

TOWN OF JAMESVILLE
MONTHLY BOARD MEETING 03/11/2024
MINUTES

The following is an account of the minutes taken at the Regular Monthly Board Meeting held between 7:00 p.m. & 9:32 p.m. on 03/11/2024 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
- 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 7:03 p.m. and offered the prayer. Staff present: Samuel Lilley, Heath Bess and Betty Williams. Also in attendance via Zoom: John Foley with The Enterprise.

II. Adopt Agenda

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

- VII. New Business, L. Cemetery Cleanup
- VII. New Business, M. Mid-East Commission Annual Meeting

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

III. Approval of Minutes

Commissioner Williams moved to accept the minutes as written. A second was given by Commissioner Preston Craddock. Vote was unanimous. 5 Ayes – 0 Nays.

- Regular Board Meeting & Closed Session – February 12, 2024
- WTP Monthly Meeting Update – February 21, 2024
- Special Meeting & Closed Session – February 26, 2024

IV. Public Comment

Dennis Anton – 2151 Main Street. In requesting an adjustment, Mr. Anton explained having a water leak during January while in the hospital. Repairs have been made for damage due to a pipe being broken by a root. Commissioner Mary Allen moved to approve an adjustment to Mr. Anton's account, seconded by Commissioner R. Craddock. Vote was unanimously carried. 5 Ayes – 0 Nays. Clerk Cockrell asked Mr. Anton to contact the office the next day for the adjustment amount.

Another issue brought forward by Mr. Anton dealt with trash pickup, with instruction given to report any missed pickup to the county.

V. Reports

A. Mayor – None.

B. Water/Wastewater Report. Employee Samuel Lilley reported that the pump for Well #1 has become inoperable and that the town's water system is running off Well #2 temporarily. Regarding the repair of Well #1, Lilley indicated a response from Bill Magette with Magette Well & Pump Company out of Ahsokie is anticipated, as Mike McAllister/Municipal Engineering has been in contact with Magette to discuss the problem and what is needed for a repair to be made. Meanwhile, Well #2 is operating sufficiently as a backup.

A leak on Washington Street was repaired via a valve replacement.

A new water tap and a sewer tap have been installed at 1536 Main Street where a new manufactured home has been set up. The grant work regarding sewer lines being cleaned and inspected via camera, as well as smoke testing, has been completed.

A blockage was cleared on Washington Street that backed up to Maple Street. A neighboring town assisted with the use of a jetter providing enough pressure to flush the blockage which may have resulted from the grant project's flushing and depositing into a lower connection. Lilley stated that the Town of Jamesville would benefit by purchasing a jetter to be available for emergency use when backup assistance is unavailable on short notice or during night hours. Prices for said equipment will be researched.

C. Public Works Report – Heath Bess. Employee Heath Bess stated that the donated tire machine has been received, although a repair part will cost almost \$150 (online purchase) to make the equipment operable for hooking up air pressure lines to the machine. Commissioner Rachel Craddock moved to purchase the part, with a second by Commissioner Mary Allen. Upon call for the vote, the motion carried unanimously. 5 Ayes – 0 Nays.

Other tasks have cleared debris overgrowth on the fencing at Well #2. Discussion on the building at that location stated the need for a new roof and an upgraded electrical panel, with further mention of the replacement option of a prefab-building and its durability. It was noted that the pumping station on HWY 171 is a fiberglass building with metal supports which has held up good over the years.

D. Finance Officer - Kimberly Cockrell

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

2. **Budget Amendments** - None.

3. **Water/Sewer Customer Account Adjustment.** A penalty fee of \$25.00 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 Williams. Vote was unanimous. 5 Ayes – 0 Nays.

E. Mid-East Commission. Commissioner Rachel Craddock indicated there was no meeting last month but one will be held for March. The annual dinner meeting will be held in April at the Roanoke Country Club in Williamston. [See discussion under VII. New Business, M. Mid-East Commission Annual Meeting.]

F. Planning Board - No updates available.

G. Water/Sewer Grant Projects.

1. **WTP Meeting 3/20/24 at 10:00 a.m.** The next grant project meeting is scheduled for Wednesday, March 20, 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.

