

**TOWN OF JAMESVILLE**  
**MONTHLY BOARD MEETING 01/13/2025**  
**MINUTES**

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The following is an account of the minutes taken at the Regular Monthly Board Meeting held between 7:05 p.m. & 10:08 p.m. on 01/13/2025 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
- Rachel Craddock – Commissioner
- Mary Allen – Commissioner
- Kimberly Cockrell – Commissioner
- Preston Craddock – Commissioner

**Absent**

- Willis Williams – Commissioner

Minutes Recorder – Kimberly Cockrell, Town Clerk/Finance Officer

**I. Call to Order**

Mayor Craig Tucker called the meeting to order at 7:05 p.m. and offered the prayer. It was noted that Commissioner Williams is in the hospital. Staff present: ORC Samuel Lilley.

**II. Adopt Agenda**

No items were added to amend the agenda. Commissioner Preston Craddock moved for adoption of the agenda as presented. The second was given by Commissioner Mary Allen. Vote was unanimous. 4 Ayes – 0 Nays.

**III. Approval of Minutes**

Commissioner Rachel Craddock moved to accept the minutes as presented. A second was given by Commissioner Preston Craddock. Vote was unanimous. 4 Ayes – 0 Nays.

- Monthly Board Meeting & Closed Session – August 12, 2024
- Monthly Board Meeting – September 9, 2024

**IV. Public Comment – None.**

**V. Reports**

**A. Mayor.** Mayor Tucker expressed appreciation for all the extra work done by ORC Samuel Lilley with regard to the new water plant, noting many unexpected problems have occurred.

**B. Water/Wastewater Report – Samuel Lilley.** ORC Lilley indicated that the last month dealing with problems has been demanding, particularly due to the cold weather creating issues.

On January 2, Mr. Cliff Whitfield, NCDEQ Regional Engineer, met with Lilley and explained why the town is operating as a B Well Certification because of the advanced reverse osmosis treatment. An email has been received by the town clerk which details items that need to be taken care of and put in place.

On January 4, a high chlorine warning occurred due to cold temperatures freezing the sulfite, causing the chemicals to not mix together for proper operation. Lilley discussed with board

members that a heated storage unit will have to be built in order to protect the chemicals from freezing. Kurita [plant manufacturer] representatives will be also monitoring this issue. Lilley cited examples of maintenance training that is ongoing, with care being given to operations while the plant itself is under warranty.

ORC Lilley stated he would like to see the board do a walk-through of the new water plant to check on any unfinished or needed work to be completed.

Waypoint [Lab] had given bottles for a VOC water sample about a year ago but the testing was not due until May 2025. When ORC Lilley went to complete the sample the contents of the bottle had burst and it couldn't be used. He reached out to Waypoint and has since received a new bottle. Mike Houston with NCRWA came on January 2<sup>nd</sup> to help with the testing. He will be returning to get the sample completed and submitted before May.

Two sewer blockages occurred on Astoria Road. Also, the cold weather caused both pumps at the wastewater plant to shut down, and after about two hours of maintenance, they were back in operation. The pumps were clogged with rags, which is still reoccurring often no matter how much the public is notified to not flush certain materials.

The pump station at River's Edge has been rebuilt twice, and ORC Lilley recommended that it be replaced. The town already has a pump in inventory but an electrician will be needed for proper installation.

**C. Public Works Report** – No report given.

**D. Finance Officer - Kimberly Cockrell**

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

2. **Budget Amendments.** This budget amendment is needed for the advertisement costs associated with the water/wastewater job vacancy, reposting bid advertisement for the wastewater projects and an increase in lab fees for water and sewer analysis. Commissioner Allen moved to approve Budget Amendment #4, with a second given by Commissioner Preston Craddock. Vote was unanimously carried. 4 Ayes – 0 Nays.

**W/S BUDGET AMENDMENT #4 - 1/13/2025**

	<u>CREDIT</u>	<u>DEBIT</u>
3039300 Fund Balance Appropriated	\$10,900.00	
3071837 Advertising (S)		\$700.00
3071437 Advertising (W)		\$200.00
3071839 Sewer Analysis		\$5,000.00
3071439 Water Analysis		\$5,000.00
	\$10,900.00	\$10,900.00

\*\*\*Amendment is needed for the Advertising for Water/Wastewater Vacancy, reposting Bid Advertisement for the Wastewater Projects and increase in Labs fees for Water & Sewer Analysis.

3. **Comp-Time Payout – 4<sup>th</sup> Quarter.** Finance Officer Cockrell noted that there are many hours to be compensated for but pointed out much of the additional hours were due to breakdowns with some of those hours occurring during the holidays. Commissioner Preston Craddock moved for approval, with Commissioner Rachel Craddock giving the second. Commissioner Cockrell abstained, being an employee recipient. The motion passed. 3 Ayes - 1 Abstain.

