

TOWN OF JAMESVILLE
MONTHLY BOARD MEETING 08/08/2022
MINUTES

The following is an account of the minutes taken at the Regular Monthly Board Meeting held between 7:00 p.m. & 10:38 p.m. on 08/08/2022 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 Larris Tolson offered the prayer. Mayor Tucker then welcomed all guests. Ms. Kathy Waters with the Roanoke Beacon and Ms. Deborah Griffin with The Enterprise were in attendance, as well as Employees Samuel Lilley, Robert Cockrell and Betty Williams. Joining by Zoom was Mr. Bobby Blowe with Municipal Engineering.

II. Adopt Agenda

Mayor Craig Tucker asked for a motion to approve the agenda with the addition of the following item: IX. New Business - O. Mosquito Control Contract. Commissioner Larris Tolson made the motion to adopt the agenda as amended. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

III. Proclamation – 2022 Jamesville Girls 14u Babe Ruth World Series Champions

Commissioner Tolson moved that the board proceed with the Proclamation for the 2022 Jamesville Girls 14u Babe Ruth World Series Champions. Commissioner Williams seconded. The motion was amended by Tolson and seconded by Williams that a framed copy of the proclamation be displayed in the Jamesville Town Hall in recognition of this historical achievement. Motion unanimously passed. 5 Ayes - 0 Nays.

The team players and coaches were in attendance. Mayor Tucker read aloud the proclamation for the benefit of those present:

Town of Jamesville Proclamation
Honoring and Recognizing
The Jamesville Girls 14u Allstar
Babe Ruth World Series Champions

WHEREAS, on this day, August 8, 2022, we pause and honor a group of players and coaches that make up the Jamesville Girls 14u Allstar Team for winning the 2022 Babe Ruth Softball World Series Championship; and

WHEREAS, this is the first World Championship Team in Jamesville’s history; and

WHEREAS, the members of the team are: Chloe Clifton #50, Chloe Ferebee #00, Clair Ferebee #1, Lane Gregory #4, Ella Hayes #10, Olivia Hogge #6, Hylee Jarrett #8, Hannah Lilley #77, Callee Perry #23, Isabelle Williams #12, Julia Woods #22, with coaches Eric Ferebee, Wayne Lilley and Bobby Hogge; and

WHEREAS, these team members demonstrated a feat of greatness with a 7-3 victory over Mad Beach Riptide to clinch the 2022 Babe Ruth World Series Championship; and

WHEREAS, this magnificent team performed with precision throughout the season and have come to earn their well-deserved reputation for high standards of athletic achievement, quality of play, and superior sportsmanship; and

WHEREAS, recognition and thanks is given to the support staff of sponsors, parents, friends, family and all others involved; and

NOW THEREFORE BE IT RESOLVED, that the Jamesville Town Board of Commissioners and the residents of the Jamesville community commend the Jamesville Girls 14u Allstar Team for its unparalleled achievements, congratulate the players and coaches on their first historical world title and extend to them sincere best wishes for continued success in the future.

This is the 8th day of August 2022.

Craig Tucker, Mayor

Willis Williams, Mayor Protem

Rachel Craddock, Commissioner

Mary Allen, Commissioner

Larris Tolson, Commissioner

Kimberly Cockrell, Commissioner



After the reading of the proclamation, a round of applause was proudly given by everyone! Mayor Tucker offered congratulatory comments recognizing the honorable achievement by the players, coaches and supporters. Each player and coach was presented with an original copy of the proclamation signed by the board members. As presentations were made, an opportunity was given for taking pictures.

IV. Zoning – Special Use Public Hearing

- A. Open Public Hearing** – Commissioner Larris Tolson moved to open the public hearing. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes - 0 Nays.
- B. Public Comment** – No comments were presented, nor anyone signed up to speak.
- C. Close Public Hearing** - Commissioner Tolson moved to close the public hearing. Commissioner Williams seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

V. Approval of Minutes

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

- Budget Workshop Meeting Minutes – May 4, 2022
- Budget Workshop Meeting Minutes – May 25, 2022
- Special Board Meeting & Closed Session Minutes – June 23, 2022
- Special Board Meeting/FY 22-23 Budget Public Hearing Minutes – June 27, 2022
- Regular Board Meeting & Closed Session Minutes – July 11, 2022