C. W/S Ordinance #81 Proposed Revision.

D. Water/Sewer Account Holder – Updates Needed.

Town Clerk/Commissioner Cockrell presented proposed language for revisions dealing with Ordinance #81 regulating water and sewer services. The recommended edits deal with office hours, electronic payments and case-by-case adjustments. Requiring updated account info was addressed, particularly accounts reflecting a deceased person. Board members gave a consensus to accept the proposed ordinance changes but postponed any decision to initiate requiring updated account info until advice from the NC League of Municipalities or UNC School of Government is obtained on how to proceed with said issue. Commissioner Williams moved to adopt the proposed changes and to table discussion on accounts of deceased persons until other info is received. Commissioner Preston Craddock seconded. The vote on the motion carried unanimously. 5 Ayes – 0 Nays.

Making Payments

- A. Bills may be paid at the Town Hall **from 8:00am to 4:30pm during regular office hours**, Monday through Thursday or at the designated drop box. Drop box is located on front door of Town Hall. Payments may be mailed to: Town of Jamesville, Po Box 215, Jamesville, NC 27846. Also payments can be made online through the link on Town of Jamesville website.

Returned Check/Electronic Payment Charge

- A. A \$25.00 returned check charge will be due if a check **or electronic payment** is returned by your bank. The Town will not accept checks **or electronic payment** as payment from any customer who has previously issued an insufficient funds check **or return of an electronic payment** for at least one year.
- B. Water services will be suspended if prompt payment of a returned check **or electronic payment** is not made.
- C. Shall a second check **or electronic payment** be taken on the account and returns to the Town unpaid, check writing **and/or electronic payment** privileges will be terminated permanently.

Actions Taken for Non-Payment

- A. Service will be restored the same day if payment is made prior to 2pm. If payment is made after 2pm, service will be restored the next day.

Adjustments- Complaints

- A. If a water leak is detected, the bill can be adjusted after proof of repair (i.e. repair bill or receipts) is presented and approved by the Town Board of Commissioners. If an adjustment is approved, **the water, each adjustment will be on a case by case basis and** will be adjusted per current adjustment policy. Adjustments are based on an average 12 month usage. **Only one adjustment is allowed during a 12 month.**
- B. If the user believes his/her bill to be an error, the claim shall be presented in person at the Town Hall office before the bill becomes delinquent. Such claim, if made after the bill has become delinquent, shall not be effective in preventing discontinuance of service as heretofore provided. The user may pay such bill under protest and said payment shall not prejudice their claim.
- C. If the meter fails to register correctly or is stopped for any cause, the customer shall pay an amount estimated from the record of their previous bills and/or from other proper data.

E. March 18, 2024 Budget Workshop – Reschedule. Finance Officer Cockrell noted she had several upcoming insurance meetings to get ready for and asked that the March 18 workshop be cancelled as financial information is still being gathered for budget proposals. As the Town of Jamesville has come off the state’s distressed unit list, early submission of the proposed FY 24-25 budget is not required. Commissioner Williams moved to cancel the March 18 budget workshop and hold the Tuesday, April 2, 2024 at 5:00 p.m. budget meeting, then adding other dates as needed. Commissioner Cockrell seconded. Vote was unanimous. 5 Ayes – 0 Nays.

VII. New Business

A. Mid-East Rural Planning Organization–Technical Coordinating Committee Representative. Per email, Mr. Sam Singleton/Transportation Planner for Mid-East Commission and Director of Mid-East Rural Planning Organization extended an invitation to the Town of Jamesville to appoint a representative to serve on the Technical Coordinating Committee, which is tasked with providing recommendations to the Transportation Advisory Committee. These committees serve Martin County, Beaufort County and Pitt County. Upon Commissioner Rachel Craddock volunteering to serve, Commissioner Williams moved that Rachel Craddock’s name be submitted, seconded by Commissioner Cockrell. Vote was unanimous. 5 Ayes – 0 Nays.

