 2022. I will miss the comradery and the friendships we enjoy around this table, and I pray the friendships will remain when I am no longer sitting here with you.*

*With love and admiration, God's willing servant, Pastor Larris Tolson*

With a consensus of sad reluctance from all board members, Commissioner Rachel Craddock stated to accept the letter of resignation. Words of appreciation were expressed by Commissioner Kimberly Cockrell thanking Commissioner Tolson for all he has done for the Town of Jamesville. Tolson offered he will continue to help in whatever capacity he can, just not in an official capacity. Earnest well wishes were expressed in return by the board members and staff present. Commissioner Tolson indicated that he has thoroughly enjoyed his years serving the Town of Jamesville and prayed at length over this resignation decision.

Commissioner Williams then moved that the board officially accept the resignation, with a second given by Commissioner Allen. It was noted that Tolson's term has three years remaining. Upon call for the vote, the motion unanimously passed. 5 Ayes - 0 Nays.

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

Commissioner Tolson moved to go into closed session, with a second by Commissioner Williams. Upon call for the vote, the motion unanimously passed. 5 Ayes - 0 Nays. Time was approximately 8:26 p.m.

Tools and Vehicle Maintenance. Just before entering closed session, Employee Robert Cockrell asked to address the board members regarding tools and working on town vehicles. Cockrell explained that when he tries to do town vehicle repairs himself instead of taking them to a business for maintenance, which is an effort to save the town money, he uses his personal tools because of the town's lack of adequate tool inventory. In saving himself the frustration of running back and forth to his personal shop to retrieve tools while trying to work on the town vehicles on town property, Employee Cockrell stated he has sometimes chosen to work on the town vehicles at his personal property. However, his concern is the public or board members seeing him at home during working hours, that he wants everyone to understand what he is doing while working on the clock. In order to do his job more efficiently, Cockrell further explained, the town needs to invest in a set of mechanical tools as well as general maintenance tools. If the town is unable to afford a set of tools at this time, he would be willing to use his personal tools but wants to have permission to work on town vehicles or equipment at his personal shop. Working at his personal shop would allow him easy access to whatever tool or equipment he needs versus wasting time and energy with back and forth trips in order to retrieve a needed tool while working on town property. The other option given is the town having maintenance or repairs done at a mechanical shop, which would be more expensive.

Commissioner Craddock moved that the board give permission for Employee Cockrell to do work at his residence/shop. Commissioner Tolson seconded. Commissioner Williams then recommended that the town develop a written policy to address this issue, with the town clerk indicating it will be added to the January agenda. Employees Cockrell and Lilley both stated they often call the office to let staff know they are working at their homes just in case a member of the public makes mention of such during working hours. Upon call for the vote, the motion unanimously passed. 5 Ayes - 0 Nays.

Time was approximately 8:33 p.m. when the board ended the discussion with Employee Cockrell and took a brief break prior to entering closed session.

**Return to Regular Session.**

Commissioner Williams moved to go out of closed session, with a second given by Commissioner Tolson. Upon call for the vote, the motion carried unanimously. 5 Ayes – 0 Nays. Time was approximately 8:45 p.m.

Commissioner Craddock moved that Town Clerk/Commissioner Cockrell adjust her compensation to accommodate the hours that she has worked prior to the assistant town clerk's hiring and to pay herself the regular salary for the commissioner's pay as well as any bonus due. Cockrell clarified the adjusted hours would come off her comp time, with Commissioner Williams giving agreement and offering the second. The motion carried with a vote of 4 Ayes – 0 Nays, with Commissioner Cockrell abstaining as recipient.

Commissioner Craddock then moved that Town Clerk Kimberly Cockrell serve as the supervisor of Assistant Town Clerk Betty Margaret Moore Williams. Commissioner Willis Williams gave the second. The motion carried with a vote of 4 Ayes – 0 Nays, with Commissioner Cockrell abstaining as being appointed supervisor.

**X. Board Comments**

First amendment audits. Mayor Tucker stated he is hearing more and more about first amendment audits being done at public and municipal buildings locations. He gave caution as public officials to be aware of the occurrences. After commenting that the auditors are legally allowed to conduct conversations and record video, often without permission, the mayor cited that a first amendment auditor was shot and killed in California and that others have been beaten up. In cases where auditors have been arrested, they are let go and usually smear the agency.

**XI. Adjourn**

Commissioner Allen moved to adjourn at 8:56 p.m., with a second by Commissioner Cockrell. The motion unanimously passed. 5 Ayes – 0 Nays.

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