VI. Public Comments

1. **Water Bill – Mr. Glen Buck.** In requesting an adjustment on his water bill, Mr. Glen Buck explained he had recently gone on vacation and came home to discover a water leak. A new water main has been installed all the way from the meter to the house. Commissioner Rachel Craddock moved to approve an adjustment on the water bill, with a second by Commissioner Tolson. Motion unanimously passed. 5 Ayes - 0 Nays. Instruction was given for Mr. Buck to contact the Town Clerk for an adjustment to his account.
2. **Jamesville Community Yard Sale – Tabitha VanderAa.** Highlighting that the upcoming Jamesville Community Yard Sale on September 3, 2022 will be celebrating its eleventh year, Ms. Tabitha VanderAa recalled how she started the yard sale event when she was a resident of Jamesville. Though her family has moved to Bear Grass, she still oversees the planning of the community sale. In its first year, the yard sale was held in November, and due to the weather, later years were scheduled for Labor Day Weekend which has been good for turnout. The first two weekends of September have been earmarked for future years, as it is also a workable timeframe for use of the ball park location.

Advertisement of the community yard sale will be posted on the town’s web site as well as its Facebook page.

The yard sale time is scheduled for 7:00 a.m. to 12:00 p.m. A rain date has been set for September 10, 2022.

Ms. VanderAa also offered that she and her husband would enjoy helping out with the planning of the 2023 Herring Festival.

On behalf of the board, Mayor Tucker offered appreciation to Ms. VanderAa for all the work she and her husband do in making the community yard sale a great success each year.

VII. Reports

A. Mayor

1. **Radio Tower** – Commissioner Kimberly Cockrell reported that the town’s engineers have indicated they do not see any future need for the radio tower which is currently located beside the town hall. Consideration was made if the tower could be used at the proposed water and

wastewater plants. At the Regular Board Meeting July 11, 2022, the Town of Parmele expressed interest in obtaining the tower for providing better communications and internet service at their government buildings.

Commissioner Tolson moved that the Town of Jamesville donate the radio tower to the Town of Parmele. Commissioner Craddock seconded with the motion passing unanimously. 5 Ayes – 0 Nays. Mr. Dustin Willet with the Town of Parmele extended appreciation for the donation. Arrangements will be made later to schedule the tower removal. Commissioner Cockrell stated that a hold harmless agreement needs to be signed between the two towns concerning the tower donation.

B. Water/Wastewater Report - Samuel Lilley

Employee Samuel Lilley reported he has had a busy month. The water valves project at Hardison Drive was done July 26, 2022, with all going well.

The generator located on Hwy 171 was reported stolen July 16, 2022. An electrician has been contacted to do hookup with the replacement.

Discussions with Mr. Mike Houston, NC Rural Water Association, have addressed the salt tank leaking (being evident on the ground) and receiving fire hydrant training.

A meeting with Mr. Dwight Lancaster, NCRWA, on July 25, 2022 inspected the drying bed sand, which has never been changed. This will be done sometime in the next month.

August 15, 2022, has been scheduled for a tour of the new water plant in Columbia, with Mayor Tucker joining.

Cox-Edwards Company began work this date along Hardison Drive to install new water pipe where necessary due to deterioration.

C. Public Works Report - Robert Cockrell

Employee Robert Cockrell added to Employee Lilley's report about the salt tank that a repair had been made but the brittle fiberglass does not allow a sealant to hold.

Safety light flashers have been installed on the F-550 and also a rack for shovels and rakes.

The last grave marked off at the town cemetery was close to the brush line. That area has been cleared but the roots and ground vines need to be covered with a load of sand to make the surface viable for growing grass. The dirt pile stored at the cemetery is clay based.

An impact wrench is on sale at Harbor Freight for \$82 off, which is a good price and is needed. Commissioner Tolson moved to approve the purchase, with Commissioner Craddock seconding. Motion unanimously passed. 5 Ayes - 0 Nays.

It was noted the replacement generator at Hwy 171 has been located within the gated area.

D. Finance Officer - Kimberly Cockrell

1. **Financial Statements – July 2022** - Finance Officer Kimberly Cockrell presented and reviewed with Council members the Financial Reports for July 2022. It was noted that ARPA funding was received July 22, 2022.

2. **Budget Amendment(s)** - Finance Officer Kimberly Cockrell noted there were no budget amendments for this month.

E. Mid-East

Commissioner Rachel Craddock noted that board members received a copy of the June 16, 2022 presentation made by Mr. Lee Patrick with the NC Department of Commerce 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. In stating that if the board is interested, Craddock asked that input be given and she would get in touch with Mr. Patrick to see what is needed in order to proceed with an application.

Another report by Craddock indicated she has spoken with Mr. Bryant Buck, Mid-East Commission, regarding the old senior citizen building needing a new roof so it can be used again by the seniors group or by other community events.

