

TOWN OF JAMESVILLE
MONTHLY BOARD MEETING 12/11/2023
MINUTES

The following is an account of the minutes taken at the Regular Monthly Board Meeting held between 7:00 p.m. & 9:04 p.m. on 12/11/2023 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. Commissioner Williams then gave an update on his youngest son's health. Also in attendance: Kathy Waters with the Roanoke Beacon, and Employees Heath Bess and Betty Williams.

II. Adopt Agenda

Commissioner Williams added item VII. New Business, E. Hazen Meeting Minutes. Hearing no other changes, Williams then moved to adopt the agenda as amended. Commissioner Mary Allen seconded. Vote was unanimous. 5 Ayes – 0 Nays.

III. Approval of Minutes

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

- Regular Board Meeting – November 13, 2023
- Water Treatment Plant (WTP) Pre-Construction Meeting – May 3, 2023
- WTP Construction Meeting – July 19, 2023
- WTP Construction Meeting – August 16, 2023
- WTP Construction Meeting – September 20, 2023
- WTP Construction Meeting – October 18, 2023
- WTP Construction Meeting – November 15, 2023

IV. Public Comment – None.

V. Reports

A. Mayor - None.

B. Water/Wastewater Report. Employee Samuel Lilley was not in attendance due to feeling unwell. On behalf of Lilley, Town Clerk Kimberly Cockrell provided an update to the board regarding a water valve on Washington Street that was leaking and needing replacement.

Also at the Jamesville Elementary school, a 2” water meter needs to be replaced, with the part costing around \$900. Staff will be doing the installation. The projects will be scheduled to be fixed when the schools are out for the holidays or closed for the day. Commissioner Williams moved that the board approve the expense for the meter replacement and water valve, with a second given by Commissioner R. Craddock. Vote was unanimous. 5 Ayes – 0 Nays.

C. Public Works Report – Heath Bess. Employee Heath Bess reported that general maintenance during the past month included fixing a locked-up motor on a pump and that now provides two light-weight portable pumps for use. Winterization of buildings has been done. Clean up work and trimming overgrowth around the sewer plant is being completed.

D. Finance Officer - Kimberly Cockrell

1. **Financial Statements – November 2023.** Finance Officer Kimberly Cockrell presented and reviewed with board members the November 2023 financial reports for all town funds. A deposit made by DEQ into the town’s general fund was transferred to the water/sewer grant projects account, with instruction given for future deposits to be corrected. An inquiry was made regarding how the vehicle fuel expense is accounted for in both the general and water/sewer funds. Some months may reflect a larger amount due to the purchase delivery filling the town’s storage tank.

2. **Budget Amendments.** Amendments were needed for additional commissioner fees for WTP meetings, an increase in zoning assistance from Mid-East, and an increase in sheriff department coverage at night. Commissioner Williams moved for approval of the budget amendments, with a second given by Commissioner Allen. The motion carried unanimously. 5 Ayes – 0 Nays.

	GF Budget Amendment #2 – 12/11/23	<u>Credit</u>	<u>Debit</u>
1039300	Appropriated Fund Balance	\$9,340.00	
1040112	Bonus/Longevity/Commissioner Pay		\$3,840.00
1040196	Zoning Expense		\$1,500.00
1043000	Public Safety Sheriff Department		\$4,000.00
		<hr/>	
		\$9,340.00	\$9,340.00

3. **Water/Sewer Customer Account Adjustment.** A penalty fee of \$38.07 was reversed for 2201 Main Street, for which a payment arrangement has been authorized for a balance due. Commissioner Williams moved for approval, with the second by Commissioner Preston Craddock. Vote was unanimous. 5 Ayes – 0 Nays.

4. **FY 22-23 Audit Contract - Revised.** Finance Officer Cockrell explained the FY 22-23 audit was not submitted to the Local Government Commission by December 1, 2023. The delay has been due to the auditor’s staff workload. The revised contract modifies the submission date to January 31, 2024. Commissioner P. Craddock moved for approval, with the second by Commissioner Williams. The motion carried unanimously. 5 Ayes – 0 Nays.

It was noted the fee for the audit is \$12,000, down from previous years at \$14,000 when we were using a previous auditor. New laws by the LGC require the audit report to be submitted by nine months following the close of a fiscal year, with penalties imposed via withholding a portion of sales tax distributions if not submitted by the end of twelve months.

