

**TOWN OF JAMESVILLE**  
**MONTHLY BOARD MEETING 04/10/2023**  
**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. & 9:21 p.m. on 04/10/2023 at the Jamesville Town Hall, 1211 Water Street, Jamesville, NC 27846. Virtual meeting attendance was provided for public access through Zoom meeting.

**Attendees**

- Craig Tucker - Mayor
- Willis Williams - Mayor Protem
- Rachel Craddock - Commissioner
- Mary Allen – Commissioner
- Kimberly Cockrell – Commissioner
- Preston Craddock – Commissioner Newly Seated

Minutes Recorder – Kimberly Cockrell, Town Clerk/Finance Officer

**I. Call to Order**

Mayor Craig Tucker called the meeting to order at 7:01 p.m. Commissioner Willis Williams offered the prayer. Mayor Tucker then welcomed all guests. Kathy Waters with the Roanoke Beacon was in attendance, as well as Employees Samuel Lilley, Robert Cockrell and Betty Williams.

**II. Adopt Agenda**

Commissioner Williams moved to adopt the agenda as presented. Commissioner Rachel Craddock seconded. Motion unanimously passed. 4 Ayes – 0 Nays.

**III. Approval of Minutes – None**

**IV. Public Comment**

1. **Mr. Hal Davis/Executive Director – NERSBA.** Congratulations was offered by Mr. Davis for all the town’s efforts with the 2023 NC Herring Festival and its success despite some weather issues. NERSBA offered the use of the auditorium on Saturday as a backup to inclement weather, to which appreciation was given by the mayor.

As the Town of Jamesville now oversees planning of the herring festival, Mr. Davis suggested that the town and NERSBA partner in advertisement of the festival. Approval was requested to incorporate on all school correspondence year-round promotion of the event. A general consensus of support was given by the board members agreeing advertisement is always helpful.

2. **Mr. Stephen Stone – 1255 Sunset Avenue.** Thanking the board for the opportunity to speak as a citizen, Mr. Stone spoke regarding trucks using the jake brake illegally. A jake brake is an engine brake used for emergency stopping. As traffic is approaching the intersection of Hwy 171 / US 64, the loud noise from a truck using its jake brake can literally rattle the windows of a nearby house. Mr. Stone described that a truck using the jake break is unnecessary as traffic from all directions has the ability to see the upcoming intersection light and slow down if required to stop. If the jake brake is used, the vehicle was traveling too fast. Employee Cockrell explained that truck drivers tend to leave the jake brake on auto setting which causes it to activate whenever letting up on the gas. Speaking on behalf of residents in said area and seeking direction on how to resolve the problem, Stone described the constant sound of trucks using the jake brake as noise pollution, adding some towns have ordinances against the illegal use of the emergency brake.

Commissioner Craddock understood the problem being addressed as she lives near the intersection and hears the constant braking sound, tagging that another noise problem occurs with vehicles having dual exhaust pipes. Trucks using St. Andrews Street create the same noise issues as well as speeding. Mayor Tucker noted Plymouth has dealt with similar issues.

A second concern presented by Mr. Stone related to the Hwy 171 / US 64 intersection traffic light, inquiring if the sensor is working properly that detects traffic failing to stop and delaying the red light turning green so alternate-side traffic does not proceed through the intersection. Offering to follow up with NCDOT, Commissioner Craddock stated she too is questioning whether or not adequate corrective measures have been incorporated and has witnessed that the signal delays do not always occur. Mention was made about also asking NCDOT to clear tree limbs on the north side of the area where westbound traffic approaching the intersection has some obstructed view before the roadway straightens. Further discussion cited incidents of trucks going through red lights and blaring the horn as a warning. Many who use the intersection regularly know that a green light does not mean “go.” As it is a main thoroughfare, the intersection is dangerous, and sadly, it does not seem to be getting better.

Commissioner Williams recommended the Town of Jamesville do a resolution explaining the problems being experienced and requesting urgency to help resolve the issues before more accidents or fatalities occur. The mayor suggested use of DOT’s roadside signs that displays a vehicle’s speed, and Craddock talked about speed bumps or the installation of rumble strips that make drivers aware of an upcoming intersection.

## **V. Reports**

### **A. Mayor**

Mayor Tucker reported that during the past month the office stayed busy with festival tasks and planning. He expressed being extremely pleased with how the whole event turned out and that much work over many months had gone into carrying out something for everyone to enjoy again after COVID had caused several annual cancellations. Though there were some hiccups, they were handled professionally and swiftly, and with the weather issues, everyone made the best efforts to keep things going. The mayor then suggested the town host a social for the volunteers to show appreciation for all their hard work, and Commissioner Craddock agreed.

The Town of Jamesville hosted the quarterly meeting of local mayors and elected officials. The meeting, which was well attended, was held Wednesday, April 5, 6:00 p.m., at the River’s Edge Restaurant. The scheduled speaker cancelled that day but NCLM sent a representative who spoke on some updates including a new accounting system being developed for municipality use. Also, County Commissioner Skip Gurganus updated regarding the hospital and broadband projects.

