

**TOWN OF JAMESVILLE
SPECIAL BOARD MEETING 6/13/2022
MINUTES**

The following is an account of the minutes taken at the Special Board Meeting held between 3:30 p.m. & 4:16 p.m. on 06/13/2022 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.

Attendees:

- Craig Tucker - Mayor
- Willis Williams - Mayor Protem
- Larris Tolson – Commissioner
- Rachel Craddock – 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. Commissioner Larris Tolson offered the prayer. Mayor Craig Tucker welcomed all to the meeting.

II. Adoption of Agenda

- Commissioner Larris Tolson made the motion to adopt the agenda. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

III. Public Comments – None

IV. Closed Session – Pursuant to G.S. 143-318.11(a)(6) Personnel

Around 3:35 p.m., Commissioner Larris Tolson made a motion to enter Closed Session in pursuant of NC G.S. §143-318.11(a) (6) Personnel. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

Around 3:59 p.m., Commissioner Larris Tolson made the motion to end Closed Session in pursuant of NC G. S. §143-318.11(a) (6) Personnel. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

Open Session

V. Board Comments

1. Commissioner Kimberly Cockrell suggested updating policy to include the following:
 - Turn gas tank off when not in use
 - Remove keys from vehicles & equipment when not in use
 - Facilities doors locked at all times
 - Lock fence at the end of day
 - Store keys in an assigned location

Employee Supervisor/Commissioner Willis Williams commented Staff had reviewed OSHA policy, which covered many safety regulations. Commissioner Rachel Craddock suggested after the Board updated/revised the policy, it be posted in the appropriate facilities as a reminder to all.

VI. Adjourn

Commissioner Larris Tolson moved to adjourn at 4:16 p.m. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

Respectfully submitted by:
Kimberly Cockrell
Town Clerk/Finance Officer