F. Planning Board

1. **Recommendation from Planning Board for Special Use Application (Car Wash)** – Planning Board Chairperson Delsie Williams reported the Jamesville Planning Board met on July 25, 2022 to review the application by Mr. William Moore for a car wash special use. The members have recommended that Mr. Moore be granted a special use permit to operate a vehicle washing operation and activities business at 2201 Main Street provided by the NC Division of Water Quality Guidelines for Special Use Permit – NC Administrative Code Section 15A NCAC 02T .0113:

When cars are washed on paved surfaces, chemicals from detergents combine in the water with grease and automotive fluids. The polluted wash water flows across paved areas into the nearest storm drain or stream. It is a serious water quality threat. Owners/operators of mobile vehicle cleaning operations and other vehicle service operations that conduct vehicle washing should be aware that any cleaning operation that causes or contributes to a water quality standard violation may be held liable for those actions and subject to penalties under state law. In addition, discharging vehicle wash water to storm drains may violate local ordinances and result in enforcement action by local authorities.

Managing vehicle wash water to minimize water quality impacts:

- *Wash vehicles with non-heated water and biodegradable detergents.*
- *Where feasible, cleaning operations should be undertaken on grassed or graveled areas to prevent discharges to surface waters or storm drainage collection systems.*
- *When cleaning operations cannot be performed as described above, and when operations are performed in the vicinity of a storm drainage collection system, cover the storm drain with a portable drain cover.*
- *Use sorbent booms to prevent wash water from discharging to surface waters and/or storm drains and to remove oil, grease and foam from the wash water.*
- *Any excess ponded water should be removed and properly handled (i.e., discharged to a sanitary sewer collection system with permission from the system's owner) prior to removing the drain cover.*
- *Do not conduct steam cleaning, engine or parts cleaning at any time.*
- *Do not use acid-based wheel cleaners.*
- *Use detergents that are biodegradable with a pH in the range of 6-9 standard units.*
- *Notify the city and/or county where the cleaning service is being conducted prior to beginning operations.*

Commissioner Larris Tolson moved to accept the car wash special use with the stipulations as listed in the guidelines. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes - 0 Nays. [Mr. Moore was present at the time of the meeting being called to order but left before this agenda item was addressed.]

VIII. 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. [VII. Reports B.]

C. Hwy 64/Hwy 171 Intersection – NCDOT

Commissioner Rachel Craddock indicated she spoke with Mr. Dennis Roberts, NCDOT Office/Hertford Roadside Environmental Division, about the four-way intersection of Main Street and St. Andrews Street (Old US Hwy 64 and Hwy 171 extension). A recommendation has been made by NCDOT to adjust the four-way blinking red light to a sensor-activated setting. If traffic arrives simultaneously to the intersection, all vehicles will have a red light and then a green light will determine which vehicle proceeds first.

D. Astoria Road – NC Wildlife – Update

Commissioner Craddock reported there has been no recent update and suggested that Mr. Gary Gardner/NC Wildlife be contacted to get a current status. Commissioner Cockrell indicated that Mr. Gardner has spoken with Mr. Andy Mulder/NCDOT Engineer regarding available funds to cover short-term repairs. The town needs to determine a timeline for work along Astoria Road involving the sewer rehab project that will replace sewer line where necessary. Regarding the rehab project, Mr. Bobby Blowe, the town’s engineer, said it will be like a “find and fix” procedure, that the lines will be cleaned as much as possible, as well as the slip line replaced. Commissioner Cockrell offered that Mr. Gardner is being mindful of not wanting long-term improvement expenses for Astoria Road be undone when future town projects will soon be occurring with upcoming grant projects.

E. RFQ (Request for Qualifications) for Engineering Services

Town Clerk/Finance Officer Kimberly Cockrell stated that a RFQ was received from Mr. Bobby Blowe, Municipal Engineering. The deadline for submissions was August 8, 2022, 12:00 p.m. Commissioner Larris Tolson moved to accept the bid. Commissioner Rachel Craddock seconded. Motion unanimously passed. 5 Ayes - 0 Nays. Appreciation was expressed by several board members how the staff at Municipal Engineering has always been a big asset to the Town with its engineering consultations and services.

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

Town Clerk/Finance Officer Cockrell reported that 100% grant funding will be provided for these projects:

- Water Treatment Plant Replacement - \$4,637,500
- Wastewater Treatment Plant Upgrade - \$3,816,250
- Sewer System Rehabilitation - \$3,344,656

The mayor and board members expressed how blessed the town will be in receiving the funds for the long awaited and very needed projects.

