

TOWN OF JAMESVILLE
MONTHLY BOARD MEETING 02/12/2024
MINUTES

The following is an account of the minutes taken at the Regular Monthly Board Meeting held between 7:00 p.m. & 9:27 p.m. on 02/12/2024 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 [via Zoom]
- 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

Attending via Zoom due to having Covid, Mayor Craig Tucker called the meeting to order at 7:02 p.m. Commissioner Mary Allen also attended via Zoom due to recent knee surgery. Commissioner Willis Williams offered the prayer. Staff present were Employees Samuel Lilley, Heath Bess and Betty Williams, as well as Planning Chairperson Delsie Williams. Others in attendance: Kathy Waters/Roanoke Beacon, the town's auditor, Rebekah Barr/CPA [via Zoom], and John Foley/The Enterprise [via Zoom].

II. Adopt Agenda

Town Clerk/Commissioner Kimberly Cockrell added the following items to the agenda:

- V. Reports, D. Finance Officer, 7. FY 22/23 Audit Contract Amendment
- VII. New Business, L. 2023 Local Water Supply Plan and Resolution

Commissioner Williams moved for approval of the agenda with the two additions, with a second given by Commissioner Rachel Craddock. Vote was unanimous. 5 Ayes – 0 Nays.

III. Approval of Minutes

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

- Regular Board Meeting – January 8, 2024

IV. Public Comment

Martin County Soil & Water Conservation District – Mr. Lynn Whitehurst. Whitehurst made a presentation to the board offering his services to help with submitting an application for the Town of Jamesville to have maintenance done on local waterways which flow through its jurisdiction, to be done under STRAP grant funding [Streamflow Rehabilitation Program]. The deadline for applications is the end of February. US Geological Survey topo maps were provided with waterways highlighted for debris cleaning and estimated costs for the recommended projects, a total of \$310,000 if approved. New state regulations regarding debris removal and placement were mentioned which have increased current costs. Beaver trapping was also discussed. Whitehurst explained that the contractors being utilized are willing to wait for payment and that no work will be done without first having grant funding approval. This program, however, does not include digging new ditches.

Commissioner Williams moved to adopt the proposal by Whitehurst and have the town clerk assist with providing him with information needed for the application. Commissioner R. Craddock gave the second. Vote was unanimously carried. 5 Ayes – 0 Nays.

V. Reports

A. Mayor – Tucker reported his having Covid was diagnosed this date late afternoon.

1. Rebekah Barr – Presentation of FY 22-23 Audit. Overall, Barr summarized that the audit has been reviewed and approved by the NC Local Government Commission with the Town of Jamesville ending the fiscal year with a positive cash position. Areas needing to be addressed relate to assets of the water/sewer fund and its aging infrastructure. A memorandum of response has been prepared indicating that Jamesville’s new water system is due to be operational in April. [See Report Item D. 4.] Also, the audit report was submitted to the state late, due to the auditor’s side. [See Report Item D. 4.] Board members expressed their appreciation for the work of the audit report. The public may review said audit report by contacting the town’s administrative office.

B. Water/Wastewater Report. Employee Samuel Lilley highlighted that maintenance during the past month included fixing a chlorine leak, repair of the timer at the sewer plant, rodding out a sewer line and fixing a water meter box leak from where a power truck ran over it. A water line leak repair was done on Main Street and caught in time before too much water had flowed. A fire hydrant at Marco was fixed, as it was unusable. As part of training, Bess assisted with marking off a grave location.

As to the Town of Jamesville Water Supply Plan reporting an increased percentage of usage unaccounted for during the last year, Lilley explained that there were problems with a pump that would not cut off and several times a substantial amount of water overflowed. Though the water pump has been repaired, it is not trustworthy and is being operated manually, being turned off at night until the new plant is online. The fire department has been instructed to contact Lilley/ORC if they have a nighttime fire so that the pump can be turned back on.

As a way to assist with monitoring usage for reporting, Clerk Cockrell said a request has been made for the fire department to help keep track of the amount of water they pull off a hydrant for fire emergencies, as it was recognized that the town does not charge for such water use nor are hydrants metered. There is a hookup inside of the fire station that is metered. Lilley asked that if anyone sees someone pulling water from a hydrant to report the same to town staff to avoid water supply being stolen.

C. Public Works Report – Heath Bess. Employee Heath Bess added to Lilley’s report by noting that lead and copper tests are being done at town residences. Clean up at the pump stations is almost done with some more work to be finished at the sewer plant, then moving to the pump station behind the water plant. The cemetery has been cleared of grave flowers which have blown off headstones and are being placed by a bench at the cemetery. As the grass mowing season is quickly approaching, maintenance is being done on the mowers to be ready. Bess noted that he has also been in C-Well classes and has a test scheduled for February 28.

