

TOWN OF JAMESVILLE
MONTHLY BOARD MEETING 06/12/2023
MINUTES

The following is an account of the minutes taken at the Regular Monthly Board Meeting held between 7:00 p.m. & 8:50 p.m. on 06/12/2023 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

Minutes Recorder – Kimberly Cockrell, Town Clerk/Finance Officer

I. Call to Order

Mayor Craig Tucker called the meeting to order at 7:02 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

The following items were added to the agenda:

- VII. Old Business
 - B. Water Treatment Plant – New Building Color Choices
- VIII. New Business
 - H. New Water Treatment Plant Grant Project – Ground Breaking Ceremony
 - I. New Street Properties – Trash Problem
 - J. Jamesville Restoration Project

After the additions made by Allen (VIII. H. and I.) and Cockrell (VII. B. and VIII. J.), Commissioner Mary Allen moved to accept the agenda as amended. Commissioner Williams seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

III. FY 23-24 Budget Public Hearing

A. Open Public Hearing. Commissioner Allen moved to open the FY 23-24 budget public hearing, with a second given by Commissioner Rachel Craddock. Upon call for the vote, the motion carried unanimously. 5 Ayes – 0 Nays.

B. Public Comment. No public comments were made.

C. Close Public Hearing. Commissioner Williams moved to close the public hearing, seconded by Commissioner Preston Craddock. The motion passed unanimously. 5 Ayes – 0 Nays.

TOWN OF JAMESVILLE
NOTICE OF PUBLIC HEARING

Proposed 2023-2024 Fiscal Budget

The Town of Jamesville will hold a Public Hearing as required by N.C.G.S. 159-12 to receive public comment on the proposed budget for FY 2023-2024. The public hearing will be held at 7:00pm, June 12, 2023 in the Town Hall Meeting Room, 1211 Water Street, Jamesville, NC.

The proposed budget has been submitted to the Jamesville Board of Commissioners and is available for Public Inspection weekdays during regular business hours of Monday - Thursday 8:00am – 3:00pm (closed for lunch 1pm - 2pm) at the Jamesville Town Hall, 1211 Water Street, Jamesville, NC. All interested citizens will have the opportunity to give comments at this hearing.

Kimberly Cockrell
Town Clerk

IV. Approval of Minutes

Commissioner Williams moved to accept the minutes as written. Commissioner Allen seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

- Regular Board Meeting – March 13, 2023
- Regular Board Meeting & Closed Session – April 10, 2023
- FY 23-24 Budget Workshop – April 13, 2023
- Regular Board Meeting – May 8, 2023
- Special Meeting – May 11, 2023
- Special Meeting – May 25, 2023

V. Public Comment

1. Mr. Horace Whitfield / 1861 Main Street – Water Bill Adjustment. A request was made by Mr. Horace Whitfield for a water bill adjustment. During Easter Weekend, a water line break on Mr. Whitfield’s property was discovered and promptly repaired.

Commissioner Williams moved that the board approve an adjustment. A second was made by Commissioner Allen. Vote unanimously passed. 5 Ayes – 0 Nays.

Instruction was given to Mr. Whitfield to contact the town clerk during regular business hours for an adjustment to his billing account.

VI. Reports

A. Mayor. No reports by the mayor.

B. Water/Wastewater Report - Samuel Lilley

As a summary, Employee Samuel Lilley reported on the following items:

A new water tap has been installed at 1980 Main Street. Mr. Mike Houston/Rural Water is scheduled to help assist on June 26 with isolating the line location and preventing use of any unauthorized tap.

The town has been doing its required annual back flow inspections. Contact has been made with Jamesville Elementary and Dollar General to request that they schedule and complete a back flow inspection but no response has been made to date. In explaining that the Town of Jamesville is responsible for assuring all locations are covered and supported by documentation, which needs to be done prior to the state inspector’s arrival, Lilley asked for the board’s assistance in seeking compliance with the cited locations. Martin County is responsible for Jamesville Elementary, and Dollar General’s corporate office has been contacted. After discussion by the board, a consensus instructed that the town clerk send a certified letter with a copy of the water and sewer ordinance

to Jamesville Elementary and Dollar General requesting the back flow inspection compliance. Discussion included not incurring the town attorney's fee at this point to first see if a response is made to the certified letter.