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

Employee Samuel Lilley reported the following items:

Soil testing was done at the sewer plant, a preliminary step with the grant project.

Mr. Mike Houston/Rural Water assisted in trying to locate a water line at 1980 Main Street so that a water meter can be installed at said property. The property owner will be notified by letter of the work to be done. The 811 locating service may need to assist in helping find the water line.

Work will be done at Roanoke Court getting the hydrant back on line as a leak will need to be patched requiring mechanical couplings.

Regarding the 1980 Main Street water issue, Commissioner Williams stated the town needs to formulate some type of policy and notification procedure that ensures the town is diplomatic in handling a difficult situation. Craddock concurred, adding that correcting the situation has been delayed too long. Upon question, Lilley explained there are three water lines in the property, two are workable but a third one has been abandoned and not connected. The primary service line has to be located and then tapped.

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

Employee Robert Cockrell stated that he has been doing extra town cleanup and tasks in preparation for the herring festival. Grass mowing season has also begun, as well as ongoing regular general maintenance of vehicles and equipment.

Mayor Tucker complimented staff on how nice the town cemetery looked the morning of Easter Sunrise service. As is the schedule to do so before Easter, Employee Cockrell noted Christmas flowers were removed from headstones and are being stored at the water plant.

**D. Finance Officer - Kimberly Cockrell**

1. **Financial Statements –March 2023.** Finance Officer Kimberly Cockrell presented and reviewed with board members the Financial Reports for March 2023.

2. **Budget Amendment(s).** F.O. Cockrell reviewed the proposed general fund budget amendment to cover expenses for meeting travel, advertising due to the herring festival, necessary backhoe maintenance, diesel and gas fuels cost increases, zoning consultant fees for enforcement of travel trailer code violation, and the inclusion of the herring festival expenses. For the water and sewer fund budget amendment, increases were made to cover expenses for advertisement of grant projects, WWTP pump repair, audit fees and water and sewer analysis costs.

Commissioner Williams moved to approve, with a second given by Commissioner Craddock. Upon call for the vote, the motion carried unanimously. 4 Ayes - 0 Nays.

**GF BUDGET AMENDMENT #4 - 4/10/23**

	<u>CREDIT</u>	<u>DEBIT</u>
1038200 Herring Festival Revenue	\$22,000.00	
1040131 Travel		\$1,000.00
1040135 Advertising and Printing		\$500.00
1040148 Repairs		\$1,000.00
1040149 Diesel Fuel		\$500.00
1040196 Zoning Expense		\$1,000.00
1047049 Fuel		\$1,000.00
1048200 Herring Festival Expense		\$17,000.00
	\$22,000.00	\$22,000.00

\*\*\*Amendment is for Herring Festival Revenue and Expenses, Additional Zoning Regulation expenses for travel trailers, backhoe maintenance and services due to inflation.

**W/S BUDGET AMENDMENT #4 - 4/10/23**

	<u>CREDIT</u>	<u>DEBIT</u>
3039300 Fund Balance Appropriated	\$4,800.00	
3071437 Advertising		\$400.00
3071717 Audit Fees (S)		\$200.00
3071317 Audit Fees (W)		\$200.00
3071848 Repairs & Maintenance (S)		\$1,000.00
3071448 Repairs & Maintenance (W)		\$1,000.00
3071839 Sewer Analysis (S)		\$1,000.00
3071439 Water Analysis (W)		\$1,000.00
	\$4,800.00	\$4,800.00

\*\*\*Amendment is for additional advertising for grant projects, WWTP pump repair, increase in Water and Sewer Analysis costs.

3. **Comp Time Payout – 1<sup>st</sup> Quarter 2023.** Commissioner Williams commended Town Clerk/Finance Officer Kimberly Cockrell for all her long hours of hard work and helping the town meet so many state requirements of reporting, that all is done while the workload continues to increase. He pointed out that the Town of Jamesville has been in good standing with no negative reports because of Cockrell's diligence in meeting deadlines. Williams then mentioned the assistant town clerk has also contributed with putting in personal time. In response to Commissioner Williams being mindful of current employee burnout and then commenting that upcoming budgets need to include plans on how to increase revenue in order to increase employee coverage of work tasks, Commissioner Craddock concurred and recognized that duties are increasing more all the time, which has been evident during the last six to eight months. Mayor Tucker stated that a lot of festival work came through the office and took time away from normal duties. Craddock then stated that to keep the town office going it takes a lot of demanding work that gets heavy on the shoulders of one person. Even though Jamesville is a small town, state reporting requirements are ever mounting and requirements do not differentiate between a small or large municipality.

Finance Officer Cockrell requested approval of the employee comp time payout for the first quarter of 2023 [1/1/23 – 4/1/23]. Commissioner Williams moved that the board pay the comp time. Commissioner Craddock seconded. Upon call for the vote, the motion passed. 3 Ayes – 0 Nays – 1 Abstain [Cockrell - conflict of interest as recipient].

