

TOWN OF JAMESVILLE
MONTHLY BOARD MEETING 01/08/2024
MINUTES

The following is an account of the minutes taken at the Regular Monthly Board Meeting held between 7:00 p.m. & 8:17 p.m. on 01/08/2024 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 - Commissioner
- Rachel Craddock - Commissioner
- Mary Allen – Commissioner [via Zoom]
- 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 7:04 p.m. with everyone wishing each other “Happy New Year.” Commissioner Willis Williams then offered the prayer. In attendance were: Employees Samuel Lilley, Heath Bess and Betty Williams. Kathy Waters with the Roanoke Beacon was not in attendance due to having surgery. A special guest was welcomed, Martin County Commissioner David “Skip” Gurganus.

II. Adopt Agenda

With the board’s consensus that there is no need for a closed session, Commissioner Williams moved for approval of the agenda with the exception of Item VIII., with a second by Commissioner Preston Craddock. Vote was unanimous. 5 Ayes – 0 Nays.

III. Approval of Minutes

Commissioner Williams moved to approve the minutes. A second was given by Commissioner P. Craddock. Vote was unanimous. 5 Ayes – 0 Nays.

- Regular Board / Closed Session Meeting – December 11, 2023

IV. Public Comment

Martin County Commissioner “Skip” Gurganus – shared with the board members several updates regarding Martin County issues:

Hospital - Commissioner Gurganus said there are many legal hurdles to first be dealt with relating to the hospital getting out of bankruptcy before soliciting another provider. A public statement will be forthcoming in order to inform citizens as decisions progress.

Martin County’s 250th Anniversary – This celebration is being planned for 2024 and should be something enjoyed by all citizens.

EMS – With words of praise, Gurganus noted EMS operations are stressed throughout Martin County and doing the best they can with limited personnel. In that incentives need to be provided, new volunteer recruitments face many extensive hours of required training, making it hard for persons to dedicate such time and be available for service. General discussion covered how Martin County is not prepared financially to manage a county-wide EMS system, pointing out that local fire departments support themselves through a fire tax which is managed by individual districts. The need for an advisory committee was suggested to help find funding and solutions.

With saying that he works for the citizens of Jamesville, County Commissioner Gurganus thanked the board for their time allowing him to share updates, as well as encouraging everyone to go vote in the upcoming elections. The town commissioners expressed appreciation in return for Gurganus's efforts seeing to the interest of Jamesville residents.

Discussion ended at 7:41 p.m.

V. Reports

A. Mayor – Tucker reported he recently had a surgical back procedure and hopes that challenges with pain will ease after healing.

B. Water/Wastewater Report. Employee Samuel Lilley highlighted that maintenance during the past month dealt often with clearing rags from the pump stations. A bad line blockage was cleared on Maple Drive, with equipment assistance performed by the Town of Plymouth. During Christmas weekend on December 23, the timer went out at the sewer plant and had to be operated manually for a few days before maintenance repair could be made on December 26. Timer problems also occurred in December with the pump at Marco, repair being made within a two-week timeframe.

Two water meters were installed in December, one at the elementary school and the other at 1120 Water Street. The leak on Washington Street is being addressed as to isolating the problem and when to schedule the repair around NERSBA's school hours.

The new water plant is approximately two weeks ahead of construction schedule and should be ready in April. Fire hydrant pressure testing is occurring, identifying ones needing replacement, particularly the inoperable hydrant near Marco.

Flushing is being done every two weeks at Roanoke Court as several complaints have been received, with the water clearing up with each flush.

C. Public Works Report – Heath Bess. Employee Heath Bess added to Lilley's report by noting maintenance will begin on the aerial lines. Along with path clearing around the pump station, duties continue to keep things generally cleaned up around the town. Heavy rainy weather was mentioned as causing a few issues.

D. Finance Officer - Kimberly Cockrell

1. **Financial Statements – December 2023.** Finance Officer Kimberly Cockrell presented and reviewed with board members the December 2023 financial reports for all town funds.

2. **Budget Amendments** - None.

3. **Water/Sewer Customer Account Adjustment.** A penalty fee of \$32.63 was reversed for 2201 Main Street, for which a payment arrangement has been authorized for a balance due. Commissioner P. Craddock moved for approval, with the second by Commissioner Williams. Vote was unanimous. 5 Ayes – 0 Nays.

E. Mid-East Commission. Commissioner Rachel Craddock indicated she had nothing new to report at this time. The next meeting is scheduled for March.

F. Planning Board. Town Clerk Cockrell noted that the zoning board will be meeting on January 22, 2024 to revisit the rezoning application reviewed November 27, 2023. The applicant was asked to provide additional information before a recommendation is made.

G. Water/Sewer Grant Projects. Monthly day meetings hosted by the engineer are being held at the town hall for the benefit of updating the town on current grant projects. Commissioner Cockrell indicated there is nothing new to update at this time, echoing Lilley's earlier report that

construction is about two weeks ahead of schedule with plans for the new plant to be operational by April. A conversation last week with Bobby Blowe/Municipal Engineering discussed the AIA sewer grant project doing future camera imaging of the town's collection system to identify eroded or damaged lines. Water Street will be camera-imaged first using current remaining AIA Sewer grant funds.

With no meetings held for December or January, the next tentative update meeting will be held February 21.

VI. 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 Rachel Craddock seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

B. Zoning Fee Schedule Review / Update. Finance Officer/Commissioner Cockrell stated she is awaiting a fee schedule recommendation from the zoning consultant firm. The Town of Jamesville's budget has seen an increase in zoning expenses due to applicants working directly with Mid-East to resolve text, zoning and application questions. Discussion addressed how applicants, not taxpayers, need to cover the \$75/hour fee for pre-application expenses, as recent applicants seeking advice in posing several scenarios relating to text amendments or rezoning requests have incurred many consultation billing hours.