The town's generator has been inspected and is operational. Weekly testing is being done. Employee Robert Cockrell performed the maintenance to get it working properly.

The sewer digester is scheduled for repairs to be made, awaiting materials. This will be done after July 1.

C. Public Works Report - Robert Cockrell

Employee Robert Cockrell indicated that the grass is growing quickly. The town's John Deere heavy-duty mower is down with electrical problems due to the instrument cluster, a common problem with the model. The replacement part costs approximately \$500, which Cockrell said he can install, but if the repair is done through John Deere in order to have warranty coverage, the cost will be twice as much. The JD mower was bought new in 2017, an expense of \$7,000-\$8,000. A new Hustler brand commercial-grade mower would cost between \$9,000-\$11,000.

After discussion, the board concurred the town needs to invest in a commercial-grade mower. Due to current fiscal restraints, repairing the John Deere mower at an estimated cost of \$1,000 was decided as the necessary option for this mowing season. Commissioner P. Craddock moved that the town repair the John Deere and plan to budget for a new mower in FY 24-25, with a second by Commissioner Williams. Upon call for the vote, the motion carried unanimously. 5 Ayes – 0 Nays.

D. Finance Officer - Kimberly Cockrell

1. **Financial Statements – May 2023.** Finance Officer Kimberly Cockrell presented and reviewed with board members the May 2023 financial reports for all town funds. No concerns or issues were discussed.

2. **Budget Amendment(s).** Finance Officer Cockrell indicated that the budget amendments will be presented at the board's upcoming special meeting scheduled for June 22, 2023.

E. Mid-East Commission

Commissioner Rachel Craddock stated the last meeting highlighted some good information about grant funding from different sources. One source is through the Camber Foundation, a \$1 million venture for disbursement to northeastern NC. Though just announced, the window for application is June 1 through June 30. Some of the funding's preferences is intended towards health care and mental health services, education, economic development and work force development. Ms. Pat Harris with Mid-East has offered to help any town or county in seeking grant funding and to assist in what direction to take for fulfilling a need.

F. Planning Board

No items were presented for discussion.

G. Herring Festival

As director of the NC Herring Festival, Commissioner Rachel Craddock stated that the festival committee has been holding meetings and is already progressively working on next year's festival. Changes will be incorporated for 2024 as much was learned during the planning of the 2023 event which turned out to be a success. An appreciation meal was held June 10 for the 2023 volunteers which was well attended and enjoyed. The next committee meeting is scheduled for June 20. Encouragement was given to spread the word calling for additional volunteers.

H. Water/Sewer Grant Projects

1. **NCDEQ – Engineering Report Funding Approval for WWTP Upgrade SRP-W-ARP0234.** Finance Officer Cockrell explained the May 26, 2023 letter documents review of the engineer’s report and the scheduled milestones with the grant project for the wastewater treatment plant upgrade. NCDEQ’s Division of Water Infrastructure has determined the project to be eligible for funding.
2. **NCDEQ – Offer & Acceptance for ARP Funding for Sewer System Rehabilitation SRP-W-ARP-0238.** Finance Officer Cockrell noted the June 1, 2023 letter from NCDEQ’s Division of Water Infrastructure requests that the Town of Jamesville officially accept the offer of \$3,344,665 in grant funding for the town’s sewer system rehabilitation. The project will overhaul the pumping station on NC 171 and survey sewer collection lines and replace as needed.
3. **Resolution to Accept ARP Grant Offer for Sewer System Rehabilitation SRP-W-ARP-0238.** Upon presenting to the board a proposed resolution to officially accept the ARP grant funding for the town’s sewer system rehabilitation project, Commissioner Cockrell moved that the board approve the resolution as written. Commissioner R. Craddock gave the second. The vote was unanimous. 5 Ayes – 0 Nays.

