

TOWN OF JAMESVILLE
MONTHLY BOARD MEETING 07/11/2022
MINUTES

The following is an account of the minutes taken at the Regular Monthly Board Meeting held between 7:00 p.m. & 8:28 p.m. on 07/11/2022 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 brought the meeting to order. Commissioner Willis Williams offered the prayer. Mayor Tucker then welcomed all guests and employees, with an introduction made of new part-time employee Betty Moore Williams as Assistant Town Clerk. Ms. Kathy Waters of the Roanoke Beacon and County Commissioner David “Skip” Gurganus (representative for Jamesville) attended the meeting as well.

II. Adopt Agenda

Mayor Craig Tucker asked for a motion to approve the agenda with the addition of the following item: VII. New Business: D. Town Hall – Electrical. Commissioner Larris Tolson made the motion to adopt the agenda as amended. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

III. Approval of Minutes

Commissioner Rachel Craddock made the motion to approve the minutes listed below. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

- Special Board Meeting Session Minutes – May 24, 2022
- Special Board Meeting & Closed Session Minutes – June 13, 2022
- Regular Board Meeting & Closed Session Minutes – June 13, 2022

IV. Public Comments

1. **Carwash - Mr. William Moore** explained he recently opened a store business and is still in the process of establishing a carwash use at the same location. Moore said he has spoken with Randy Sypes with NCDEQ about the proposed use and is now awaiting the Town’s input. Commissioner Kimberly Cockrell indicated that she would be contacting DEQ as well as reviewing the proposal with Mid-East, the Town’s zoning consultant, to make sure all concerns regarding carwash wastewater would be addressed. In response to Moore’s inquiry on how to proceed in order to move the carwash use forward, comments were made by Commissioner Williams that procedures and approval with NCDEQ first needed to be followed and obtained before the Town is able to act upon the zoning request. Because the proposed carwash use is

so close to the Roanoke River, the Town's responsibility is to make sure all environmental concerns are addressed regarding any carwash wastewater. Replying to Moore's questioning about how to move forward faster, Mayor Tucker affirmed that the Town has been in contact with DEQ making initial inquiries and that approval procedures regarding environmental concerns do tend to progress slowly. Reiteration again emphasized to Moore that DEQ approval must first be obtained before the Town can proceed with reviewing the proposed carwash use. Commissioner Williams offered that the Council understands the desire of a local business to move forward but is simply bound by NCDEQ regulations and preventing local groundwater contamination concerns, with Commissioner Craddock echoing how the State cannot be pushed and follows its own procedures and guidelines. With regard to the use of chemicals, Moore indicated that only Dove would be used for washing vehicles.

2. **Mr. Hal Davis, Principal with NERSBA**, thanked Council members for attending the NERSBA 2022 Spring Commencement held May 21, 2022 and announced the date for next year's ceremony to be held May 20, 2023. School will begin August 3, 2022. Upon citing recent renovations made to the campus with the assistance of the Town's support, Mr. Davis indicated the water quality has improved tremendously and thanked the Council as well as the water system operator for the same. Addressing another issue, Mr. Davis explained there is an ongoing problem occurring with the NERSBA solid waste dumpsters being misused by the general public which is often overloading the receptacles to the point of being unavailable for use by the school. Mr. Davis requested to meet at a future date with someone on Council in order to further discuss this issue. Though there are security cameras on site, reviewing the videos is a time constraint, and the nighttime vision capture is of poor quality. Weekends tend to be when problems occur. Recalling the commencement ceremony, Mayor Tucker commended Mr. Davis in saying how impressed he was by the noted accomplishments of the students when receiving their diplomas, with Mr. Davis acknowledging several special achievements of a few students.
3. **Dustin Willet, with the Town of Parmele**, inquired about the Town's radio tower that is located beside the Jamesville Town Hall. The Town of Parmele has an interest to broadcast internet between its town buildings. If Jamesville does not have a need of its tower, Mr. Willet said Parmele would be interested in making use of the tower for its internet needs as a last part of their plan under development. The plan would improve in-house communication services between Parmele's town hall, community building and maintenance building. Commissioner Cockrell advised that though the tower is not currently being used, potential need of the tower is being reviewed by the Town engineer with regard to operations with the proposed water and wastewater facilities. Once that determination has been made by the engineer, Council will be informed and a final decision could be made regarding the tower.

Also present was the Mayor of Parmele who interjected that internet services were not readily available from Century Link or Sudden Link to the community building and that another provider that could possibly accommodate is ridiculously expensive. The floor was given to County Commissioner Gurganus who understood the Town of Parmele's dilemma and offered a brief update concerning federal government monies being allocated to help states with county funding to provide cable and internet services in rural areas. For Martin County, many outskirt areas do not have adequate service if any, being unserved or underserved. Grant funding has been applied for, and once awarded, project infrastructure work would take approximately three years to cover 75-80% of homes and completion by seven years.

Time was 7:38 p.m. when Public Comment concluded.