At 7:50 p.m., Zoom technical difficulties occurred with the mayor’s internet connection, rejoining via speaker phone by 7:53 p.m. while trying to reconnect via Zoom. Commissioner Williams, as mayor pro tem, began leading the meeting so the board could proceed with its lengthy agenda.

D. Finance Officer - Kimberly Cockrell

1. Financial Statements – January 2024. Finance Officer Kimberly Cockrell presented and reviewed with board members the January 2024 reports for all town funds.

2. **Budget Amendments.** Commissioner Preston Craddock moved to approve the budget amendments as presented, with a second by Commissioner Rachel Craddock. Upon call for the vote, the motion passed unanimously. 5 Ayes – 0 Nays.

GF BUDGET AMENDMENT #3 - 2/12/24

	<u>CREDIT</u>	<u>DEBIT</u>
1039300 Appropriated Fund Balance	\$9,565.00	
1040109 FICA Match		\$125.00
1040110 Retirement Expense		\$240.00
1040116 Admin Salaries		\$145.00
1040115 Salaries		\$1,455.00
1045000 PB Salaries		\$2,480.00
1045001 FICA Expense		\$20.00
1040124 Office Expense		\$600.00
1040190 Capital Outlay		\$4,500.00
	\$9,565.00	\$9,565.00

***Amendment is needed for Employee Comp Time Payouts, Replacement of Central Unit & Upgrade Electrical Panel at Town Hall

W/S BUDGET AMENDMENT #1 - 2/12/24

	<u>CREDIT</u>	<u>DEBIT</u>
3039300 Fund Balance Appropriated	\$23,790.00	
3071700 Sewer Administration (S)		\$585.00
3071710 Retirement Expense (S)		\$75.00
3071300 Water Administration (W)		\$585.00
3071309 FICA Match		\$90.00
3071310 Retirement Exp (W)		\$75.00
3071341 Permits & Fees (W)		\$4,480.00
3071890 Capital Outlay (S)		\$3,725.00
3071490 Capital Outlay (W)		\$8,625.00
3071746 OPEB Expense (S)		\$1,275.00
3071346 OPEB Expense (W)		\$1,275.00
3071423 Supplies/Materials (W)		\$2,000.00
3071427 Meter Boxes and Lids (W)		\$1,000.00
	\$23,790.00	\$23,790.00

***Amendment is needed for Employee Comp Time Payouts, Replacement of Central Unit & Upgrade Electrical Panel at Town Hall, OPEB study, Elementary school 2" meter, Water & Sewer tap supplies, WTP Closing Fees for Grants

ARPA BUDGET AMENDMENT #1 - 2/12/24

	<u>CREDIT</u>	<u>DEBIT</u>
4060000 ARPA Interest	\$370.00	
4100000 Wages/Salaries		\$306.00
4200000 FICA Expense		\$24.00
4300000 Retirement Expense		\$40.00
	\$370.00	\$370.00

***Amendment is needed for Employee Comp Time Payouts

3. **Water/Sewer Customer Account Adjustment.** A penalty fee of \$27.19 was reversed for 2201 Main Street, for which a payment arrangement has been authorized for a balance due. Commissioner Preston Craddock moved for approval, with the second by Commissioner Rachel Craddock. Vote was unanimous. 5 Ayes – 0 Nays.

4. **FY 22-23 Audit FPIC Response.** Prepared responses were presented by Finance Officer/ Commissioner Cockrell for the board’s consideration:

- Water and Sewer Condition of Assets – *The Town of Jamesville’s Water and Sewer Infrastructure, while still in operation, is aged and in need of replacement. The Town is humble and honored that the NCDEQ has awarded us with a total of \$14,000,000 in Grant funds that will be used to replace and rehab the majority of our water and sewer facilities. The new Water Treatment Plant is currently being built and is projected to be placed in service between April and May of this year. The new Wastewater Treatment Plant, rehabilitation of the collection system and Main Sewer Pumping Station will all be completed by the December 31, 2026 deadline.*
- Audit Report Late Submission – *The Jamesville Town Board strives to be stewards of the Jamesville residents’ resources. There are diverse struggles that many small towns experience. Most are handicapped with limited revenue streams that restrict the amount of staff on hand to complete the same requirements as bigger towns and cities. The audit requirements over the last several years have increased dramatically. This has caused the workload to intensify for both the town and the auditor. The auditor has recently hired additional staff to aide with the expanded workload. We will strive moving forward to work more diligently with submitting the audit in a timely fashion.*

Commissioner Preston Craddock moved for approval as the board’s official audit response, with the second by Commissioner Rachel Craddock. Vote was unanimous. 5 Ayes – 0 Nays.