Town of Jamesville
PO BOX 215
JAMESVILLE, NORTH CAROLINA 27846
PHONE (252) 792-5006 FAX (252) 799-4313
Jamesville@embarqmail.com

**RESOLUTION TO ACCEPT THE AMERICAN RESCUE PLAN
GRANT OFFER FOR SEWER SYSTEM REHAB**

Project No. SRP-W-ARP-0238

WHEREAS, the Town of Jamesville has received an earmark for the American Rescue Plan (ARP) funded from the State Fiscal Recovery Fund established in S.L. 2022-74 to assist eligible units of government with meeting their water/wastewater infrastructure needs, and

WHEREAS, the North Carolina Department of Environmental Quality has offered American Rescue Plan (ARP) funding in the amount of \$3,344,665.00 to perform work detailed in the submitted application, 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 the Town of Jamesville does hereby accept the American Rescue Plan Grant offer of \$3,344,665.00.

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 Commissioner Rachel Craddock, 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 12th day of June, 2023 at the Jamesville Town Hall located at 1211 Water Street, Jamesville, NC.

Craig Tucker, Mayor

(SEAL)

Attested by:

Kimberly Cockrell, Town Clerk

VII. Old Business

A. Water/Sewer Ordinance Enforcement

Town Clerk/Finance Officer Cockrell presented the cut-off list in accordance with the Water/Sewer Ordinance #81 - Enforcement section. Commissioner Williams made the motion to approve the disconnections list and enforce the rules. Commissioner Allen seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

B. Water Treatment Plant – New Building Color Choices

Per an email from the town’s project manager, Commissioner Cockrell explained that the previous choice of “tundra” for the outside walls has an additional cost of \$5,587 due to a special coil of steel necessary for the color panel. Also, it is not known how long the special order might extend the lead time on manufacturing. As cost and time is both a concern, the board chose “ash gray” for the outside walls to go along with the previous choice of “brite red” for the trim. As a motion of the board’s decision, Commissioner P. Craddock indicated “so move,” with a second by Commissioner Allen. Vote was unanimous. 5 Ayes - 0 Nays.

VIII. New Business

A. FY 23-24 Budget Ordinance & Budget Message

Finance Officer Cockrell shared with the board members a copy of the June 8, 2023 email from Ms. Natalie Rountree/LGC indicating that the town’s FY 23-24 proposed operating budget appears to comply with the provisions of the Local Government Budget and Fiscal Control Act.

Upon the finance officer asking if the board had any questions and hearing none, Commissioner R. Craddock moved to accept the FY 23-24 Budget Ordinance & Budget Message. Commissioner Williams seconded. The motion carried unanimously. 5 Ayes – 0 Nays.

TOWN OF JAMESVILLE
1211 WATER STREET
P.O. BOX 215
JAMESVILLE, NORTH CAROLINA 27846
Phone: (252)792-5006
Fax: (252)799-4313

**Finance Officer's Budget Message
Fiscal Year 2023-2024 – May 8, 2023**

May 8, 2023

Mayor Craig Tucker
Board of Commissioners
Town of Jamesville
1211 Water Street
Jamesville, NC 27846

The Honorable Mayor Tucker, Town Board Members and Citizens of Jamesville:

This budget was prepared under the general direction of the Town Board in response to the goals established during budget workshops and in direct response to the needs of our community. The FY 2023-2024 budget continues the current level of services provided for the citizens of Jamesville. This budget is balanced by a \$0.73 tax rate per hundred-dollar valuation.

The estimated assessed tax valuation for the Town of Jamesville as of January 1, 2023 is \$16,568,968 and an estimated collection rate of 88% was used for real and personal taxes. The estimated assessed tax valuation for the Town of Jamesville as of January 1, 2023 is \$4,143,421 and an estimated collection rate of 99% was used for motor vehicle taxes.

This budget includes:

- Salary increases of 3% COLA for full and part time employees.
- Operation expenses to continue services to citizens at the current levels.
- Selected adjustments to cover inflation and contractual increases along all line items.
- Water & Sewer rate increase of 5% for FY 2023-2024.

Summary of the 2023-2024 Budget

Budget Overview

After careful consideration the following budget recommendations represents Board goals, departmental input and community needs within the existing tax rate of \$0.73 per \$100 valuation. The total recommended budget is \$557,935.00.

Departmental Budget	FY 2023-2024
Cemetery	\$2,000.00
General Government	\$216,235.00
Public Safety/Police	\$4,000.00
Sanitation	\$57,700.00
Transportation	\$33,400.00
Water & Sewer	\$244,600.00
TOTAL	\$557,935.00

The budget recommendation includes a 3% COLA salary increases for full and part time employees.