5. **Employee Bonus Check Approval.** Commissioner Williams moved for approval of the employee Christmas bonus checks, with the second given by Commissioner R. Craddock. The motion carried unanimously. 5 Ayes – 0 Nays.

E. Mid-East Commission. Commissioner Rachel Craddock reported that the last meeting and luncheon discussed many informative items with focus given to the cooperative sharing of municipal needs, particularly with small towns that have limited budgets. One identified need dealt

with the requirement and expense of an ORC. Mayor Tucker suggested that local high school students should be encouraged to consider the role of an ORC as a career choice because of the increasing opportunities. Commissioner Williams offered that another area which needs to be addressed as a sharing opportunity is zoning administration.

Commissioner R. Craddock then brought forward that District #3 was discussed with regard to water issues. Commissioner Williams briefed the board about the history of water service problems due to decisions that were made years ago by Martin County and the Town of Williamston. Commissioner Cockrell noted she was questioned by a county commissioner about the Town of Jamesville's ability to sell water to the county, adding that she also addressed how District #3 residents need financial assistance with having their well water tested. Williams indicated to Mayor Tucker he will provide a written history of Weyerhaeuser's 6% property tax funding once received by the Town of Jamesville and used toward school expenses but was stopped and retained by Martin County for its budget.

The next meeting will be held in March.

F. Planning Board. Town Clerk Cockrell noted that an application for rezoning property down Astoria Road is being resubmitted with revisions after several issues were identified at the zoning board's November 27, 2023 meeting.

G. Herring Festival. Commissioner Rachel Craddock stated there was much public reaction via social media when the notice was posted regarding the cancellation of the herring festival. Encouragement was made that persons should bring their concerns to the next board meeting. Craddock recognized no one was present for this meeting to address the festival cancellation, which she felt showed a continued lack of interest in volunteers stepping forward to help carry the load of planning work. The board agreed to take the festival off the monthly meeting agenda.

H. Water/Sewer Grant Projects. Monthly day meetings hosted by the engineer are being held at the town hall for the benefit of updating the town on current grant projects. Commissioner Cockrell indicated there is nothing new to update at this time other than construction with the building has greatly progressed. Commissioner Williams noted there continues to be some difficulty with the availability of construction materials. The target date for the whole system to be on line is April. The next scheduled update meeting will be held in February.

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 Allen made the motion to approve the disconnections list and enforce the rules. Commissioner Williams seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

B. Cell Phone Upcoming Renewal Plan – US Cellular. Town Clerk Cockrell indicated the new cell phones and accessories have been received.

VII. New Business

A. Water Shortage Response Plan Resolution. Town Clerk Cockrell noted the board has previously approved the water shortage response plan, which has been accepted by the State of NC. The next formal step is adopting the resolution. Commissioner P. Craddock moved to approve the water shortage response plan resolution. Commissioner Allen seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

TOWN OF JAMESVILLE

RESOLUTION FOR APPROVING WATER SHORTAGE RESPONSE PLAN

WHEREAS, North Carolina General Statute 143-355 (l) requires that each unit of local government that provides public water service and each large community water system shall develop and implement water conservation measures to respond to drought or other water shortage conditions as set out in a Water Shortage Response Plan and submitted to the Department for review and approval; and

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

WHEREAS, the Jamesville Town Board finds that the Water Shortage Response 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 Environment and Natural Resources for the development of a state water supply plan as required by statute;

NOW, THEREFORE, BE IT RESOLVED by the Town Board of the Town of Jamesville that the Water Shortage Response Plan entitled, Water Shortage Response Plan dated May 31, 2023, is hereby approved and shall be submitted to the Department of Environment and Natural Resources, Division of Water Resources; and

BE IT FURTHER RESOLVED that the Jamesville Town Board 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 11th day of December, 2023.

B. Zoning Fee Schedule Review / Update. Finance Officer Cockrell explained that the town’s zoning consultant fees have been increasing due to applicants directly seeking advice and application assistance with Mid-East. Discussion addressed that applicants need to cover the \$75/hour fee for such pre-application costs and not the town, particularly for text amendments or rezoning issues that require changes to the town ordinances. This matter has been addressed with the consultant who agrees that an applicant should cover application questions and assistance costs. A proposal will be forthcoming in the next several months.