VII. New Business

A. WTP Amended Offer & Acceptance – Approval to Pay for Closing Costs. Finance Officer/Commissioner Cockrell presented an amended offer and acceptance for work done prior to March 3, 2021, with the Town of Jamesville needing to pay the closing fee of \$2,239.00. Commissioner Williams moved to accept the revised offer and acceptance and to pay the closing cost. Commissioner R. Craddock seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

**STATE OF NORTH CAROLINA
DEPARTMENT OF ENVIRONMENTAL QUALITY
DIVISION OF WATER INFRASTRUCTURE**

Funding Offer and Acceptance - Amended

Legal Name and Address of Award Recipient Town of Jamesville 1211 Water Street Jamesville, North Carolina 27846	Project Numbers: SRP-D-ARP-0111 SRP-D-0213 Assistance Listing Number: 21.027 (for the ARP funds) Unique Entity ID Number: RFPHT4RQQC4
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Funding Program

	<input type="checkbox"/>	Additional Amount for Funding Increases	Previous Total	Total Offered
Drinking Water	<input checked="" type="checkbox"/>			
Stormwater	<input type="checkbox"/>			
Wastewater	<input type="checkbox"/>			
State Revolving Fund-Repayable Loan	<input type="checkbox"/>			
State Revolving Fund-Principal Forgiveness	<input type="checkbox"/>			
State Reserve Loan	<input type="checkbox"/>			
State Reserve Grant (SRP-D-0213)	<input checked="" type="checkbox"/>	\$149,291	\$0	\$149,291
State Reserve Earmark (S.L. 2023-134)	<input type="checkbox"/>			
American Rescue Plan Act - SRP-ARPA	<input checked="" type="checkbox"/>	-\$149,291	\$4,627,500	\$4,478,209

Project Description:

Water Treatment Plant Replacement

Total Financial Assistance Offer:	\$4,627,500
Total Project Cost:	\$4,627,500
Estimated Closing Fee*:	\$2,239
<i>For Loans</i>	
Interest Rate:	0% Per Annum
Maximum Loan Term:	20 Years

**Estimated closing fee calculated based on grant and loan amount.*

Pursuant to North Carolina General Statute 159G:

- The applicant is eligible under Federal and State law,
- The project is eligible under Federal and State law, and
- The project has been approved by the Department of Environmental Quality as having sufficient priority to receive financial assistance,

The Department of Environmental Quality, acting on behalf of the State of North Carolina, hereby offers the financial assistance described in this document.

For The State of North Carolina: **Shadi Eskaf, Director, Division of Water Infrastructure
North Carolina Department of Environmental Quality**

DocuSigned by: <i>Stephanie Suter</i> Signature	signed on behalf of Shadi Eskaf	12/20/2023 Date
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On Behalf of: Town of Jamesville
Name of Representative in Resolution: _____
Title (Type or Print): _____

I, the undersigned, being duly authorized to take such action, as evidenced by the attached CERTIFIED COPY OF AUTHORIZATION BY THE APPLICANT'S GOVERNING BODY, do hereby accept this Financial Award Offer and will comply with the attached Assurances and the Standard Conditions.

..... Signature Date
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B. Resolution NCDEQ WTP Grant for Services Pre-March 3, 2021. FO/Commissioner Cockrell explained this relates to the previous agenda item. Commissioner R. Craddock moved for approval, seconded by Commissioner P. Craddock. The vote was unanimous. 5 Ayes - 0 Nays.

RESOLUTION BY GOVERNING BODY OF APPLICANT

WHEREAS, the North Carolina Clean Water Revolving Loan and Grant Act of 1987 has authorized the making of loans and grants to aid eligible units of government in financing the cost of construction of wastewater treatment works, wastewater collection systems, and water supply systems, water conservation projects, and

WHEREAS, the North Carolina Department of Environmental Quality has offered a State Grant in the amount of \$149,291 for the construction of a new Water Treatment Plant, and

WHEREAS, the Town of Jamesville intends to construct said project in accordance with the approved plans and specifications,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF JAMESVILLE:

That the Town of Jamesville does hereby accept the State Grant offer of \$149,291.

That the Town of Jamesville does hereby give assurance to the North Carolina Department of Environmental Quality that all items specified in the grant offer, Section II - Assurances will be adhered to.

That Rachel Craddock, Commissioner, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project; to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That Town of Jamesville has substantially complied or will substantially comply with all Federal, State and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 8th day of January, 2024 at Jamesville, North Carolina.

_____, Mayor

Craig A. Tucker, Mayor
Date: January 8, 2024

Attested By:

_____, Town Clerk

Kimberly Cockrell, Town Clerk
Date: January 8, 2024

C. Core & Main Neptune Meter Invoice. This expense was previously board approved, pertaining to replacement of the water meter at the elementary school. Commissioner R. Craddock moved for approval of payment for \$1,016.00, with a second given by Commissioner Williams. Vote was unanimous. 5 Ayes – 0 Nays.

D. Core & Main Water Valve Quote. FO/Commissioner Cockrell stated this \$760.71 quote is to address the needed replacement valve on Washington Street. Employee Lilley noted the town has a valve in inventory to be used for the cited repair but that another one needs to be available on-hand for any emergency repair, as the town's current system uses old-type parts. The work will be done by town staff. Commissioner Williams moved for approval of the purchase for the purpose stated. Commissioner P. Craddock gave the second. Vote was unanimous. 5 Ayes – 0 Nays.

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

IX. Board Comments

Commissioner Williams thanked everyone for their concern and prayers for his son who has been having health issues and is slowly improving.

X. Adjourn

Commissioner Allen moved to adjourn at 8:17 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