Departmental Highlights

Cemetery: The proposed budget for Cemetery is \$2,000.

General Government: The proposed budget for General Government is \$216,235.

Public Safety/Police: The proposed budget for Public Safety/Police is \$4,000.

Sanitation: The proposed budget for Sanitation is \$57,700.

Transportation: The proposed budget for Transportation is \$17,900. This includes recommendations appropriated for patch and pave street repairs from Powell Bill Funds. Also included is street lighting in the amount of \$15,500.

Water & Sewer: The proposed budget for Water and Sewer is \$244,600. This recommendation is based on a 5% rate increase for the fiscal year.

If you have any questions regarding the budget, please let me know and we will work to answer or make corrections. It was staff's goal to present a budget that was balanced and could be adopted to guide the town during the next fiscal year. The budget presented is a balanced departmental budget.

Respectfully submitted,

Kimberly Cockrell
Town Clerk/Finance Officer
Town of Jamesville, NC

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1211 WATER STREET
P.O. BOX 215
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Phone: (252)792-5006
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BUDGET ORDINANCE
FY 2023-2024

BE IT ORDAINED BY the Board of Commissioners of Jamesville, North Carolina, pursuant to General Statute 159-181(c), meeting this 12th day of June 2023 that the following be the budget for FY 2023-2024:

The Finance Officer is hereby authorized to execute the necessary agreements within funds included in the Budget Ordinance for the following purposes: (1) Leases or normal and routine business equipment; (2) Professional or maintenance service agreements; (3) Purchase of apparatus, supplies, materials or equipment; (4) Agreements for acceptance of State, Federal, public, and non-profit organization grant funds and funds from other governmental units for services to be rendered; Liability, health, life, disability, casualty, property or other insurance or retention and faithful performance bonds. Other appropriate Town officials are also authorized to execute or approve such insurance and bond undertakings as provided by law.

Section 1: The following amounts are hereby appropriated in the General Fund for the operation of the town government and its activities for the fiscal year beginning July 1, 2023 and ending June 30, 2024 in accordance with the chart of accounts heretofore established for this Town:

General Fund

REVENUES:

Ad Valorem Taxes	\$113,100.00
Tax Penalties & Interest	\$2,600.00
Vehicle Taxes	\$29,700.00
Interest	\$6,100.00
Cemetery	\$6,500.00
Copies & Fax Collections	\$200.00
Sale of Assets	\$4,000.00
Herring Festival	\$32,000.00
Zoning	\$800.00
Appropriated Fund Balance	\$500.00
Privilege License	\$30.00
Powell Bill	\$17,400.00
Recreation	\$5,285.00

Beer & Wine Tax	\$1,900.00
ABC Revenue	\$2,300.00
Local Option Sales Tax	\$67,000.00
Sales Tax Refund	\$600.00
Franchise Taxes	\$23,000.00
Solid Waste Disposal	\$320.00
TOTAL GENERAL FUND REVENUES	\$313,335.00

EXPENSES

Cemetery	\$2,000.00
General Government	\$216,235.00
Public Safety / Police	\$4,000.00
Sanitation	\$57,700.00
Transportation	\$33,400.00
TOTAL GENERAL FUND EXPENSES	\$313,335.00

There is hereby levied a tax at the rate of seventy-three cents (\$0.73) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2023, for the purpose of raising the revenue listed as “Ad Valorem Tax” and “Vehicle Tax” in the General Fund in the revenue section of this ordinance. Martin County, including the Town of Jamesville, went through property revaluation effective January 1, 2018.

This rate is based on a total estimated tax valuation of real property for the purposes of taxation of \$16,568,968 and an estimated collection rate of 88%.

This rate is based on a total estimated tax valuation of motor vehicle for the purposes of taxation of \$4,143,421 and an estimated collection rate of 99%.