C. NCRWA Letter of Appreciation. Clerk Cockrell stated that Rural Water employees have helped the Town of Jamesville in many ways above and beyond their regular services. The following letter addressed to Mr. Daniel Wilson/NC Rural Water Association was presented for the board’s consideration:

“The Jamesville Town Board and employees would like to express our sincere appreciation for the services that Rural Water offers to its members. We are a small town and rely on your services to aide in creating plans, annual reports and leak detection/solutions of water and sewer utility issues.

“It would put a financial hardship on our town to have to pay for those services that you provide to us for being an active member. Your employees are very respectful and always bring a high level of expertise to aide in solving any questions/issues that the town has.

“We hope that Rural Water will continue to provide these services for many years to come. Thank you for being a valuable resource for all water and sewer utility owners.”

With the mayor’s signature, Commissioner P. Craddock moved for approval of the NCRWA letter of appreciation, with a second given by Commissioner Allen. Vote was unanimous. 5 Ayes – 0 Nays.

D. Strap Grant Funding – Martin County Email. Commissioner Cockrell explained the Strap Grant Funding deals with money available for stream and drainage areas debris removal. In previous years, Jamesville has had grant-funded cleanup done at Cooper’s Swamp. Currently, the same area needs to be maintained again, including the sewer line path, as well as some ditches within town limits. Board members were asked to think of other areas which need cleanup so that a list could be generated and submitted as grant funding is allocated. Commissioner Preston moved for approval to request the cleanup as has been done in the past and to add current needs. Commissioner Williams gave the second. Vote was unanimous. 5 Ayes – 0 Nays.

E. Hazen Meeting Minutes. Mayor Tucker reported that he and Commissioner Williams attended the Martin County Water and Wastewater Partnership Evaluation Kick Off Meeting held November 28, 2023. This meeting was to initiate the partnership’s study regarding the water and wastewater utilities operating within Martin County to evaluate alternatives that would improve the level of service across the county and to reduce financial burdens on customers. For a detail summary of the Hazen team’s report (the team manages water and sewer systems), Town Clerk Cockrell indicated she will forward to board members the Powerpoint presentation from the meeting. Commissioner Cockrell clarified the regionalization pulls together studies done under AIA grant funding, which is to first compile resource data from municipalities within Martin County before any improvement project planning can begin.

Discussion by the board noted the Town of Jamesville has worked hard to obtain its grant funding for current water and wastewater projects now underway. It was emphasized that the town is willing to share information on how grant funding was achieved but is not interested in having Martin County manage Jamesville’s water and wastewater systems.

Commissioner Williams pointed out that a grant plan needs to be developed for aiding the residents of District #3 who are having trouble with their well water. The Town of Jamesville has an adequate quality water supply that could cover District #3 and even other areas of Martin County. Sewer services could also be provided, and together with water service, the Town of Jamesville could increase its customer base which would also increase its fiscal revenues.

Williams explained that all the other water systems within Martin County are having problems because of the poor quality of their water supply. State regulations require that any water system operating as a leading supplier has to be able to replace its operating system via revenues generated from the customer base. An expense to be mindful of with water and wastewater systems is the hiring of qualified staff to oversee the operations, particularly the ORC.

VIII. 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 Mary Allen. Vote was unanimous. 5 Ayes – 0 Nays. Time was 8:38 p.m. A brief break was taken before discussion ensued.

Commissioner P. Craddock moved that the board go out of closed session, with the second given by Commissioner Allen. Vote was unanimous. 5 Ayes – 0 Nays. Time was 9:01 p.m.

Disbursement Approved. Commissioner Preston Craddock moved to accept the pay schedule for Commissioner Kimberly Cockrell for the water treatment plant update meetings and her adjusted Comp-time hours as an employee. Commissioner Williams seconded. Upon call for the vote, the motion carried as 4 Ayes – 0 Nays – 1 Abstain [by Kimberly Cockrell as recipient].

Mail Pick Up Policy. Commissioner P. Craddock moved that the assistant town clerk be allowed to pick up and process the mail as needed. Commissioner Allen gave the second. Vote was unanimously carried. 5 Ayes – 0 Nays.

Mayor - Medical Concerns. Commissioner R. Craddock moved that the board accept the office keys from Mayor Tucker until a time he is stronger health-wise, so that no one has to worry about him being in the office by himself. Commissioner Williams seconded. Vote was unanimous. 5 Ayes – 0 Nays.

IX. Board Comments – None.

X. Adjourn

Commissioner Allen moved to adjourn at 9:04 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