G. Town Hall – Electrical

Board members were provided the invoice for the town hall’s electrical panel box repairs by Jessie Wynne Electrical Service for \$170.00. Also, Employee Robert Cockrell replaced outlets as needed. Full electric service in the town hall has been restored.

IX. New Business

A. Special Use Application for Car Wash – 2201 Main Street

This agenda item was addressed under F. Planning Board, 1. Recommendation from Planning Board for Special Use Application (Car Wash). A motion for approval was given.

B. Water Treatment Plant Salt Tank Temporary Solution

Commissioner Tolson moved that the town purchase a used tank for \$3,000 to replace the existing tank until such time the town is using its new plant and then resale that tank for another purpose. Commissioner Williams seconded. In response to discussion asking that an inquiry be made of Water Guard if the company would later buy back the used tank, Finance Officer Cockrell said Water Guard has indicated the town could recoup partial cost and maybe full cost at the time of resale. Upon call by the mayor for the vote, the motion unanimously passed. 5 Ayes - 0 Nays.

The method of tank delivery and placement will be confirmed, as town employees may be able to do the transfer and setup work.

C. Mid-East RPO Letter

A letter has been sent to Mr. Craig Midgett, NCDOT Division Planning Engineer, by Mr. Sam Singleton, Mid-East Transportation Planner, along with Mr. Dempsey Bond, TAC Chair of the Mid-East Rural Planning Organization, in regards to the condition of Main Street (Old Highway 64). Staff from the Mid-East Rural Planning Organization have noted numerous potholes, cracks and faded divider lines. Commissioner Craddock indicated she is also reaching out to Mr. Andy Mulder, NCDOT Engineer, for his assistance in helping bring attention to this situation. With regard to resurfacing Main Street/Old US Hwy 64, Commissioner Williams noted that Mid-East would help make any recommendation to NCDOT about revitalization of the Jamesville corridor, which also needs to be mindful of funding any cable or pipes infrastructure costs. Craddock recalled how COVID caused schedule delays for the road project to be undertaken and then an issue occurred with no supply of asphalt. Craddock and Williams both agreed the Main Street project needs to be made a priority.

Mayor Tucker indicated he has had several citizens express concern about the street lighting at the intersections of US Hwy 64/Hwy 171 and Main Street/St. Andrews Street. This issue was suggested to be added to a future regular board meeting agenda.

D. Mid-East Commission Zoning Administration Services Contract

Town Clerk/Finance Officer Kimberly Cockrell presented the board with the July 1, 2022 thru June 30, 2023 services contract with Mid-East Commission. Mid-East assists the Town of Jamesville with zoning regulations and reviewing applications to make sure proposals comply with local and state requirements. Commissioner Craddock moved to accept the services contract. Commissioner Williams seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

E. NCDEQ Meeting – August 9, 2022

Mayor Tucker and Commissioner Williams stated they would be attending the NCDEQ Meeting on August 9, 2022.

F. LGC Staff UAL Letter

The Town of Jamesville has been notified via email received July 8, 2022 regarding being added to the recently updated 2022 Unit Assistance List (UAL). The town being included on this list is not intended to be a punitive measure but acknowledges Jamesville is in a distressed state with its water and wastewater services.

G. Town Supervisor Policy – Draft

Commissioner Willis Williams noted he has been serving as the town's employee supervisor as a volunteer for many years. If the board adopts the draft policy as presented, Williams recommended while offering support of the proposed draft, anyone filling the position in the future should be compensated because of the proposed increase in duties

and the time it will involve. Also, he suggested stipulations be added that the person appointed must have experience and knowledge of a supervisory role in order to prevent any problems with management of employees. Commissioner Rachel Craddock gave a nod to the proposed policy draft, agreeing as well that the position should be compensated. Mayor Tucker offered that the town needs to have policies in place that protect both the town and its employees.

Commissioner Larris Tolson moved that the board adopt the policy and move on with finding someone to fill the position until the next upcoming meeting.

As discussion on the motion, Commissioner Craddock posed the draft supervisor policy would probably be too much for Commissioner Williams to oversee with the town needing someone more involved firsthand in day-to-day operations and being on site when necessary. Gratitude was expressed by Craddock for the expertise Williams has offered in his many years of service as supervisor. Williams indicated he understands the changing and current needs of the town in managing its employees, reiterating how the position needs to be compensated so the town may be ensured of a qualified person in the role.