Section 2: The following amounts are hereby appropriated in the Water & Sewer Fund for the operation of the Town’s water and sewer utility for the fiscal year beginning July 1, 2023 and ending June 30, 2024 in accordance with the chart of accounts heretofore established for this Town:

Water & Sewer Fund

REVENUES:

Water & Sewer Charges	\$240,000.00
Interest	\$4,000.00
Sales Tax Refund	\$600.00
TOTAL REVENUES	\$244,600.00

EXPENDITURES:

USDA Debt	
Service/Contingency Fund	\$4,574.00
Insurance	\$9,800.00
Miscellaneous	\$6,431.00
Office Expense	\$8,600.00
Permits and Fees	\$4,100.00
Professional Fees	\$9,400.00
Salaries and Benefits	\$116,210.00
Salt	\$7,000.00
Sludge Removal	\$900.00
Supplies, materials & repairs	\$44,920.00
Utilities	\$17,965.00
Water & Sewer Analysis	\$14,700.00
TOTAL EXPENDITURES	\$244,600.00

Section 3: There is hereby established, for the Fiscal Year 2023-2024, Salary increases consist of a 3% COLA for full and part time employees. The increases shall be available beginning with the first payroll on July 7, 2023.

Copies of this Budget Ordinance shall be furnished to the Governing Board and to the Finance Officer to be kept on file by them for their direction in the disbursement of funds.

Adopted this 12th day of June, 2023.

Craig Tucker - Mayor

Kimberly Cockrell – Town Clerk/Finance Officer

B. 2012 Real Property/Motor Vehicle Tax Write-Off

Finance Officer Cockrell provided the following 2012 Tax Write-Off figures: Real/Personal Property - \$811.33 and Motor Vehicle - \$280.56, a total of \$1,091.89. Commissioner Williams moved to approve, with a second by Commissioner Cockrell. Upon call for the vote, the motion carried unanimously. 5 Ayes – 0 Nays.

C. Quotes for Dumpster Services – Republic Services & Waste Industries/GFL

Finance Officer Cockrell presented quotes from Republic Services (\$113.24 monthly) and Waste Industries/GFL (\$139.00 monthly) for dumpster services at the town’s water plant. One primary difference between the two quotes is that Republic Services guarantees its lower rate for three years and GFL’s slightly higher rate is just for one year. Prior issues with the town’s current services with Republic dealt with missed pickups, which has been improving, and any complaints can be logged online. Per a conversation with a representative, Cockrell relayed that Republic’s 90-day required notice for cancellation is not strictly binding should the same problems recur and the board wants to change service provider. It was noted that GFL’s rate could have the likelihood of increasing annually due to inflation.

Commissioner Williams moved to stay with Republic Services if they are doing better and to go with the cheaper rate. Commissioner P. Craddock gave the second. Vote was unanimous. 5 Ayes – 0 Nays.

D. Revised Water Treatment Plant Capital Project Ordinance

Upon Finance Officer Cockrell noting the revised ordinance reflects the actual amounts appropriated for the project, Commissioner Williams moved to adopt and accept the change. Commissioner Allen seconded. Vote was unanimous. 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-Grant and 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 (Prior to 3/3/2023)	\$ 149,291.00
Planning & Design (After 3/3/2023)	\$ 37,709.00
Construction Admin/Observation	\$ 255,000.00
Contingency	<u>\$ 110,682.00</u>
Total Project Costs	\$2,766,332.00

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

NCDEQ-DWI (SRP-D-0213)	\$ 149,291.00
NCDEQ-DWI APRA (SRP-D-ARP-0111)	<u>\$2,617,041.00</u>
Total	\$2,766,332.00

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 _____ day of _____ 2023

Craig Allen Tucker, Mayor

Attest:

Kimberly Cockrell, Town Clerk

E. Revised Water Treatment Plant Project Bid Information

This revised bid information for the water treatment plant reflects the actual project cost summary, totaling \$2,617,041. Commissioner Williams moved to adopt the revised bid, with a second by Commissioner R. Craddock. Vote was unanimous. 5 Ayes - 0 Nays.