5. **Office Hours for 2/26/24 – 2/29/24.** Office hours were adjusted for the week of Monday, February 26 - Thursday, February 29 for Town Clerk Kimberly Cockrell to be out on vacation. The open to the public hours of 8:00 a.m. until 12:00 p.m. [16 hours] will be covered by the part-time assistant town clerk. Commissioner Rachel Craddock indicated “so move to approve the requested office hours,” with a second by Commissioner Preston Craddock. Vote was unanimous. 5 Ayes – 0 Nays.

6. **Employee Comp Time Payout.** Finance Officer Kimberly Cockrell presented the board with the requested employee comp-time payout for November 1, 2023 through January 27, 2024. Commissioner Rachel Craddock indicated “so move to approve the comp time payout as presented,” with a second given by Commissioner Preston Craddock. Vote was unanimous. 5 Ayes – 0 Nays.

At this time, Mayor Tucker rejoined the meeting via Zoom at 8:04 p.m. with Commissioner Williams continuing to conduct the meeting due to audio problems.

7. **Audit Contract Amendment.** Finance Officer Cockrell explained there was a clerical error made by the auditor’s staff when preparing the audit contract, with a corrected copy being presented. Commissioner Rachel Craddock moved for approval of the amended contract for \$14,000. The second was given by Commissioner Preston Craddock. The motion carried unanimously. 5 Ayes – 0 Nays.

At this point, Mayor Tucker returned to leading the meeting.

E. Mid-East Commission. Commissioner Rachel Craddock indicated she had no report to give and was unable to attend the last meeting due to having surgery.

F. Planning Board. Chairperson Delsie Williams stated that planning research issues regarding the mobile food truck use are still awaiting input from the town's zoning consultant. The Valentine/Blake application has yet to be updated by the applicants as requested by the zoning board before any action can be taken. A manufactured home installation on Main Street by Lee Williams has been done according to town zoning ordinances, even though Williams had asked unofficially if the regulations could be amended to allow a larger structure. A new business has been approved administratively for a dog grooming use on Main Street at the caution light, with renovations underway.

G. Water/Sewer Grant Projects.

1. **WTP Meeting 2/21/24 at 10:00 a.m. – Tentatively Scheduled.** A meeting date has been tentatively scheduled for Wednesday, February 21, 2024 at 10:00 a.m. for the engineer to provide updates regarding the town's new water treatment plant.

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 indicated there is no updated information to share at this time. This item will remain on future agendas as a matter awaiting to be addressed.

VII. New Business

A. Christmas Lights for Annual Tree Lighting Service (Friendly Spot's Community Garden). Town Clerk/Commissioner Cockrell stated that Ann Martin had contacted the town office to relay that the Jamesville Friendly Spot community gathering place would like to do a community Christmas tree lighting ceremony. Research was done via Facebook Marketplace, and a pre-lit 9' tree for sale was found. When the tree owner was contacted by town staff to inquire about the tree and it was explained what the purpose of the tree would be used for, the seller from the Askewville area decided to donate the tree. The tree has been picked up and is being stored in the garage building beside the town hall. Cockrell noted that the town has a supply of unused LED Christmas stringed lights which were donated by Steve Wolfe with the thought the bulbs could be used in the town's Christmas street fixtures for replacement needs. Unfortunately, the bulbs are not compatible and are unable to be used with the current decor. As a way to enhance the community tree, Cockrell posed that Wolfe's lights could be used with the pre-lit tree for additional brightness if the board so desires to donate them.

Commissioner Williams moved for approval to grant permission that Wolfe's lights may be used for the community Christmas tree if they are needed.

Discussion then noted that a tree-lighting ceremony is being planned, details forthcoming, and that the location of the tree will be near the community garden. The tree has four sections which assemble to the 9' height. As to weather durability for the tree itself and the additional lights, it was not certain how long they would be usable but would serve their purpose for something to get started with initially. In addition to a letter of appreciation for the tree donation, Commissioner Cockrell commented that the person who donated the tree will be invited to attend the ceremony.

as well as be sent a video of the lighting of the tree. A consensus offered thanks and support to those wanting to have and organize the community Christmas tree.