Upon question by Commissioner Allen if this appointment would be a board member, Commissioners Craddock and Williams answered with “yes.” Craddock recalled when former Mayor Brad Davis served as supervisor, inquiring if Mayor Tucker would now consider filling the role, to which the mayor indicated he would. Mayor Tucker then offered to accept the supervisor’s role without compensation. Craddock pointed out that the stipulation about compensation for the supervisor still needs to be included in the adopted language for future application when the supervisory role changes.

Returning to the motion on the floor, Commissioner Tolson moved that the board adopt the draft policy with the additions as recommended, with the acknowledgement that Mayor Tucker is willing to do the job until further notice, even though at that time the board may have to put a monetary value on it as such time the mayor relieves himself of that duty. Commissioner Mary Allen seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

Town of Jamesville

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Town Supervisor Policy

Mission Statement:

Part of the Supervisor's commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from the Town.

Elected official Town Supervisor expectations:

- Town Supervisor & Backup Supervisor position to be appointed annually in July
- Written Monthly reports to Town Board
- Utilizing daily logs - weekly
- Check in during unexpected times to see what employees are doing
- Regular weekly meetings with designated day (with the exception of an emergency)
- Approve all employee time off - Calendar setup on google doc
- Preliminary Job performance evaluation to report back to the Town Board
- Incident/Information report utilized for maintenance and reporting issues
- Compensation for the position will be reviewed by the Town Board during the budget sessions.

This plan was presented to the Town of Jamesville Board of Commissioners on August 8, 2022. Commissioner Tolson moved that the board adopt the town supervisor policy. Commissioner Mary Allen seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

Craig Tucker, Mayor
Attested by:

Kimberly Cockrell, Town Clerk

H. Building and Equipment Policy – Draft

Mayor Tucker directed the board's attention to the draft building and equipment policy. Commissioner Larris Tolson stated he sees nothing wrong with the proposed policy, adding how the draft policy is pertinent. Changes included safety procedures.

Commissioner Craddock moved that the board adopt the building and equipment policy. Commissioner Williams recommended a stipulation be added to address state required training and courses. As an example, Employee Lilley noted that state law requires training for persons diverting traffic. Commissioner Craddock amended the motion to include the addition of state

training for the safety program. Commissioner Allen seconded. Motion unanimously passed.
5 Ayes – 0 Nays.

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Building and Equipment Policy

- All buildings need to be locked at all times unless occupied by an employee
- All equipment keys should be locked in Water Treatment Plant unless equipment is being used
- Gas Fuel Tank switch should be turned off at all times unless being used
- All locks on facility gates should be locked at end of day
- The employee will not use town equipment or vehicles if under the influence of any medications that will/may impair their ability to operate equipment or vehicle safely.
- When operating a town vehicle, employees shall give their full attention to the safe operation of the vehicle. Employees must pay, without reimbursement, all fines or fees for parking citations or traffic violations that are incurred while operating a town owned vehicle.
- Employees shall immediately report any unsatisfactory vehicle conditions, including repairs that may be needed, to their Supervisor.
- Employees may permit persons that are not Town employees to be passengers in Town vehicles only if it is necessary to conduct Town business.
- Safety lights are to be used at all times when the vehicle is being operated in a cautious manner.
- Safety Cones and vests are to be used when working on the outside of the vehicle that is stopped or parked on the side of road.
- Employees will attend state required training courses for safety purposes.

This plan was presented to the Town of Jamesville Board of Commissioners on August 8, 2022. Commissioner Craddock moved that the board adopt the building and equipment policy. Commissioner Allen seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

Craig Tucker, Mayor

Attested by:

Kimberly Cockrell, Town Clerk

I. Water/Wastewater Operator Job Description – Proposed Revision

Mayor Tucker explained the town has been dealing with two job descriptions being identical. Proposed language was presented for amendment, said language highlighted.

Commissioner Tolson moved that the board accept the document with the changes as highlighted. In order to avoid confusion, Commissioners Williams and Tolson clarified the proposed policy revision recognizes that a supervisor's role is strictly as an overseer

and not an operator. Commissioner Mary Allen seconded. Motion unanimously passed.
5 Ayes – 0 Nays.

TOWN OF JAMESVILLE

JOB DESCRIPTION

WATER/WASTEWATER OPERATOR

GENERAL PURPOSE

Performs a variety of semi-skilled and skilled technical and maintenance work in the operation, maintenance and repair of water and wastewater treatment facilities and systems as required by **North Carolina** Department of Environmental Quality (DEQ).

SUPERVISION RECEIVED

Works under the close supervision of Jamesville Town Board appointed Supervisor.