PROJECT BID INFORMATION

Applicant Town of Jamesville NC **Project Number** SRP-D-ARP-0111
SRP-D-0213

Address 1211 Water Street
Jamesville, North Carolina 27846

Bid Information to be forwarded with the cost summary

- (a) Tabulations of all bids received (sealed by engineer).
- (b) Copies of the bid(s) and bid bond the applicant wishes to accept.
- (c) Resolution of tentative award from the governing board.
- (d) Engineer's recommendation of award letter.
- (e) Proof of advertisement.
- (f) MBE/WBE documents: (see MBE/WBE instructions)
- (g) ~~American Iron and Steel Certification (not applicable to all projects)~~
- (h) ~~If negotiations took place to get the project within budget, all information associated with the negotiations must be submitted.~~

These items, and this form must be submitted to your assigned DWI, Grant Management Unit project manager. Contact Mark Hubbard if you do not know who your project manager is.

Addenda

All addenda must be submitted to your DWI project engineer for approval prior to opening bids. Changes to the scope of the project may result in funding being rescinded.

Please Note that the following items must be submitted before any reimbursements will be made. All items in the below list are submitted to Pam Whitley of DWI.

- Capital Project Ordinance
- Site Certificate
- ~~Closing costs~~
- Executed Construction Contracts (DWI will approve by letter)
- A/E contracts (DWI will approve by letter)
- A/E Brooks Act Compliance Certification (applicable to certain Federal projects)
- Federal ID and DUNS numbers (form was provided with the Loan Offer package)
- ~~LGC must receive the executed promissory note (see guidance document for details on when the promissory note is generated)~~

Mailing Address: Division of Water Infrastructure
1633 Mail Service Center
Raleigh, NC 27699-1633

PROJECT COST SUMMARY (as-bid)		
List contractor names below:	TOTAL	ELIGIBLE*
1. Enviro-Tech Unlimited Construction Ser.	\$ 2,213,650.00	\$ 2,213,650.00
2.		
3.		
4.		
5.		
EQUIPMENT AND MATERIALS		
SUBTOTAL	\$ 2,213,650.00	\$ 2,213,650.00
PLANNING AND DESIGN SRP-D-0213	\$ 149,291.00	\$ 149,291.00
PLANNING AND DESIGN	\$ 37,709.00	\$ 37,709.00
CONSTRUCTION PHASE ENGINEERING	\$ 255,000.00	\$ 255,000.00
CONTINGENCY	\$ 110,682.00	\$ 110,682.00
LEGAL, TESTING, ETC.		
OTHER (specify) ⇨		
REAL PROPERTY ACQUISITION COSTS**		
CLOSING COSTS (Not eligible in CWSRF)		
TOTAL	\$2,766,332.00	\$2,766,332.00

*Please see eligibility guidance for a full accounting of eligible costs. ** Please use the form provided on the website in addition to land cost invoices.

REVENUE SOURCES FOR PROJECT CONSTRUCTION	
List funds that are available for this project	AMOUNT
DENR FUNDING (SRP-D-0213)	\$ 149,291.00
DENR FUNDING (SRP-D-ARP-0111)	\$2,617,041.00
GENERAL OBLIGATION or REVENUE BONDS	
OTHER AGENCY (specify) ⇨	
OTHER AGENCY (specify) ⇨	
OTHER (specify) ⇨	
OTHER (specify) ⇨	
TOTAL	\$2,766,332.00

The undersigned representative of the Recipient certifies that the information contained above and in any attached statements and material in support thereof is true and correct to the best of his or her knowledge.

Signature of Authorized Representative **Rachel Craddock, Commissioner** _____
Name and Title (type or print) Date

F. Mid-East Commission Service Contract

Mid-East Commission has offered to continue their planning and zoning administration services for the next fiscal year without any price increase. Commissioner Williams moved to adopt the FY 23-24 contract, with a second given by Commissioner Cockrell. The motion carried unanimously. 5 Ayes – 0 Nays.

G. NERSBA – Request to Use NC Herring Festival on Official Correspondence

Commissioner R. Craddock moved to approve NERSBA’s request to promote the NC Herring Festival on the school’s official correspondence. A second was given by Commissioner Williams. The motion carried unanimously. 5 Ayes – 0 Nays.

H. New Water Treatment Plant Grant Project – Ground-Breaking Ceremony

As a public announcement of Jamesville’s water system improvements soon to be underway, the board discussed having a ground-breaking ceremony at the new water treatment plant site. Mayor Tucker stated he will coordinate choosing a date once he has contacted the engineering firm and any contractors to invite them to attend, including inviting the Martin County Chamber of Commerce. The contract timeframe for the project is June 5, 2023 through June 5, 2024.