Commissioner Rachel Craddock inquired about the amount of accrued vacation time, with FO Cockrell indicating, per town policy, that any employee as of January 1<sup>st</sup> having more than

240 unused vacation hours, those hours exceeding 240 roll over into accrued sick time which count as service credit hours towards retirement. Most often, when an employee takes time off from work, accrued comp time is being used first.

4. **Water/Sewer Account Adjustments.** These adjustments are for two apartment accounts located at 1455 St. Andrews Street. An error occurred with the meter being read incorrectly. Commissioner Preston Craddock moved to approve the adjustments, with a second given by Commissioner Allen. Vote was unanimous. 4 Ayes – 0 Nays.

**E. Mid-East – Rachel Craddock.** Commissioner Rachel Craddock stated that a meeting will be held Thursday, January 16. An update will be forthcoming.

**F. Planning Board – Delsie Williams.** No information or update was brought before the board.

**G. Water/Sewer Grant Projects**

1. **WTP Project Updates.**

2. **Sewer Rehab & WWTP Project Updates – Bid Opening Rescheduled for Thursday, January 16, 2024 at 11:00 a.m. and 11:30 a.m.**

Updates via email addressed project delays due to cold weather related issues that occurred and the need for switching back to operating the old water plant until further notice. A chemical feed area design was described, proposed for resolving chemicals freezing. The recommended location of the delivery access door was discussed as well as proper ventilation. Two bid openings are scheduled for January 16 at 11:00 a.m. and 11:30 a.m., for the purpose of the projects Sewer System Improvements & Rehabilitation [SRP-W-ARP-0238] & Sanitary Sewer Improvements [SRP-W-ARP-0238].

**H. Mideast Pro – TCC & TAC – Mary Allen.** Commissioner Allen stated that she is unable to attend the Mideast Pro meeting this week due to a schedule conflict with a doctor’s appointment. Comments made addressed the progress on Highway 17, as well as work on Prison Camp Road.

**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 Preston Craddock moved to approve, with Commissioner Allen giving the second. Vote was unanimous. 4 Ayes – 0 Nays.

**B. Water/Sewer Account Holder.** Commissioner Cockrell explained this agenda item addresses the town’s water/sewer accounts for the purpose of obtaining accurate account holder information when a change of name is requested. Application forms need to reflect all persons listed on the account, and an amended application should be attached to any request for a change of account name so that enforcement of payment due can be sought.

Recommendation is being made to require notarized documentation to accompany the change of name form to cover divorce, marriage, death or other situations. Examples were discussed by the board identifying different scenarios of why account information has changed or that service is being used by another person. One example cited, in the case of death, is account information may reflect a deceased person but their living spouse is not officially listed on the account. In said case, an update should be made and the deposit transferred under a grandfathered policy procedure.

A proposed language amendment to the ordinance incorporates deposit transfers per the change of name request form’s listed scenarios as well as for other situations that may arise as approved by the board. Further language will be developed to cover grandfathered deposit transfers.

At this time, Clerk Cockrell reviewed statute law for verification of voting procedures. For an ordinance adopted on the day of introduction, a 2/3 vote is required. The following changes were proposed to the board for approval:

### **Security Deposit**

- A. A deposit, in an amount set by the Jamesville Town Board of Commissioners, is required for all customers.
- B. ~~Deposit cannot be transferred to another location within the town limits and cannot be transferred to another individual.~~ Deposit can be transferred per utilities change of Name/Add Name Request Form. If situation is not listed on the form, a transfer can only occur if approved by the Jamesville Board of Commissioners.

Regarding the proposed ordinance language change as well as the proposed form for change of account name request, Commissioner Preston Craddock moved to approve the changes and form presented. Commissioner Allen giving the second. The motion carried unanimously. 4 Ayes – 0 Nays.

**C. 2024 StRAP Grant Contract Bid Opening.** The following bids were opened:

- K&J Snagging - \$137,755
- Roberson Contracting, LLC - \$135,500
- Hall American Property Pros. - \$67,000

A meeting date of January 28 at 7:00 p.m. was set to review specifics of the approved bid for the proposed work to ascertain that grant work description is covered. A total of \$166,684 in grant funding has been awarded, with a window date of December 31, 2026 to use the funds.

**D. Response to Notice Regarding Homeschool Documentation, LLC Formation and Animal Ownership.** No update has been received from the town attorney.

### **VII. New Business**

**A. Hazen & Sawyer Regionalization Meeting – Thursday, January 9, 2025 (Virtual).**

Commissioner Cockrell referenced an email sent to board members summarizing this meeting's information. The Town of Jamesville has, basically, been dropped from the county's study, which should be revisited.

**B. NCLM Legislative Goals.** Board members indicated their preferences for prioritizing goal statements as recommended by the NCLM for the upcoming fiscal year. Ten goal statements were selected and notated by the clerk for submission.