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

B. W/S Ordinance #81 Proposed Revision.

C. Water/Sewer Account Holder – Updates Needed.

Clerk/Commissioner Cockrell presented the board with proposed revisions to the water/sewer ordinances as a few situations have arisen and need to be addressed so that policy guidance may be established for handling similar future occurrences. One issue deals with property ownership changing without the new owner establishing service in their name as well as the previous owner not requesting to officially close their account. Part of said problem is that the new owner does not want to pay the required \$300 deposit, with billing continuing under the previous owner as the person responsible. Another matter that needs to be examined is updating information for accounts of persons known to be deceased and the account setup being used, for instance, by family members. Current ordinance language addresses that deposits cannot be transferred. Updated contact information will benefit town staff should an emergency situation occur.

Brief discussion was offered on different scenarios regarding accounts of deceased persons and family situations. A clerical correction was noted regarding office hours, amending the language to read “during regular office hours.” Concerning water and sewer use adjustments, proposed language indicates that any adjustment will be determined on a case-by-case basis and applied either to water or sewer usage but not to both. In posing examples, Cockrell explained that a broken water pipe leak under a structure or a water hose left flowing does not run through the sewer system but a leaking toilet uses both water and sewer services.

No action was taken but board members were asked to review the proposed ordinance language for further discussion and input at a later meeting after giving thought to policy applications.

D. Invoice – Donnie Whitehurst – Repair of Blown Fuse and Conversion to LED Fixtures.

Relating to repairs at the town hall, Finance Officer/Commissioner Cockrell presented Invoice #7059 for \$567.00 fixing a blown heating fuse, as well as converting overhead office lights to LED after an incident of a balance creating a fire hazard. Commissioner Preston Craddock indicated so move for approval of the invoice, with a second by Commissioner Williams. Vote was unanimous. 5 Ayes – 0 Nays.

At this time, audio technical difficulties occurred with the mayor’s Zoom connection and Commissioner Williams retook leading the meeting. Time was 8:34 p.m. The assistant clerk contacted Tucker via speaker phone, with the mayor rejoining the meeting.

E. Quote for Town Hall Electrical Panel Replacement.

FO/Commissioner Cockrell presented Invoice #7074 for \$1,873.00 as a quote from Donnie Whitehurst Electric Service for total materials and labor to install a 200-amp service at the town hall. Said electrical work is required before a new central unit can be installed. Commissioner Preston Craddock indicated so move to approve electrical panel replacement quote, seconded by Commissioner Rachel Craddock. Vote was unanimous. 5 Ayes – 0 Nays.

F. Quote for New 2.5-Ton Central Unit for Town Hall.

FO/Commissioner Cockrell presented two quotes for replacement of the town hall’s central unit. Commissioner Preston Craddock moved for approval to replace the town hall’s central unit and choose the bid of \$6,358.00 from Bowen Heating, Air & Refrigeration, Inc. because of a better warranty being provided and being able to

get the job done quickly. [The other quote of \$5,500.00 was from Armstrong & Son Heating & Air, LLC in Columbia, a difference of \$858.00.]

G. Quote for New Fire Hydrant. Employee Lilley stated that a fire hydrant on Martin Drive needs to be replaced. Although the town has one on hand, a purchase needs to be made so that another hydrant is readily available for emergency replacement. A Core & Main quote was presented for \$3,684.81. Commissioner Rachel Craddock moved for approval of the fire hydrant purchase, seconded by Commissioner Preston Craddock. Vote was unanimous. 5 Ayes – 0 Nays.

Mention was made that an old fire hydrant could be reworked but that parts are hard to obtain. Often they are used for training.

H. Quote for Generator Starter Repair/Replacement. Employee Bess explained problems are occurring with the generator at the sewer plant as it is not engaging as it should. A new starter costs approximately \$400, and a business in Ahoskie can rebuild a starter for \$150-\$200 with a 2-3 hour repair window. Commissioner Rachel Craddock moved to go to Brittenham Rebuilding in Ahoskie and have the starter rebuilt. A second was given by Commissioner Cockrell. Vote was unanimous. 5 Ayes – 0 Nays.

I. Budget Workshop Dates. FO/Commissioner Cockrell noted that the budget has to be submitted to the LGC by May 15, as required due to being on the state's distressed units list. After a review of schedules, the following dates and times were chosen: Monday, March 18, 2024 at 5:00 p.m. and Tuesday, April 2, 2024 at 5:00 p.m.

J. 2024 Herring Festival Parade.

In offering her opinion, Commissioner Rachel Craddock stated that the community needs to realize the board of commissioners serves for official reasons other than parades and festivals and has been elected to take care of the business of the town. Since the 2024 NC Herring Festival has been officially cancelled, inquiries have been made about whether or not there will be an Easter parade. The festival had been organized by the Jamesville Ruritans for 10 years but it eventually fell on the Town of Jamesville who was assisted by a small group of volunteers. Although the 2023 event was a success, it exhausted the volunteer team. Previously, Jamesville's fire department and EMS team planned the parades, which has also been in recent years organized by town staff and a few volunteers.