V. Reports
A. Mayor - None

B. Water/Wastewater Report - Samuel Lilley

Employee Samuel Lilley reported on the two projects on Hardison Drive and Main Street. The first project revealed, when digging down, that the saddle cables on the pipe had broken and dirt and water was going into the pipe causing problems for the pump station. The saddle was repaired. With the second project, there was a hole at the bottom of the pipe that was taking on water and that section of pipe was replaced.

Another task determined the diameter of the rough AC pipe near the water plant being 9.45 and 9.47, with the information provided to Garrison Enterprise. Work is to start on July 19 at 10 p.m. and go through July 21, 2022. In the process of determining the pipe diameter, a Century Link telephone wire was hit (behind the school) which has also been repaired. Cox-Edwards will have the hole dug out, lighting will be provided by the fire department, and sand and rock will be available as well.

A water tap was installed for Oakwood Mobile Homes across from Astoria Road. Regular flushing has also been done.

C. Public Works Report - Robert Cockrell

Employee Robert Cockrell reported staff have now cut the rights-of-way on both sides of town and Astoria Road. The curve is yet to be done.

Cockrell then reported the truck used by Employee Samuel Lilley needs a new set of tires, in that the patched tire is not holding up. Commissioner Tolson moved that the Town approach getting a new set of tires for Employee Lilley's truck. Commissioner Williams seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

Regarding the saltwater tank, the leak appears to be fixed, and the salt level replenished.

Well #2 has been cleaned. With regard to old pipes and tiles, the Town needs to decide what to do with them. Trees and roots have also been cleared. As to the pipes and tiles, Mayor Tucker inquired if they could serve any useful purpose, and Robert Cockrell indicated the old sewage pipes which are rough could be used for drainage but no longer adequate for use with the sewer system. The tiles are mostly broken and the plastic pipes are very brittle, which should be disposed of if no one desires to use them for drainage purposes or driveway use. Commissioner Cockrell stated she would place a notice on the Town's Facebook page that the old tiles and pipes are available to the public for use as discussed.

As an introduction to electrical issues with the town hall building, Employee Cockrell noted this item would be addressed later in the agenda.

D. Finance Officer - Kimberly Cockrell

1. Financial Statements

Finance Officer Kimberly Cockrell presented and reviewed with Council members the Financial Reports for June 2022.

2. Budget Amendment(s)

Finance Officer Kimberly Cockrell noted there were no budget amendments for this month.

3. Rebekah Barr Invoice – Bank Confirmations

Finance Officer Kimberly Cockrell asked for Council's permission to pay the Town's CPA \$352 for cash confirmation costs charged by the bank, an expense required by the audit but not part of the budgeted audit expense. Commissioner Williams indicated "so move." Commissioner Tolson seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

E. Mid-East

Commissioner Rachel Craddock reported she attended the June 16, 2022 meeting with Mr. Lee Patrick with the NC Department of Commerce. A presentation by Mr. Patrick was

very informative regarding a grant program designed for rural areas to support economic development with categories covering downtown revitalization, resilience of neighborhoods and community enhancement. A date of September 1, 2022 for grant applications has been set, which Commissioner Craddock encouraged the Town Clerk/Finance Officer to get in touch with Mr. Patrick to see what would be required for Jamesville to act upon the grant opportunity. The next meeting date with Mid-East is July 21, 2022.

F. Planning Board

Planning Board Chairperson Delsie Williams indicated the Board has made its recommendations and is waiting on a letter from DEQ regarding the car wash.

VI. Old Business

A. Water/Sewer Ordinance Enforcement

Town Clerk/Finance Officer Kimberly Cockrell provided the monthly customer cut-off report for consideration by the Board, in accordance to Water/Sewer Ordinance #81-Enforcement section. Commissioner Larris Tolson made the motion to approve the disconnections list as presented. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

B. Hardison Drive – Water & Sewer Line Repairs

The Board discussed this agenda item earlier in the meeting (Water/Wastewater report).

C. Hwy 64/Hwy 171 Intersection – NCDOT

Commissioner Rachel Craddock reported reaching out to Mr. Dennis Roberts at the NCDOT Office/Hertford, Roadside Environmental Division, about budget planning and improvements at the Hwy 64/Hwy 171 Intersection. Mr. Roberts was out of the office on vacation. Commissioner Craddock stated she would follow up.

Commissioner Larris Tolson brought forward he believes a four-way stop needs to be considered at the intersection of St. Andrews Street and Main Street, with Commissioner Craddock concurring and offered to discuss such when in contact with Mr. Roberts. Discussion included comments about how vehicles and motorcycles speed through the flashing light and along both streets.

D. Astoria Road – NC Wildlife - Update

Commissioner Rachel Craddock asked Commissioner Kimberly Cockrell to report on this agenda item as she had spoken with Mr. Andy Mulder/NCDOT during his recent visit to the Town Hall. Commissioner Cockrell noted that Mr. Mulder is an engineer with NCDOT/Williamston and came to Jamesville to measure Astoria Road and also to relay his conversation with Mr. Gary Gardner/NC Wildlife. Mr. Gardner had stated to Mr. Mulder that NC Wildlife did not have the estimated \$1 million needed for complete paving of Astoria Road (including the areas of the boat ramp and parking) but offered some short-term solutions.