B. Core & Main Quote for ¾” Angle Stops - \$414.30.

C. Core & Main Quote for ¾” Corp Stops - \$304.90.

D. Core & Main Quote for Brass Saddles - \$257.06.

Quotes were presented for supplies to have as on-hand inventory, per recommendation by Employee Lilley. Commissioner Williams moved for approval of all Core & Main quotes submitted, with a second given by Commissioner Allen. Vote was unanimous. 5 Ayes – 0 Nays.

E. LGC Email – Removing Jamesville from the UAL List. By email from the NC Local Government Commission, Town Clerk/Commissioner Cockrell reported that the Town of Jamesville was notified of being removed from the Unit Assistance List with commendation based on the audited financial statements for FY 22-23. Commissioner Williams lead the board members in thanking Town Clerk/Finance Officer Kimberly Cockrell for all her hard work helping to achieve this goal with excellent fiscal management practices. Cockrell, in turn, said that everyone on the board should pat themselves on the back for this achievement.

F. Property and Liability Insurance Quotes. As part of budget preparation for FY 24-25, Finance Officer Cockrell asked for the board’s permission to reach out to the NCLM for property and liability insurance quotes so that they can be compared against the town’s current provider. Rates will be increasing due to the new water treatment plant being added for coverage at the cost of construction. Commissioner Preston Craddock moved to allow the town clerk to talk to NCLM and do a price comparison for the town’s insurance against existing plans. Commissioner Williams gave the second. Upon call for the vote, the motion carried unanimously. 5 Ayes – 0 Nays.

G. Town Hall Foundation Contractor Quotes / File a claim on insurance? Commissioner Williams presented and reviewed a proposed service contract from Jeb and Sons for \$16,000, a quoted flat fee for performing needed repairs at the town’s administrative office building. A five-year warranty is included, Williams said. A second contractor has been scheduled for March 12 to provide a quote and a third contractor is available at the end of March if needed. After discussion posing if insurance might cover any of the repairs and that an adjustor would need to determine such, Commissioner Rachel Craddock moved that Boyd Agency give an evaluation for insurance coverage. Commissioner Allen seconded. Vote was unanimous. 5 Ayes – 0 Nays.

Regarding a third quote, Commissioner R. Craddock recommended that the contractor be contacted since the board's next meeting is not until April, with Commissioner Cockrell noting that the board will be able to discuss at least two quotes at its next regular meeting.

Clerk Cockrell also brought forward that Bowen Heating & A/C, who is doing the replacement of the air conditioning unit, has suggested that the town hall repair work be completed before installation of the new unit so that the unit would not have to be re-leveled or re-situated at an additional expense.

Commissioner Preston Craddock moved to table this matter until other quotes have been received, seconded by Commissioner Rachel Craddock. Vote was unanimous. 5 Ayes – 0 Nays.

H. Cemetery Newspaper Ad – Christmas Flowers Removed by March 25, 2024. Town Clerk Cockrell presented a draft newspaper advertisement for the cemetery Christmas flowers cleanup done annually before Easter. Said advertisement will also be posted on Facebook. Commissioner Preston Craddock moved for approval to place the advertisement as presented in the newspaper. Commissioner Williams seconded. Vote was unanimous. 5 Ayes – 0 Nays.

I. Parade Committee Formation. Town Clerk/Commissioner Cockrell relayed a conversation she had with a parade volunteer regarding an idea of forming a parade committee to work with the town board for planning such events. The volunteer will be contacting persons to see if they would like to join the committee and will keep the town clerk informed. Clerk Cockrell explained she is trying to lessen her workload but is willing to help get the committee formed and organized with what is required for town parade events. With the board giving a consensus of supporting the idea of a parade committee, Commissioner Preston Craddock moved that the town clerk form a parade committee to work under as well as report to the town board, with the town clerk providing a year of training. P. Craddock further stated that if the parade committee is successful, the help will be greatly appreciated. If the committee does not work out, the board can decide to dissolve it. Commissioner Allen gave the second. Upon call for the vote, the motion carried unanimously. 5 Ayes – 0 Nays.

