

TOWN OF JAMESVILLE
MONTHLY BOARD MEETING 10/09/2023
MINUTES

The following is an account of the minutes taken at the Regular Monthly Board Meeting held between 7:00 p.m. & 9:40 p.m. on 10/09/2023 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 7:00 p.m. Commissioner Willis Williams offered the prayer. Also in attendance: Kathy Waters with the Roanoke Beacon, Employees Samuel Lilley, Heath Bess and Betty Williams, and Zoning Board Chairperson Delsie Williams.

II. Adopt Agenda

Commissioner Mary Allen added item VII. New Business, B. Commissioner Pay Request. Commissioner Kimberly Cockrell added items:

- V. Reports, D. Finance Officer, 3. Water/Sewer Billing Error
- VII. New Business, C. GFL Bill - Jamesville Restoration Project

Hearing no other additions or changes, Commissioner Williams moved to adopt the agenda as amended. Commissioner Rachel Craddock seconded. Vote was unanimous. 5 Ayes – 0 Nays.

III. Approval of Minutes

Commissioner R. Craddock moved to defer approval of the closed session minutes [listed below], with a second by Commissioner Preston Craddock. Vote was unanimous. 5 Ayes – 0 Nays.

Commissioner Williams moved to adopt the regular and special minutes, with a second by Commissioner Allen. The motion carried unanimously. 5 Ayes – 0 Nays.

- Special Board Meeting/Closed Session – August 21, 2023
- Special Board Meeting/Closed Session – August 28, 2023
- Regular Board Meeting/Closed Session – September 11, 2023

IV. Public Comment

Mr. William Moore / 2201 Main Street – Water Bill Adjustment Request. Moore stated that the last billing for his business was \$978.98, resulting from an unattended flowing water hose and not a leak. The board’s deliberation indicated that an adjustment cannot be approved for said situation per ordinance policy. As a form of relief, Commissioner P. Craddock moved that the board arrange a monthly payment plan to be paid in addition to future monthly billing. Further discussion addressed the details of the payment plan requiring the balance to be paid by the end of the current fiscal year, with Moore concurring to do so. Regarding late fees, Commissioner P. Craddock amended his motion to forgive the late fee penalties for the time period of the \$978.98 payment plan as long as the future monthly balance is paid in full. A second was given by Commissioner Williams. The motion carried unanimously. 5 Ayes – 0 Nays.

Mr. Ralph Johnson / 1067 Fleming Circle – Water Bill Adjustment Request. Upon receiving a water bill around \$408.00, Johnson noted that a water leak was verified at his property by town staff. A plumber was contacted and a split pipe was repaired at a cost of \$205.44 [copy of bill provided to town clerk]. Commissioner Williams moved to approve a water billing credit, with a second by Commissioner R. Craddock. Vote was unanimous. 5 Ayes – 0 Nays.

V. Reports

A. Mayor - Introduction of New Employee. Mayor Tucker welcomed Mr. Heath Bess, the town's new public works and maintenance employee, with today being his first day.

B. Water/Wastewater Report - Samuel Lilley. Employee Lilley noted that a bad pipe leak on one of the softeners was repaired, requiring a new union and some welding, and all is currently operational. Lead and copper test samples have tested without any problems revealed. Check valves on the iron removers were sticking but have been reset and working properly. A water line burst occurred at 1980 Main Street while town staff was attempting to locate the main water line for hookup to the new meter. A new meter was also installed at 1037 Sunset Avenue. A water leak was discovered at a trailer on New Street with the property owner alerted.

C. Public Works Report – No report given.

D. Finance Officer - Kimberly Cockrell

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

2. **Budget Amendments.** None.

3. **Water/Sewer Billing Error.** A billing error occurred with Account #94, which needs a credit adjustment of \$146.20. Commissioner Williams indicated “so move,” with a second by Commissioner R. Craddock. Vote was unanimous. 5 Ayes – 0 Nays.

E. Mid-East Commission. Commissioner Rachel Craddock reported that the last meeting discussed a way to have a bigger voice for Eastern NC by forming a committee with county representatives to help move forward any requests to the state.

F. Planning Board. It was noted the board is awaiting a response from the town's zoning consultant regarding mobile food truck policies from nearby localities.

G. Herring Festival. As director of the NC Herring Festival, Commissioner Rachel Craddock stated that the 2024 festival most likely will not occur unless more volunteers come forward in order to provide adequate planning and event help. Pleas and advertisements requesting volunteers have been done with very little response. By September 2022, planning details had already begun for 2023, and with no additional volunteers committing to be available, the hard work of planning for 2024 is becoming critical. Though the 2023 festival was successful, the volunteers were extremely overworked, as well as office staff, which Craddock offered is not fair to impose for future events. A comment was made that if the two-day festival could not be possible then maybe an abbreviated version of the festival could be held.