SUPERVISION EXERCISED

None generally. May serve as a lead worker over lower level maintenance workers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

WASTEWATER SYSTEM DUTIES

Monitors the performance of all equipment, gauges and charts in the treatment plant and pump stations; records statistical data concerning plant operations; maintains, operates, repairs and replaces equipment as necessary; charts lab test results for trend analysis and maintains accurate records of analyses and test results; evaluates data and writes reports as required.

Operates, maintains and repairs malfunctions at the wastewater treatment plant; repairs gauges, pumps, filters and other controls and equipment.

Collects samples and identifies concentrations of chemical, physical or biological characteristics of wastewater required in accordance with local, state and Federal requirements; gathers and tests wastewater samples for plant efficiency reports as required. Performs quality control tests on lab equipment and lab analyses; evaluates procedures and results for accuracy and determines appropriate methods. Assures that plant operates within required standards.

Contains and disposes of hazardous wastes generated by the lab. Calibrates, modifies or repairs instrumentation and control equipment including recorders, flowmeter and other water quality monitoring equipment.

Performs required labor involved in construction and maintenance projects as part of a crew, pavement cutting, ditch digging, line cleaning, main and pipe repair, laying and backfilling.

Determines the locations of wastewater lines from the appropriate sources prior to excavation. Responds to complaints regarding the wastewater plant or system, evaluates situation; explains findings to supervisor.

WATER SYSTEM DUTIES

Inspects and/or repairs chlorine machine and other water treatment equipment, pumping stations, wells, meters, and other elements of the water supply and distribution systems at frequent intervals to insure that all aspects of the systems are functioning properly. Assists in maintaining water quality by taking water samples and maintaining proper operation of water treatment equipment. Maintains a variety of records relating to inspections, DEQ, maintenance activity, water supply, treatment, consumption, etc.

Determines the locations of water lines from the appropriate sources prior to excavation. Responds to complaints regarding water leaks, pressure loss or no water; evaluates situation; explains findings to supervisor. Contacts residents and business owners in area where services will be discontinued and explains when services will be shut off and how soon it will be turned back on.

Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use. Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment. Performs all duties in conformance to appropriate safety and security standards.

Performs required labor involved in construction and maintenance projects as part of a crew, pavement cutting, ditch digging, line cleaning, main and pipe repair, laying and backfilling. Make water service connections to water mains, including line tapping and valve installing. Cuts, fits, lays, repairs, taps, cleans and flushes water mains, pipe, gates and fittings on repair of mains and services and installation of services, fire hydrants and assists in shutting off broken sections of water mains.

Assists in the training of lower level employees to increase their skills in the maintenance, construction and repair of water facilities. Services water supply and other pumps; flushes hydrants. Operates a variety of power construction and maintenance equipment used in the water department.

PERIPHERAL DUTIES

Monitors performance of electrical systems, circuits or equipment of the treatment plant. Assumes the responsibilities and duties of the Public Works Director in his absence.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- (A) Graduation from high school education or GED equivalent and
- (B) (2) years' experience related to construction, maintenance and repair
- (C) Any equivalent combination of education and experience.

Necessary knowledge, Skills and Abilities

- (A) Working knowledge of equipment, facilities, materials, methods and procedures used in wastewater treatment plant maintenance and operation activities; working knowledge of laboratory procedures and practices.
- (B) Skill in operation of some of the listed tools and equipment.
- (C) Ability to perform process control calculations; ability to work safely; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments and the public; ability to understand and carry out written and oral instructions.

SPECIAL REQUIREMENTS

- (A) Valid North Carolina Driver's license.
- (B) North Carolina Water – C well, Grade II Wastewater, Collections and B Distribution Licenses, or the ability to obtain them within the scheduling of classes and testing as required by NCDEQ.
- (C) Conduct the necessary weekend checks of the treatment plant on a rotating basis.
- (D) Assist in the performance of regular and unscheduled maintenance and repairs on all plant equipment and machinery.
- (E) 24 hour, seven days a week on call emergency response and breakdowns at the plant and pump stations.

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, including pickup truck, saws, backhoe, power moles, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, personal computer, phone and a variety of lab equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand. The employee is occasionally required to walk; talk or hear; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions. The employee is exposed to raw sewage on a daily basis.

The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibration. The employee is frequently exposed to toxic or caustic chemicals. The noise level in the work environment is usually moderately loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

PUBLIC WORKS

The Public Works Department delivers services such as street maintenance and construction, street cleaning, sidewalk construction and maintenance, sanitation services, brush and leaf collection, curb and gutter construction, storm drainage and right-of-way maintenance, and cemetery maintenance and burials.

