

**TOWN OF JAMESVILLE**  
**SPECIAL BOARD MEETING 05/25/2023**  
**MINUTES**

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The following is an account of the minutes taken at the Special Board Workshop Meeting held between 6:00 p.m. & 7:15 p.m. on 05/25/2023 at the Jamesville Town Hall, 1211 Water Street, Jamesville, NC 27846.

**Attendees**

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

Minutes Recorder – Kimberly Cockrell, Town Clerk/Finance Officer

**I. Call to Order**

Mayor Craig Tucker called the meeting to order at 6:09 p.m. and opened with prayer. Employee Betty Williams was also present. Commissioner Williams arrived after roll call at 6:17 p.m. No members of the public were in attendance.

**II. Adopt Agenda**

The following item was added to the agenda: VII. Colors for Water Plant Building. Commissioner Mary Allen moved to adopt the agenda with the added item. Commissioner Preston Craddock seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

**III. Public Comment – None.**

**IV. Animal Control**

Mention was made that Sheriff Tim Manning and Chief Deputy Drew Robinson were unable to attend this meeting due to prior commitments. Several dates were chosen in order to reschedule a time that Sheriff Manning might be available to speak with board members about animal control issues: June 1, June 22 and June 29, all Thursday dates, with a meeting time of 6:00 p.m. If none of those dates can be scheduled, Manning will be asked to offer a date available.

Commissioner Cockrell relayed she informed Sheriff Manning of the Town of Jamesville's need to do something in addressing recent animal problems and complaints. Jamesville lost its town ordinance leash law with adopting Martin County's animal ordinances for enforcement. Manning indicated he does not see the need for a special services contract for enforcement but does believe there is a determinable solution.

Gun Fire within City Limits. Commissioner Rachel Craddock stated that when the board meets with Sheriff Manning discussion needs to also include the recent gun fire that occurred on St. Andrews Street. Mayor Tucker noted that guns were confiscated from the location and possible charges are pending. Police officers responded to 911 calls three consecutive nights to deal with ongoing problems occurring between residents on St. Andrews Street and Stewart Street.

**V. Cemetery Ordinance / Policy**

Commissioner Cockrell stated an update to the cemetery ordinance has not yet been done incorporating recommendations made at the board's February workshop but that this discussion

would begin addressing steps to begin enforcement actions, particularly with regard to maintenance issues. One difficulty is the office needing updated contact information in order to reach out to family members or heirs concerning enforcement to be taken. Commissioners R. Craddock and Cockrell indicated that for plots without updated contact info, family members will eventually come forward at some point if the town takes any corrective measures. Both agreed the town should not hold back taking action due to lack of current contact info.

Cockrell indicated advertisement via social media and newspaper will be made once moving forward with enforcement. Commissioner Williams cautioned to involve the town attorney since enforcement action is a legal matter, as the attorney will also know about any updates relating to “not disturbing the dead,” which is federal law enforced by the state. Also, obtaining legal advice on how the board should proceed is a way to protect the town in carrying out its due diligence and responsibility to enforce the cemetery ordinance. Cockrell then noted the town attorney’s fee is \$200/hr. NCLM’s legal advice basically says that if there is the potential for litigation, a municipality needs to seek direction from its own attorney for steps to be taken.

Discussion addressed local and nearby towns having strict enforcement of their cemetery regulations. Different regulations apply to public or private cemeteries. Another suggestion regarding public notice dealt with posting a sign at the cemetery entrance listing policies as well as a town office contact number for the public to call with questions or concerns.

A consensus agreed to contact the town attorney for legal written advice on how the board should proceed concerning cemetery ordinance enforcement.

## **VI. Board Member Compensation**

Compensation was discussed concerning board members being paid for attending meetings other than regular board meetings, such as for a training workshop, informational seminar or conference. It was noted board members attend governmental meetings when serving as a representative for the town. Identifying which meetings would qualify needs to be narrowed down in order to budget appropriately.

As finance officer, Cockrell explained that with the upcoming fiscal year budget already drafted, an amendment could be made after July 1 should an adjusted compensation decision be reached. With citing the many types of meetings that are normally scheduled and those that come up during the course of a year, Cockrell stressed it is an unknown number making it difficult for budgeting. Currently, the budget covers only regular and special-called town board meetings, and compensation is given for mileage to meetings farther than Williamston, as well as meal costs are covered.

Understanding that commissioners know meeting attendance is part of an elected official’s duty, Commissioner R. Craddock said some amount of compensation should be given when a board member(s) is attending a meeting as an appointed representative or elected official for the Town of Jamesville. The number of meetings for various governmental reasons tend to be increasing, and some do require long hours or can last all day. Compensation is a form of showing appreciation when a board member is devoting their time trying to do extra to take care of their town.

Discussion turned to inquiring what local towns pay for additional meetings other than regular board meetings, recognizing that smaller towns normally do not have the ability to budget for such though some do. With regard to training meetings, it was recognized that all board members benefit by what an attending commissioner learns and shares, and brief comments between Williams and R. Craddock said the town should pay for essential training, which the town does.