J. The Enterprise Article Regarding Official Christmas Tree. Commissioner Rachel Craddock reviewed with the board a recent newspaper article written by John Foley with The Enterprise, providing copies with the errors highlighted. The article contained many mistakes and was described as an embarrassment to Jamesville, particularly with regard to information relating to a previous Mayor who passed away over ten years ago. R. Craddock stated that said article needs to be retracted and rewritten acknowledging the mistakes.

John Foley was in attendance via Zoom but did not respond to Commissioner Kimberly Cockrell when trying to get his attention. Foley was then informed, via Zoom audio, that the board's February 12, 2024 meeting minutes can be found on the town's website, suggesting that he use that summary for the correct information when rewriting the requested article.

K. Martin County 250th Celebration. Commissioner Cockrell noted that Jamesville's commissioners have been invited to join the Martin County 250th Celebration Parade on Saturday, March 16. Lineup will start at 8:30 a.m., with each township being provided a special banner to use in the parade. Arrangements were discussed for participation.

L. Cemetery Clean Up / Ordinance #80 Enforcement. Town Clerk Cockrell presented the board with several proposed signage needs regarding public notice for cemetery issues:

- A set of banners that could be used annually to remind the public of Christmas flowers needing to be removed prior to Easter.

- A set of stand-alone signs to inform the public of the Town of Jamesville’s Cemetery Ordinance #80 enforcement effective March 19, 2025.

Banners. March 19 was recommended for the annual banners as it accommodates future Easter dates for thirty-plus years, making the banners cost-effective for not having to be remade or altered, as well as being made of durable material to last a long time. Each side of the cemetery will be posted alongside of the tree line. Commissioner Rachel Craddock moved for approval of the banners with the date of March 19, with a second by Commissioner Allen. Vote was unanimous. 5 Ayes – 0 Nays.

Stand-Alone Signs. Recalling the board’s cemetery workshop which addressed ordinance enforcement issues, Town Clerk Cockrell noted that the proposed stand-alone signs contains cited language from Ordinance #80 regarding what is permitted and what is not allowed. Posting a temporary sign at each side of the cemetery should serve as due diligence to help inform the public of ordinance enforcement as the town does not have complete or updated records for how to contact family or heirs regarding ordinance enforcement proposed for March 19, 2025. Commissioner Williams moved that the board purchase the two signs, with a second given by Commissioner Preston Craddock. Vote was unanimous. 5 Ayes – 0 Nays.

Additional public notice of the annual cleanup and the cemetery ordinance enforcement will be made in the newspaper and on social media.

M. Mid-East Commission Annual Meeting. Board members informed the town clerk of their availability to attend the Mid-East Commission’s 57th Annual Meeting at The Roanoke Country Club in Williamston on April 18, 2024. The cost of the dinner is \$25 per person, with R. Craddock’s dinner covered by Mid-East. Commissioner Cockrell moved that Commissioners Allen, Cockrell, R. Craddock, P. Craddock, Williams and wife Delsie Williams and Mayor Tucker attend the annual dinner meeting. A second was given by Commissioner Preston Craddock. Vote was unanimous. 5 Ayes - 0 Nays.

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 Preston Craddock. Vote was unanimous. 5 Ayes – 0 Nays. Time was 8:46 p.m.

During closed session, Employee Betty Moore Williams resigned as assistant town clerk effective March 28, 2024, closing employment which began July 5, 2022. As a personal nod, B. Williams said that it has been a pleasure to serve with Clerk Cockrell and expressed appreciation to the board members for what they do for the citizens of Jamesville. Board members offered appreciation for Williams’ contributions, especially with writing tasks.

Commissioner P. Craddock moved to go back into regular session, seconded by Commissioner Mary Allen. Vote was unanimous. 5 Ayes – 0 Nays. Time was 9:28 p.m.

Based on the board’s discussion, Commissioner P. Craddock moved that the board go ahead and re-hire the part-time position that could possibly become full-time once it is determined with NCLM the minimum of what is required to offer as benefits for a part-time person working greater than 18 hours per week. Further comments addressed the wage per hour would be set based on research information and qualifications. Commissioner Allen gave the second. 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 9:32 p.m., with a second by Commissioner Preston Craddock. The motion unanimously passed. 5 Ayes – 0 Nays.

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