Water/Wastewater Operator(s), in addition to operator duties and responsibilities, will provide the following services listed below, but not limited to:

- Meter reading for up to 190 customers.
- Shut off water customers for non-payment
- Turn on water customers after the Town has received payment;
 - Customers that pay before 2:00pm will be turned on same day.
 - Customers paying after 2:00pm are not guaranteed same day service (Note: every effort will be made to restore service to the customer, but no guarantee on returned same day service.)
 - After hours restores will be billed separately. (We recommend town invoice customer.)
- Operation and preventive maintenance of storm sewer
- Cleaning of storm sewer as needed
- Mow grass at locations currently being mowed at this time.
- Mow cemetery and right-of-way grass per seasons, on average every two weeks April through October, with special attention to holidays. Opening and closing graves is not included
- Marking cemetery grave sites. Opening and closing graves provided by others
- Pothole repair
- Removal of dead animals from Town owned streets – within town limits
- Spray for weed control
- Replace street signs
- Loose leaf and limb pick-up, weekly October through January, other times as needed.

- Bulk goods pick-up provided as requested by customer.
- General maintenance of Town facilities and building not requiring licensed contractor

A RESUME WILL NOT BE CONSIDERED IN DETERMINING YOUR QUALIFICATIONS FOR THIS POSITION.

The selection process will consist of a Board of town commissioners' interview with the selected candidate being subject to a pre-employment drug screen, background check and driving history check.

Cooperation between the two departments is expected in the event of a department supervisor being absent. The on-duty supervisor will be responsible for the jobs/duties of the absent supervisor.

For Water and Wastewater full duties are to be done by the ORC and with assistance provided by the backup operator when ORC is absent.

For the Public Works/Maintenance Department full duties are to be done by the Supervisor and with assistance provided by the Water/Wastewater ORC when the Supervisor is absent.

In the event any department needs assistance it can be requested from other employees.

I have read and been informed about the content, requirements, and expectations of the Water/Wastewater Job Description for the Town of Jamesville. I have received a copy of the job description and agree to abide by the guidelines as a condition of my employment and my continuing employment with the Town of Jamesville. I understand that if I have questions, at any time, regarding the guidelines, I will consult with my immediate supervisor.

Please read the job description carefully to ensure that you understand the guidelines before signing this document.

Employee Signature:

Employee Printed Name:

Receipt By:

Date:

J. Herring Festival Discussion

Commissioner Rachel Craddock reported there is interest in holding the 2023 Herring Festival, scheduled for Easter Weekend, April 7 and 8, 2023. During 2022, the festival was cancelled because not enough volunteers came together in order to adequately plan the event. Should the same happen for the 2023 event planning, if volunteers are too few, the festival will be cancelled. Formerly, the Jamesville Ruritan Club hosted the festival, and currently, the Town of Jamesville is overseeing the event.

Commissioner Craddock stated several vendors have expressed interest in attending the festival. Musical entertainment needs to be booked as soon as possible.

An initial planning meeting date will be held August 23, 2022, 7:00 p.m., Jamesville Town Hall, to begin signing up volunteers and receiving input. Advertisement will be made on the town's Facebook page. Everyone in attendance was encouraged to invite volunteers by announcing to their church congregations about the festival meeting date.

K. Aqua Phalt – Pot Hole Patching

Town Clerk/Finance Officer Kimberly Cockrell presented the board with a \$1,535.79 quote from Aqua Phalt. The materials cost would be supply on hand used for pothole patching. The cost has increased since the last purchase. Commissioner Mary Allen moved to approve the purchase, with a second by Commissioner Tolson. In response to Commissioner Craddock being mindful of the weather being a factor during pothole maintenance, Finance Officer Cockrell indicated the supply being ordered will not last long because of needed repairs at this time. Upon question by Allen if the repair material would crack, Employee Robert Cockrell replied it is not supposed to. Further discussion by Tolson asked about the storage area where the material is kept, that the board had approved climate control to be installed. Finance Officer Cockrell noted the ac/heat unit has yet to be installed. With the call for vote on the motion, the motion unanimously passed. 5 Ayes – 0 Nays.

L. Generator (Hwy 171) – Police Report, New Purchase, Materials and Supplies, Electrical Quote

Town Clerk/Finance Officer Cockrell reported a replacement generator has been purchased through NC Federal Surplus Property for \$2,800. The estimated cost for an electrical hookup by Jessie Wynne Electric Service is \$8,676.00. This expense has been submitted to the insurance company, with no request for additional estimates. The materials to build the stand cost \$713.32. Total replacement cost is projected at \$12,189.32, with the town's insurance allowing for coverage up to \$15,000.

