

TOWN OF JAMESVILLE
SPECIAL BOARD MEETING 08/21/2023
MINUTES

The following is an account of the minutes taken at the Special Board Meeting held between 6:00 p.m. & 7:53 p.m. on 08/21/2023 at the Jamesville Town Hall, 1211 Water Street, Jamesville, NC 27846.

Attendees

- Craig Tucker – Mayor
- Willis Williams - Mayor Pro Tem
- 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

Commissioner Mary Allen moved to approve the agenda. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

III. Approval of Minutes

A. Regular Board Meeting / Closed Session – July 10, 2023.

Commissioner Kimberly Cockrell moved to table approval of the minutes until the September meeting, with a second by Commissioner Rachel Craddock. Motion unanimously passed. 5 Ayes - 0 Nays.

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

Commissioner R. Craddock moved to go into closed session, with the second given by Commissioner Williams. Vote was unanimous. 5 Ayes – 0 Nays. Time was 6:04 p.m.

During closed session, board members conducted two interviews for the open job position.

Commissioner Preston Craddock moved that the board go out of closed session and back into regular session. A second was made by Commissioner Williams. Upon call for the vote, the motion carried unanimously. 5 Ayes – 0 Nays. Time was approximately 7:43 p.m.

Motions - Regular Session.

Commissioner P. Craddock moved that the board set a special meeting date for Monday, August 28 at 6:00 p.m. to interview a third individual for the open job position. A second was given by Commissioner Williams. The motion carried unanimously. 5 Ayes – 0 Nays.

V. Board Comments

Vehicle Maintenance Logs. Mayor Tucker proposed maintenance log forms for each of the town's vehicles which would detail inspections by the employees using them. Notations would be made about a vehicle's condition or any problems occurring. Separate incident forms located in the town office are to be used for reporting problems or needed maintenance.

Amendments were made to the form to include additional details regarding driver info, mileage and purpose served, which brought forward the need for a driver log separate from a maintenance log since vehicles can be used by any employee.

The mayor noted there were maintenance problems occurring with the town's gray truck.

Said revised forms will be presented to the board at an upcoming meeting.

VI. Adjourn

Commissioner Allen moved to adjourn at 7:53 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