

TOWN OF JAMESVILLE
SPECIAL BOARD MEETING 05/23/2024
MINUTES

The following is an account of the minutes taken at the Special Board Meeting held between 6:00 p.m. and 8:19 p.m. on 05/23/2024 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 6:00 p.m. and offered the prayer.

II. Adopt Agenda

The following items were requested to be added to the agenda.

V. New Business – 1. FY 24-25 Budget Proposal; 2. NCLM Interlocal agreement; 3. Resolution to be member of IRFF of NC; 4. IRFF of NC Property/Liability Proposal

VI. Board Comments

VII. Adjourn

Commissioner Preston Craddock moved for approval of the agenda with the requested amendments, seconded by Commissioner Mary Allen. Vote was unanimous. 5 Ayes – 0 Nays.

III. Public Comment – None.

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

Commissioner Preston Craddock moved to go into closed session., with the second given by Commissioner Willis Williams. Vote was unanimous. 5 Ayes – 0 Nays. Time was 6:13 p.m.

Commissioner Preston Craddock moved to go back into regular session, seconded by Commissioner Mary Allen. Vote was unanimous. 5 Ayes – 0 Nays. Time was 7:48 p.m.

The Town Board conducted two interviews for the Assistant Town Clerk position. Ms. Camry Brienne Sadler and Taylor Ambrose were interviewed.

Commissioner Preston Craddock moved to offer Ms. Taylor Ambrose the part-time position of Assistant Town Clerk with a salary of \$15.00/hour @ 20 hours per week and for her to start on June 3, 2024. Commissioner Kimberly Cockrell gave the second. Upon call for the vote, the motion carried unanimously. 5 Ayes – 0 Nays.

V. New Business

1. **FY 24-25 Budget** – Town Clerk/Finance Officer Kimberly Cockrell went over the proposed budget for each line item across all of the funds. FO Cockrell continued asking if the town board would approve the use all of the remaining ARPA funds for the July 2024 payroll allocation. Commissioner Willis Williams moved to approve to use all of the ARPA funds for the July 2024 payroll allocation and to accept the FY 24-25 Proposed Budget as submitted. Commissioner Preston Craddock seconded. Motion unanimously passed. 5 Ayes – 0 Nays.
2. **NCLM INTERLOCAL AGREEMENT** - Town Clerk/Finance Officer Kimberly Cockrell went over the Interlocal Agreement for Property and Liability Risk Sharing with the North Carolina League of Municipalities. Commissioner Preston Craddock moved to approve the NCLM Interlocal Agreement for Property and Liability Insurance. Commissioner Mary Allen seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

[A copy of the Interlocal Agreement is available to view upon request at the Town Hall]

3. **Resolution to become a member of IRFF of NC** – Commissioner Willis Williams moved to approve the Resolution to become a member of the Interlocal Risk Financing Fund of NC. Commissioner Mary Allen seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

Governing Body Resolution

of the

Town of Jamesville
(Name of Unit of Local Government)

WHEREAS, certain municipalities and other units of local government of the State of North Carolina, as defined in G.S. 160A-460(2), have agreed to create the INTERLOCAL RISK FINANCING FUND OF NORTH CAROLINA and have agreed to pool the risks of their exposure to property losses and potential liabilities in the manner herein provided pursuant to, and to be governed by, the provisions of North Carolina General Statutes 160A-460 *et seq.* (Part 1 of Article 20 of Chapter 160A);

NOW, THEREFORE, BE IT RESOLVED that the above named unit of local government elects to become a member of the INTERLOCAL RISK FINANCING FUND OF NORTH CAROLINA upon the terms and conditions stated in the “Interlocal Agreement for a Group Self-Insurance Pool For Property and Liability Risk Sharing,” with such future policy renewals constituting a continuing ratification of this decision to be a member of the Fund and to abide by the terms and conditions of the Interlocal Agreement.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the duly authorized officials of the above named unit of local government are directed to execute in the name of said unit the “Interlocal Agreement for a Group Self-Insurance Pool For Property and Liability Risk Sharing,” a copy of which is attached to and made a part of this Resolution.

I certify that this is a true and correct copy of this Resolution, duly adopted by the governing body on the 23rd day of May, 2024, as it appears of record in its official minutes.

Town of Jamesville
(Name of Unit of Local Government)

By: Craig A. Tucker
(Mayor, or Board Chair)

ATTEST: Kimberly Cockroft
(Clerk, or Secretary to the Board)

(SEAL)



4. **IRFF of NC Property/Liability Insurance Proposal** – Commissioner Preston Craddock moved to approve the IRFF of NC Property/Liability Insurance Proposal as written. Commissioner Rachel Craddock seconded. Motion unanimously passed. 5 Ayes – 0 Nays.



INTERLOCAL RISK FINANCING FUND OF NORTH CAROLINA
Property and Liability Self-Insured Fund

Accept	Reject	Coverage	Limit	Deductible	Effective Date
		Liability			
X		General Liability *	\$ 5,000,000	\$ 0	07/01/2024
X		Employee Benefits Liability*	\$ 5,000,000	\$ 1,000	07/01/2024
	X	Premises Medical Pay			
		Police Professional Liability			
X		Public Officials Liability	\$ 5,000,000	\$ 10,000	07/01/2024
X		Employment Practices Liability	\$ 5,000,000	\$ 10,000	07/01/2024
		Liquor Liability			
		Property			
X		Blanket Buildings & Personal Property *	\$ 7,536,000	\$ 1,000	07/01/2024
		Inland Marine			
X		Municipal Equipment	\$ 216,331	\$ 500	07/01/2024
X		Computer Equipment & Media	\$ 50,000	\$ 500	07/01/2024
X		Portable Equipment	\$ 36,150	\$ 500	07/01/2024
X		Fine Arts	\$ 50,000	\$ 500	07/01/2024
		Scheduled Animal			
		Crime			
X		Employee Dishonesty	\$ 50,000	\$ 250	07/01/2024
X		Forgery & Alteration	\$ 50,000	\$ 500	07/01/2024
X		Inside Premises – Theft of Money or Security	\$ 5,000	\$ 250	07/01/2024
X		Outside Premises	\$ 5,000	\$ 250	07/01/2024
		Public Officials Bond			
		Automobile			
X		Automobile Liability *	\$ 5,000,000	\$ 0	07/01/2024
X		Auto Physical Damage - Comprehensive	118000		07/01/2024
X		Auto Physical Damage - Collision	118000		07/01/2024
	X	Uninsured/Underinsured Motorist Coverage			
		Impounded Vehicles (Comp/Collision)			
		Other			

* Indicates "core" coverage which must be elected before other optional coverage may be purchased

We have selected and hereby accept the above coverage(s) offered by the Interlocal Risk Financing Fund of North Carolina (IRFFNC/Property & Liability Program). We understand that this form constitutes acceptance of membership in the IRFFNC/Property & Liability Program and the coverage(s) selected will be bound on the effective date indicated subject to (i) the issuance of Declarations of Coverage by IRFFNC/Property & Liability Program and (ii) timely payment of contribution.

Name of Entity: TOWN OF JAMESVILLE	Date: 05/23/2024
Signature of Authority: <i>Craig A. Tucker</i>	Title: Jamesville Mayor

Contribution Payment Option: Annual Quarterly**

Risk Management Services
Underwriting - Property & Liability Program
434 Fayetteville Street, Suite 1900, Raleigh, NC 27602

VI. Board Comments – None.

VII. Adjourn

Commissioner Mary Allen moved to adjourn at 8:19 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