Commissioner Williams moved to approve the expenses with a second by Commissioner Craddock. The motion unanimously passed. 5 Ayes – 0 Nays.

M. Appointments – Planning Board, Town Supervisor

Planning Board: Current Planning Board members are:

- Delsie Williams – Chairperson
- Robert Cockrell – Co-Chairperson
- Pam Evans
- Sandra Davenport
- Eddie Hines
- Marion Davis - Alternate

Upon question by Commissioner Craddock concerning attendance by board members, Chairperson Delsie Williams indicated all members have been attending recent meetings, though Evans had been out due to illness. Commissioner Craddock moved to accept the same ones if they are agreeable to the appointment. Commissioner Tolson seconded. The motion unanimously passed. 5 Ayes – 0 Nays.

Supervisor: This appointment was made under IX. New Business, G. Town Supervisor Policy – Draft.

N. Jamesville River's Edge Pumping Station Reliability Plan – Draft

The Board was provided with a copy of a draft reliability plan for the pumping station located at River's Edge Restaurant. Commissioner Cockrell explained NCDEQ requires a backup source in the event of a power failure or equipment malfunction so that any sewer in the holding vat can be pumped out in order to avoid a spill. Commissioner Tolson moved

to adopt the draft reliability plan. A second was given by Commissioner Williams. The motion unanimously passed. 5 Ayes – 0 Nays.

Town of Jamesville

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Jamesville – River’s Edge Pumping Station Pump Station Reliability Plan

The River’s Edge Pumping Station services one user, River’s Edge Restaurant, that operates on a seasonal basis. The restaurant for the 2021 calendar year had an average consumption of 2,333 gallons per month. The Town of Jamesville will meet the criteria of “Pump Station Reliability” as required in Section 15A NCAC 02T .0305 (h)(1) by:

- (1) Contact a local sewer pumping provider to pump out the station in the event of a pump or power failure.

15A NCAC 02T .0305 DESIGN CRITERIA (h) The following criteria shall be met for all pumping stations and force mains:

(1) Pump Station Reliability:

- (A) Pump Stations shall be designed with multiple pumps such that peak flow can be pumped with the largest pump out of service. Simplex pump station, which are pump stations with only one pump, shall serve only a single building with an average daily design flow less than or equal to 600 gallons per day as calculated using Rule .0114 of this Subchapter.
- (B) A standby power source or pump shall be required at all pump stations except for simplex pump stations Control shall be provided to automatically activate the standby source and signal an alarm condition.
- (C) As an alternative to Part (B) of this Subparagraph for pump stations with an average daily design flow less than 15,000 gallons per day as calculated using Rule .0114 of this Subchapter, a portable power source or pumping capability may be used. The portable source shall be owned or contracted by the permittee and shall be compatible with the station. If the portable power source or pump is dedicated to multiple pump stations, an evaluation of all the pump stations’ storage capacities and the rotation schedule of the portable power source or pump in a multiple station power outage, including travel timeframes, shall be provided.

This plan was presented to the Town of Jamesville Board of Commissioners on August 8, 2022.

Commissioner Tolson made a motion to approve the plan as written. Commissioner Tolson moved to adopt the draft reliability plan. A second was given by Commissioner Williams. The motion unanimously passed. 5 Ayes – 0 Nays.

Craig Tucker, Mayor

Attested by:

Kimberly Cockrell, Town Clerk

O. Mosquito Control Contract

Board members were provided with a proposed contract for mosquito control at a cost of \$525.00 per spray, an increase in cost as compared to the prior year due to fuel and chemical expenses going up. Though the current proposal is an increase of \$75.00 per spray, it was noted that for many years there has been no increase.

Commissioner Willis Williams moved to approve the mosquito control contract for as long as the 2022-23 budget lasts. The spraying will be done every two weeks. A second was given by Commissioner Cockrell. The motion unanimously passed. 5 Ayes – 0 Nays.

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

Around 8:56 p.m., Commissioner Kimberly Cockrell made a motion to go into Closed Session in pursuant of NCGS §143-318.11(a)(6) Personnel. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

The time was 10:38 p.m. when the board ended its closed session discussion.

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

XI. Board Comments - None

XII. Adjourn

Commissioner Mary Allen moved to adjourn at 10:38 p.m. A second was given by Commissioner Willis Williams. Motion unanimously passed. 5 Ayes – 0 Nays.

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