H. Water/Sewer Grant Projects

1. **Piedmont Natural Gas Commercial Service Agreement.** Finance Officer Cockrell explained this service agreement is being presented to the board for approval. DEQ has indicated the \$1,933.20 construction hook-up cost for the new water plant is eligible for grant funding.

Commissioner P. Craddock moved to approve the service agreement, with a second by Commissioner Williams. The motion carried unanimously. 5 Ayes – 0 Nays.

As to a town survey for residents interested in natural gas service, Piedmont has indicated the possibility of actually running lines throughout Jamesville is slim because of the prohibitive material expense. At some point in the future, consideration may be given to a selected area.

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 Allen seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

B. Cell Phone Upcoming Renewal Plan – US Cellular. Town Clerk Cockrell indicated she is still awaiting a return call from a representative in order to have some questions answered regarding the renewal plan. Several messages have been left. At the board’s last meeting, a motion was made to authorize the clerk to use her best judgment and discretion in selecting a plan.

VII. New Business

A. Resolution – NC Debt Setoff Program. Commissioner Williams moved to approve the NC Local Government Debt Setoff Program resolution. Commissioner R. Craddock gave the second. Upon call for the vote, the motion carried unanimously. 5 Ayes – 0 Nays.

NC Local Government Debt Setoff Program

Whereas, NCGS Chapter 105A, Setoff Debt Collection Act, authorizes the North Carolina Department of Revenue to cooperate in identifying debtors who owe money to qualifying local agencies and who are due refunds from the Department of Revenue; and

Whereas, the law authorizes the setting off of certain debts owed to qualifying local agencies against tax refunds; and

Whereas, the North Carolina Association of County Commissioners and the North Carolina League of Municipalities have jointly established a clearinghouse to submit debts on behalf of the Local Agency, The Town of Jamesville, as defined in G.S 105A -2 (6), effective January 1, 2006 and thereafter as provided by law;

Now Therefore, be it Resolved that the local agency will participate in the debt setoff program and hereby designates the Town of Jamesville Board of Commissioners as to hold hearings and conduct necessary proceedings. The Governing Body Chair and Manager/Administrator/Director are hereby authorized to execute such documents and agreements as necessary to participate in the debt setoff program.

Adopted by the Town of Jamesville Board of Commissioners on October 9, 2023.

Craig Tucker, Mayor

Attest:

Kimberly Cockrell, Town Clerk

B. Commissioner Pay Request. Commissioner Mary Allen requested her commissioner's pay for the 2023 meetings including this date. Commissioner Rachel Craddock moved to approve, with a second by Commissioner Williams. Vote was unanimous. 4 Ayes – 0 Nays. Commissioner Allen recused herself from the vote.

C. GFL Bill – Jamesville Restoration Project. Previously, the board had agreed to cover the expense of one dumpster for the community restoration project. The final billing amount for the town's share is \$498.54. Commissioner Williams moved to approve, with a second by Commissioner Cockrell. Vote was unanimous. 5 Ayes – 0 Nays.

D. Town Truck – Gray F-150. Commissioner Cockrell reported that the tracker is not operating on the gray F-150. Council's Garage in Williamston diagnosed the module problem and can install the new unit being shipped from the tracker service. Discussion also addressed the tracker needing to be taken off the F-350 and installed on the F-550, which Council's can do as well. Commissioner Williams moved to approve as discussed, with a second by Commissioner P. Craddock. Vote was unanimous. 5 Ayes – 0 Nays.

VIII. Closed Session – Pursuant to NCGS §143-318.11(a)(1) To Protect Confidential or Privileged Information – Closed Session Minutes
Closed Session – Pursuant to NCGS §143-318.11(a)(3) Attorney/Client Privilege

Commissioner Willis Williams moved to go into closed session, with the second given by Commissioner Rachel Craddock. Vote was unanimous. 5 Ayes – 0 Nays. Time was 8:08 p.m. A brief break was taken before discussion ensued.

During closed session, the board discussed with Town Attorney Jonathan Huddleston transcription requirements of closed session minutes as well as an employee issue.

Commissioner Preston Craddock moved that the board go out of closed session, with the second given by Commissioner Williams. Vote was unanimous. 5 Ayes – 0 Nays. Time was 9:39 p.m.

Based on the town attorney's recommendation given during closed session, Town Clerk Kimberly Cockrell summarized that the closed session minutes for July, August and September's meetings will be revised as brief general summary. Revised drafts will be presented at the November 13 board meeting. The attorney noted that no formal motion is necessary in that the cited drafts have not been approved, as the board's direction to revise said minutes is based on discussion.

IX. Board Comments - No additional comments were offered by board members.

X. Adjourn

Commissioner Allen moved to adjourn at 9:40 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