Craddock explained that the town clerk, who also serves as the town's finance officer, has become overburdened with the added responsibilities of managing the festival and parade events.

Town Clerk/Commissioner Cockrell recognized that the Town of Jamesville has been assisted by wonderful volunteers and is grateful for all their hard work and many hours. With echoing appreciation for the volunteers who have served, Commissioner Rachel Craddock emphasized that events need more than just a few overworked volunteers. Craddock and Cockrell both indicated it takes a lot of time and planning steps to put an event together, especially the festival, as well as carrying out the actual event. Pleas have been repeated calling for volunteers with only a few expressing interest.

After board discussion on input for the motion, Commissioner Preston Craddock moved that the Town of Jamesville will not take the lead in the organization of an Easter parade normally associated with the NC Herring Festival unless volunteers can do it without the town's lead. Discussion by Commissioner Rachel Craddock clarified that the parade, if held, would have to be planned and organized by a group of volunteers. Commissioner Williams gave the second. Upon call for the vote, the motion carried unanimously. 5 Ayes – 0 Nays.

Board members then gave a consensus to clarify that if volunteers do come forward and want to organize a parade, the event still has to follow adopted town rules and regulations regarding parades because of liability.

K. SHI – Sophos Central Intercept X Advanced – 2024 License Renewal. This agenda item addresses the internet security for the town’s twelve laptops, a state-contract pricing of \$265.32 for license renewal for a year. Commissioner Williams moved to renew, with a second by Commissioner P. Craddock. Vote was unanimous. 5 Ayes – 0 Nays.

L. Local Water Supply. A DEQ letter arriving this date approved the town’s local water supply plan which was sent to the state by Mike Houston/Rural Water. A resolution needs to be adopted officially approving the plan. Commissioner Rachel Craddock indicated so move to adopt the Local Water Supply Plan Resolution with a second by Commissioner Williams. Vote was unanimous. 5 Ayes – 0 Nays.

TOWN OF JAMESVILLE
RESOLUTION FOR APPROVING LOCAL WATER SUPPLY PLAN

WHEREAS, North Carolina General Statute 143-355 (l) requires that each unit of local government that provides public water service or that plans to provide public water service and each large community water system shall, either individually or together with other units of local government and large community water systems, prepare and submit a Local Water Supply Plan; and

WHEREAS, as required by the statute and in the interests of sound local planning, a Local Water Supply Plan for the Town of Jamesville, has been developed and submitted to the Jamesville Town Board of Commissioners for approval; and

WHEREAS, the Jamesville Town Board of Commissioners finds that the Local Water Supply Plan is in accordance with the provisions of North Carolina General Statute 143-355 (l) and that it will provide appropriate guidance for the future management of water supplies for the Town of Jamesville, as well as useful information to the Department of Environmental Quality for the development of a state water supply plan as required by statute;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Jamesville that the Local Water Supply Plan entitled, Local Water Supply Plan dated 2022, is hereby approved and shall be submitted to the Department of Environmental Quality, Division of Water Resources; and

BE IT FURTHER RESOLVED that the Jamesville Board of Commissioners intends that this plan shall be revised to reflect changes in relevant data and projections at least once every five years or as otherwise requested by the Department, in accordance with the statute and sound planning practice.

This the 12th day of February, 2024.

Name: CRAIG TUCKER

Title: MAYOR

Signature: _____

ATTEST:

Kimberly Cockrell, Town Clerk



VIII. 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 Williams. Vote was unanimous. 5 Ayes – 0 Nays. Time was 9:04 p.m.

During closed session, tools and equipment needs were discussed as presented by Employee Bess.

Commissioner Cockrell moved to go back into regular session, seconded by Commissioner Williams. Vote was unanimous. 5 Ayes – 0 Nays. Time was 9:26 p.m.

Commissioner Preston Craddock moved that tool boxes be purchased for each work truck as required, with locks, and to get all the necessary tools to equip them upon the development of a policy for liability of those tools and the development of an inventory for said tools for each employee. A second was given by Commissioner Rachel Craddock. Upon call for the vote, the motion carried unanimously. 5 Ayes – 0 Nays.

IX. Board Comments – None.

X. Adjourn

Commissioner Allen moved to adjourn at 9:27 p.m., with a second by Commissioner Rachel Craddock. The motion unanimously passed. 5 Ayes – 0 Nays.

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