**Meeting with LGC.** Commissioner Cockrell reported that she and the mayor met last Friday with a representative from the LGC, Ms. Natalie Roundtree. Almost three hours of questions by Roundtree inquired how the Town of Jamesville oversees its responsibilities and operations. Segregation of duties was a primary focus along with management tasks of checks and balances. Overall, the representative was very impressed with the town's current procedures, bringing forward as well the difficulty of small municipalities having so many reporting requirements. The LGC is mindful of said problem and is working towards setting different guidelines for small towns so that, for example, the Town of Jamesville does not have the same reporting requirements as the City of Raleigh. Hopefully within the next year or two, reporting relief will be implemented. A reduction in audit costs will occur if some reporting requirements are removed. Mayor Tucker echoed that Ms. Roundtree was truly pleased with Jamesville's organization, noting that Ms. Roundtree had indicated without citing identities that many towns large and small do not have their act together.

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

A meeting was held last month which discussed upcoming budgets though no other new business was addressed. Commissioner Craddock noted the annual dinner meeting is set for Thursday, April 20 at 6:30 p.m. at the Washington Civic Center. The cost per person is \$25. All board members indicated an interest to attend.

**F. Planning Board** – Nothing to report.

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

As director of the festival, Commissioner Craddock recalled that the first requirement she made was to make sure there was going to be enough help throughout the process of planning and the actual event. A good group of approximately 30 people attended the first informative meeting, and later, volunteers averaged about 20 per meeting. As it had been three years since the last festival, Craddock reported she had a good team on the 2023 committee who worked hard long hours and dug into the many things that were required to make the festival successful.

Concern about festival expenses was due to the town needing to pay upfront for many large expenses, as previous festivals were not required to do so. When the ride vendor arrived for setup, disappointment developed when realizing what had been arranged was not going to occur due to problems on his part. Other arrangements were made to provide activities, and adjustments were made to the ride vendor contract cutting the original cost in half. Another large expense was the fireworks. T-shirts were also sold, an expense in providing the inventory and selection.

When worrying about the festival finances, Director Craddock reported she and the mayor made extra efforts in obtaining sponsorships. Vendor applications came in steady. Final expenses are still being tallied, but indications are showing the festival has had enough income to cover all expenses. Finance Officer Cockrell said a final report will be given to board members at the next meeting.

Craddock then commended the male volunteers who helped with the heavier labor of setup and cleanup. Though the weather had some tough moments, the tent survived the wind and proved to be a great asset for its use and function.

As next year's festival planning begins, what was learned in this year's process will be incorporated. Commissioner Craddock commented that the feedback she has heard has been overall good and that people seemed to really enjoy themselves and were happy to see the festival return to Jamesville. A recognition of appreciation for the volunteers will be planned.

## **VI. Old Business**

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

Town Clerk/Finance Officer Cockrell provided board members with the cut-off list generated as of April 6, 2023, in accordance with the Water/Sewer Ordinance #81 - Enforcement section. Commissioner Allen made the motion to approve the disconnections list as presented. Commissioner Williams seconded. Motion unanimously passed. 4 Ayes - 0 Nays.

**B. Jamesville Cemetery** – Nothing scheduled for discussion. On agenda to be addressed at a future meeting.

### **C. Budget Workshop Dates / Times**

The following dates were scheduled for budget workshop meetings: Thursday, April 13 at 5:00 p.m. and Thursday, April 27 at 5:00 p.m. The budget must be presented to the NCLM by May 15. Commissioner Williams complimented Finance Officer Cockrell's thorough budget preparations that diligently make the board's review of the budget much easier.

## **VII. New Business**

### **A. Preston Craddock – Oath of Office for Commissioner**

At this time, Town Clerk Kimberly Cockrell administered the Oath of Office for Commissioner to Mr. Preston Craddock. After pictures were taken by Ms. Kathy Waters, everyone welcomed Preston as the Town of Jamesville's newest board member.

### **B. Mid-East Annual Meeting – April 20, 2023**

Previously discussed under agenda item V. Reports, E. Mid-East.

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

Commissioner Cockrell moved to go into closed session, with a second given by Commissioner Rachel Craddock. Upon call for the vote, the motion passed unanimously. 5 Ayes - 0 Nays. Time was 8:09 p.m.

Commissioner Cockrell moved to go out of closed session, with a second by Commissioner Allen. Upon call for the vote, the motion passed unanimously. 5 Ayes – 0 Nays. Time was 9:14 pm.

**IX. Board Comments**

New Commissioner Appointed. Mayor Tucker thanked Preston Craddock for stepping up and expressing desire to join the town board, saying that his work experience will be a valuable contribution. Commissioner Cockrell agreed.

Closed Session Discussion. Commissioner R. Craddock spoke to Commissioner Williams explaining that her remarks during the board's closed session were business and not personal, as some issues are difficult to address. Williams indicated he understands. Town equipment needs to be taken care of, Craddock then said, as the town cannot afford continually replacing or repairing inventory. Mayor Tucker offered to keep an active role in employee supervision.

**XI. Adjourn**

Commissioner Allen moved to adjourn at 9:21 p.m., with a second by Commissioner R. Craddock. The motion unanimously passed. 5 Ayes – 0 Nays.

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

DRAFT