A suggestion was then made by Commissioner Williams that each board member could choose a specific number of categorized types of meetings to attend per fiscal year as a way to limit the overall expense, not that all members would be permitted to attend all other governmental or informational meetings. Craddock echoed Cockrell’s concern that it is difficult to determine how many special meetings may be called by an organization in addition to those normally held.

Each fiscal year, a calendar record is maintained by the town clerk tracking additional meetings attended by board members as a way to budget for the upcoming fiscal year. Mayor Tucker noted the Town of Jamesville is on the State of NC's distressed unit list, which, as an example, has required additional meetings and will require even more.

For comparison information, the finance officer indicated she will make inquiry with the towns of Williamston and Robersonville as they do pay elected officials for additional meetings, citing that Hamilton, Everetts and Bear Grass do not budget for such. The same information will also be obtained from Martin County. The types of compensated meetings and amount paid outside of regular board meetings will be data gathered, including Mid-East Commission.

This agenda item was then tabled to the June special meeting to be addressed along with other matters.

Fees - Planning Board Members. Finance Officer Cockrell asked the board to consider increasing the fees paid to planning board appointees. Currently, the rate is only \$25 a fiscal year.

City Vision Conference / Local Mayors Meeting. Mayor Tucker offered appreciation to the board for approving his attending the City Vision Conference the past two events. Should the board vote to approve paying an additional stipend for attending training events, the mayor indicated he would waive such fee and only accept being reimbursed for mileage and meal costs, noting the town covers registration fees and lodging. The same would also apply for any compensation relating to attending the local mayor's quarterly meetings.

With regard to out-of-town training, Commissioner Allen interjected she does not believe an additional compensation fee should be paid for time when the town bears the costs for travel, meals and lodging, pointing out to R. Craddock that earlier discussion covered including training attendance as one of the types of meetings for considering additional compensation. Williams noted federal regulations allow for compensation paid for training events, though most boards have to limit the number of events that can be attended due to budget restrictions though the training gained is a worthy investment. Commissioner P. Craddock recommended the board propose a separate line item for training allowance.

In reply to F.O. Cockrell stating that it may sometimes be difficult to identify different levels or types of employee and non-employee training, R. Craddock commented the same principle applies to board members when gaining training that benefits the town. The City Vision Conference has become so expensive, Craddock said with clarifying that her remarks were not directed at the mayor, and the growing expense causes a hardship for any small town to be able to afford to send a representative. After Mayor Tucker reiterated his appreciation for the town sending him twice to the conference, and agreeing the cost adds up, F.O. Cockrell noted the total expense for City Vision was \$1400.

Board Fees. With the primary thought being how to compensate for a board member's personal time to attend additional meetings that sometimes can require many hours, Commissioner R. Craddock concurred additional compensation would be difficult to budget as some meetings may or may not include meals and travel costs. F.O. Cockrell pointed out that preparing the FY 23-24 budget was accomplished much easier than what the FY 24-25 budget will be because ARPA funding will no longer be available and will pose the need for tough decisions in order to raise revenue. If it is increasing taxes, R. Craddock responded, people have to know they need to help pay for what is being done to help them.

Commissioner Williams offered that a reason for setting budget policies is to give the basis for revenue increases, even though citizens may not always agree with or understand working decisions of a government. Policies must consider being fair, firm and consistent. The Town of Jamesville may need to evaluate extending its city zoning district to increase its tax base or take

on new water and sewer customers once the grant projects are completed and can accommodate the load.

Commissioner P. Craddock moved to table this matter so the finance officer can do the research by contacting the other towns and county and to bring back more information to the board in order to know how to move forward.

R. Craddock noted some residents outside of Jamesville's city limits are "past hungry" for water and sewer services and the town needs to move forward with a survey and determine the interest as well as pursuing grant projects that could help accomplish the same. Residents of Piney Woods area have already approached town representatives to inquire about what can be done to help them, and a resident is undertaking a petition to gain signatures to present to Municipal Engineering.

With P. Craddock recognizing the motion made, Commissioner Cockrell gave the second. Upon call for the vote, the motion carried unanimously. 5 Ayes – 0 Nays.

#### **VII. Colors for Water Plant Building**

Commissioner Cockrell indicated a follow-up decision needed to be made regarding color selections for the new water plant. After a review of the options, a motion was made by Commissioner P. Craddock to accept "galvalume" for the roof, "brite red" for the trim, and "tundra" for the walls. Commissioner Williams seconded, and the motion passed unanimously. 5 Ayes - 0 Nays.

#### **VIII. Board Comments – None.**

#### **IX. Adjourn**

Commissioner Allen moved to adjourn at 7:15 p.m., with a second by Commissioner P. Craddock. The motion unanimously passed. 5 Ayes – 0 Nays.

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