**C. NCLM Designated Person.** With reference to the NCLM's goal statements, the deadline for municipalities to designate a voting delegate is Thursday, January 16, 2025. Commissioner Preston Craddock moved that the board submit to the NCLM the ten ranked goal statements as reviewed and that Commissioner Kimberly Cockrell be the appointed voting delegate. Commissioner Rachel Craddock seconded. Vote was unanimous. 4 Ayes – 0 Nays.

**D. Old Refrigerator – Town Hall.** The antique refrigerator used in the town hall office needs to be replaced. The board agreed to buy a basic new refrigerator in order to have warranty coverage, that it include an icemaker for providing ice used by the ORC when transferring water samples. Commissioner Preston Craddock moved to purchase a new refrigerator including the potential cost of an extended warranty, setting the approved purchase to be no more than \$1,000. Commissioner Rachel Craddock offered the second. Finance Officer Cockrell recommended that the motion also

reflect approval of a budget amendment. Further discussion by board members indicated to split the purchase between the general and water/sewer funds. Commissioner P. Craddock then amended his motion to include approval of a budget amendment as well as splitting the expense between the water/sewer fund and the general fund, the expense to go to capital outlay from appropriated fund balance. Commissioner R. Craddock seconded the amendment to the motion. Upon call for the vote, the motion carried unanimously. 4 Ayes – 0 Nays.

**W/S BUDGET AMENDMENT #5 - 1/13/2025**

	<u>CREDIT</u>	<u>DEBIT</u>
3039300 Fund Balance Appropriated	\$500.00	
3071890 Capital Outlay (S)		\$250.00
3071490 Capital Outlay (W)		\$250.00
	\$500.00	\$500.00

\*\*\*Amendment is needed for the purchase of a new refrigerator for the Town Hall

**GF BUDGET AMENDMENT #4 - 1/13/2025**

	<u>CREDIT</u>	<u>DEBIT</u>
1039300 Appropriated Fund Balance	\$500.00	
1040190 Capital Outlay		\$500.00
	\$500.00	\$500.00

\*\*\*Amendment is needed to purchase a new refrigerator for Town Hall

**E. Procurement Policy.** The procurement policy before the board was put together by Mr. Mike McAllister, Principal Project Manager with Municipal Engineering, Inc. With a nod for recommendation, Town Clerk Cockrell indicated she has reviewed the document to be used as a broad guide for the Town of Jamesville’s purchasing methods and practices including internal control measures for compliance of federal, state and local policies. Commissioner Rachel Craddock moved to accept the Town of Jamesville’s Procurement Policy, with a second given by Commissioner Preston Craddock. Vote was unanimous. 4 Ayes – 0 Nays.

**F. Internal Control Policy.** Clerk Cockrell presented a template policy used by the NC School of Government with amendments/edits made upon her perusal. This internal control policy is required by the ARP/CSLFRF Award. Commissioner Allen moved to adopt the Town of Jamesville’s Internal Control Policy: ARP/CSLFRF Award. Commissioner Preston Craddock gave the second. Vote was unanimous. 4 Ayes – 0 Nays.

**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 Rachel Craddock. Vote was unanimous. 4 Ayes – 0 Nays. Time was 9:14 p.m.

Commissioner Preston Craddock moved to go back into regular session, seconded by Commissioner Rachel Craddock. Vote was unanimous. 4 Ayes – 0 Nays. Time was 9:57 p.m.

Commissioner Preston Craddock moved to interview Mark Tyson at the board's special meeting on Tuesday, January 28 at 7:00 p.m. Commissioner Cockrell gave the second. Vote was unanimously carried. 4 Ayes – 0 Nays.

Commissioner Preston Craddock then made a motion to make all elected officials' pay the same at \$100 per meeting, followed by Commissioner Rachel Craddock giving the second. Vote was unanimous. 4 Ayes – 0 Nays.

Commissioner Preston Craddock moved to accept Taylor Ambrose's resignation [assistant town clerk] effective Thursday, January 16, 2025. Commissioner Allen seconded. Vote was unanimous. 4 Ayes – 0 Nays.

Commissioner Preston Craddock next moved to establish an advertisement accepting applications for the Assistant Town Clerk position with a submittal deadline of Thursday, February 6, 2025 at 12:00 p.m. Commissioner Allen offered the second. Vote was unanimous. 4 Ayes – 0 Nays.

Before the motion, discussion was held about the advertisement period and placements for the job posting so that the applications can be reviewed at the board's February regular meeting.

**IX. Board Comments – None.**

**X. Adjourn**

Commissioner Allen moved to adjourn at 10:08 p.m., with a second by Commissioner Preston Craddock. The motion unanimously passed. 4 Ayes – 0 Nays.

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