I. New Street Properties – Trash Problem

Commissioner Allen brought forward that an ongoing trash problem is occurring at the residences of 1030/1046 New Street and is creating a nuisance with debris overflowing from trash containers. On windy days, the debris is blown onto surrounding properties, as the containers are already overflowing shortly after pickup. Allen indicated she also has pictures to provide for documentation. Discussion by the board agreed to send a letter to the residents requesting that their trash be contained properly, with the letter supported by documentation of the pictures and a copy of the nuisance ordinance.

J. Jamesville Restoration Project

The Jamesville Restoration Project begins Sunday, July 9 with the mission teams arriving and then working through the week. Ms. Brenda Perry, a coordinator with the project, has asked that the Town of Jamesville consider contributing to the cost of the two needed dumpsters. One of the three projects on New Street will be a new roof for the community building. The estimated cost per dumpster is \$700-\$800 (via Republic Services), with the projects needing two 30-yard containers. Different local churches will be providing meals and NERSBA is providing housing accommodations.

The current budget already has \$500 designated as available for such a contribution. After discussion about making a donation for the benefit of the Jamesville community, Commissioner Williams moved that the town take care of the cost of one of the dumpsters as the projects will help make improvements. A second was given by Commissioner R. Craddock. Upon call for the vote, the motion carried unanimously. 5 Ayes – 0 Nays.

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

Commissioner Cockrell moved to go into closed session, with the second given by Commissioner R. Craddock. Vote was unanimous. 5 Ayes – 0 Nays. Time was 8:14 p.m.

During closed session, board members discussed the need for another full-time office employee in order to assist the town clerk with the ever-increasing workload.

Commissioner R. Craddock moved to go back into regular session, with the second given by Commissioner Allen. Vote was unanimous. 5 Ayes – 0 Nays. Time was 8:44 p.m.

Motion - Regular Session.

Commissioner Rachel Craddock then began to move that the board start tomorrow trying to figure out what way the town can go with whatever finances, hopefully, that the town has or to be able to write a grant for, to check into that, because they are out there.

Commissioner Preston Craddock interjected during the motion about the town doing a feasibility study, to which Commissioner Rachel Craddock responded was not needed as the board is very aware the town clerk needs more office help. With commenting that the board is faced with how to provide the help necessary to ease the workload of the town clerk, Commissioner Williams then stated that citizens will also need to understand the board's vision and purpose behind any decision to seek funding additional employees. He explained that if citizens do not understand the vision, the vision does not move forward to becoming a reality. P. Craddock offered that a feasibility study would support identifying the need and the practicality of a solution.

Commissioner R. Craddock summarized that the board is basically in the position of facing two choices: to do something to ease the workload of the town clerk or to not do something. If the board does not ease the current workload of the town clerk and if that employee seeks other employment which does not have the pressures of the Jamesville clerk's position, R. Craddock said, "don't none of you say one word, because I'm gonna tell you right now, we can't afford to lose her ... because she knows more than any of us in here on how to run this town. We think we know, but we don't know. There's a lot that I wouldn't even begin to know, but I'm telling you, we're getting to a situation where it's almost a necessity and not whether it's feasible or not." Commissioner Allen indicated agreement several times with R. Craddock's comments.

Upon P. Craddock calling for the motion to be completed, R. Craddock indicated she has made her motion, for the board to get started with looking for grants and later decide on whether or not if the part-time assistant town clerk position is still needed once another full-time office person is on board. In short, R. Craddock stressed that it is time for the board to focus on getting an additional full-time office employee.

Commissioner P. Craddock next asked for the motion to be clarified, and Commissioner R. Craddock said that the motion is to obtain information that can be used to help hire another full-time employee that has the capability of being able to do the finance and the clerk work. R. Craddock then offered to help the finance officer review the FY 23-24 budget as to any funding that could be re-designated towards the full-time office position. Commissioner Cockrell posed if R. Craddock could also discuss with Mid-East Commissioner any grant opportunity that might be available for assisting with said need.

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

X. Board Comments

No additional comments were offered by board members.

XI. Adjourn

Commissioner Allen moved to adjourn at 8:50 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