It was also clarified that NC Wildlife only has right-of-way and not ownership so no consideration is being given to installing pavement. As a potential short-term fix, patching the potholes along Astoria Road and re-rocking the unpaved areas was suggested, for which there is current funding for a shared-portion though no specific amount was cited. Upon question by Mayor Tucker if any indication was given about widening of Astoria Road, Commissioner Cockrell offered Mr. Mulder did mention that the sewer pipes under the road may need to be replaced and such funding needed to be secured when and before any pavement improvements are done. General discussion by Council leaned towards the short-term solution of patching potholes and re-rocking, being mindful of the future plans with the wastewater plant.

VII. New Business

A. RFQ (Request for Qualifications) for Engineering Services

Town Clerk/Finance Officer Kimberly Cockrell explained the RFQ seeks qualified engineering firms to submit a statement of qualifications to provide engineering services for the replacement of the Town's Water Treatment Plant, Wastewater Treatment Plant and Sewer Rehab. This requirement allows the Town to move forward once funding has been officially awarded. Commissioner Willis Williams made a motion to approve the RFQ. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes - 0 Nays. The RFQ's will be put on the NCIPS Portal for public access.

B. DEQ Recommendations – WTP/WWTP/Sanitary Sewer Rehab

Town Clerk/Finance Officer Kimberly Cockrell reviewed with the Commissioners the updated funding tables provided in the meeting packet. These funding projects will be discussed at the DEQ meeting July 13 and 14, 2022. The total cost for the Water Treatment Plant is \$4,627,500. The grant portion, if approved, will be \$3,053,050, leaving the balance of \$1,574,450 in 0% loan. Bobby Blowe, the Town's Engineer, has been in touch with DEQ and has explained the Town's inability to pay for a \$1.5+ million loan because of Jamesville's size and income, to re-examine the Town's needs as a distressed unit. Commissioners will be updated once an answer is given.

The overhaul upgrade of the Wastewater Treatment Plant total funding requested is \$3,816,250, to be funded 100% if approved.

For the Sanitary Sewer Rehab, the total funding requested is \$3,344,665. A principal forgiveness of \$500,000 has been recommended, with a \$2,844,655 loan.

All projects will be discussed at the DEQ meeting July 13 and 14, 2022.

C. NC Department of Commerce – Lee Patrick

This item was discussed earlier in the agenda under V. Reports - E. Mid-East.

D. Town Hall – Electrical

Town Clerk/Finance Officer Kimberly Cockrell reported the Town Hall had an electrical issue occur with a receptacle when running the vacuum, that sparks flew when the cord was unplugged. Upon request by Cockrell to have an electrician inspect the problem, Commissioner Willis Williams indicated "so move" with Commissioner Rachel Craddock offering the second. Motion unanimously passed. 5 Ayes - 0 Nays.

Additional input was given by Employee Robert Cockrell regarding the breaker box panels and wiring issues. Commissioner Williams then amended his motion to include that the electrician do whatever needs to be done and Council not wait until the next meeting for repair cost approval. Commissioner Craddock concurred, amending the second. Motion carried again unanimously. 5 Ayes – 0 Nays.

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

Around 8:11 p.m., Commissioner Larris Tolson made a motion to enter Closed Session in pursuant of NCGS §143-318.11(a)(6) Personnel. Commissioner Rachel Craddock seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

Commissioner Larris Tolson moved to go out of Closed Session. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

Time was approximately 8:20 p.m. when Closed Session ended and returned to Open Session.

Open Session

Commissioner Willis Williams moved to accept the request by Commissioner Larris Tolson as well as the request by Commissioner Cockrell, that both be granted. Commissioner Mary Allen seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

IX. Board Comments

1. **Report on Vehicle** - Commissioner Kimberly Cockrell made the Commissioners aware of a citizen's report given to Employee Robert Cockrell regarding a vehicle traveling around 2:00 a.m. along Main Street to Astoria Road then making a return loop. The dark-colored vehicle was observed driving very slowly without headlights.
2. **Pest Spraying** - With regard to Mosquito spraying throughout Town, Town Clerk/Finance Officer Cockrell stated that she will contact Rid a Pest to inquire about scheduling the service.
3. **ID Documentation – Water & Sewer Accounts** - A learning experience was reported by Commissioner and Town Clerk/Finance Officer Cockrell of a first-time situation when asking for verification of identification by someone making application for water and sewer service. The applicant only had a driver's license issued by Mexico. The legal advice of the Town Attorney was sought to determine if the ID documentation requirement had to be US issued, with the Attorney affirming the proof of identification documentation does not have to be US issued and can be Mexico issued, thus being non-discriminatory. The situation, however, rectified itself when another member of the household presented US-issued identification and opened the account in their name. A primary concern in requiring account identification documentation establishes policy on how to deal with high account balances and preventing non-payment, including abandonment.

X. Adjourn

Commissioner Mary Allen moved to adjourn at 8:28 p.m. A second was given by Commissioner Rachel Craddock. Motion unanimously passed. 5 Ayes – 0 Nays.

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