

TOWN OF JAMESVILLE
MONTHLY BOARD MEETING 10/14/2024
MINUTES

The following is an account of the minutes taken at the Regular Monthly Board Meeting held between 7:00 p.m. & 8:35 p.m. on 10/14/2024 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 7:01 p.m. and asked Commissioner Willis Williams to pray over the meeting. Staff present: Neil Lilley.

II. Adopt Agenda

Mayor Craig Tucker stated that the following changes be made to the agenda: Addition requested were under III. Approval of Minutes - B. WTP Progress Meeting September 18, 2024 / VII. New Business – C. NCDEQ Notice of Deficiency. Commissioner Preston Craddock moved for adoption of the agenda with the requested additions. The second was given by Commissioner Willis Williams. Vote was unanimous. 5 Ayes – 0 Nays.

III. Approval of Minutes

Commissioner Mary Allen moved to accept the minutes as written. A second was given by Commissioner Willis Williams. Vote was unanimous. 5 Ayes – 0 Nays.

- Regular Board Meeting – July 8, 2024
- WTP Progress Meeting – September 18, 2024

V. Public Comment

1. Laquisha Lee stated that she and her husband purchased the property located at 1392 St. Andrews Street. She explained that they would like to have a circle driveway around the house. She asked the board that they would like to approval to remove the sidewalk and curbing for the driveway. She stated that the yard needed to be leveled which would require additional dirt to be brought in which would also completely cover the sidewalk. Mayor Tucker made a comment that St. Andrews Street is a state road being an extension of Hwy 171. He continued that they would need to contact NCDOT regarding the sidewalk and curbing. She was given a contact number for NCDOT in Williamston. Mrs. Lee stated that she would return at next month's meeting to give the board an update on the status of the driveway.

2. Town resident Betty Gray sent in a letter asking the board for an adjustment on her account due to a water leak under her house. Commissioner Mary Allen motion to approve a wastewater adjustment for her account. Commissioner Willis Williams seconded. Vote was unanimous. 5 Ayes - 0 Nays.

VI. Reports

A. Mayor – Mayor Tucker gave an update that Lieutenant Governor Mark Robinson had a meeting at the Tele-center earlier today. He stated that the State Senator and Heads of the Department were in attendance.

B. Water/Wastewater Report – Samuel Lilley – Employee Samuel Lilley reported they had a few breakdowns over the past month that included WWTP repairs on the Aerator and clarifier. He continued that they are working at the new Water Treatment Plant making water and discharging it into the field. There have been leaks that have been repaired and still have 16 hours of training left. He closed with saying that the water treatment plant is over half way completed. Commissioner Rachel Craddock stated that she wished him and Heath good luck with the well exams that were coming up in the next week or so.

C. Water/Wastewater Report/Public Works Report – No Report

D. Finance Officer - Kimberly Cockrell

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

2. **Budget Amendments** – Commissioner Preston Craddock moved to approve the budget amendments that were presented. Commissioner Rachel Craddock seconded the motion. Vote was unanimous. 5 Ayes – 0 Nays.

W/S BUDGET AMENDMENT #1 - 10/14/2024

	<u>CREDIT</u>	<u>DEBIT</u>
3039300 Fund Balance Appropriated	\$1,000.00	
3071423 Supplies/Materials (W)		\$500.00
3071823 Supplies/Materials (S)		\$500.00
	<hr/> \$1,000.00	<hr/> \$1,000.00

***Amendment is needed for the WTP Ribbon Cutting Ceremony expenses.

3. **Employee Comp-Time Payout** – The Employee Comp-Time Payout for 7/1/24 – 9/30/24 was presented totaling \$1,351.23 to the board for approval. Commissioner Preston Craddock moved to approve the comp-time payout as presented. Commissioner Willis Williams seconded. Motion unanimously passed. 4 Ayes – 0 Nays. Clerk/FO/Commissioner Kimberly Cockrell recused herself from the vote due to being an employee and receiving payout.

E. Mid-East Commission – Commissioner Rachel Craddock stated that they have not had a meeting and nothing to report.

F. Planning Board – None

G. Water/Sewer Grant Projects.

1. **WTP Meeting 10/16/24 at 10:00 a.m.** The next grant project meeting is scheduled for Wednesday, October 16, 2024 at 10:00 a.m. for the engineer and general contractor to provide updates regarding the town’s new water treatment plant.

2. **WTP Project Updates** – Mayor

3. WTP Ribbon Cutting Ceremony – Clerk/FO asked the board if they would like to have a banner printed that advertises the upcoming Ribbon Cutting Ceremony. A list of sizes and prices were presented to the board. Commissioner Preston Craddock moved to purchase a 3x6 banner in the amount of \$85 from HTM Concepts. Commissioner Willis Williams seconded. Vote was unanimous. 5 Ayes – 0 Nays.

4. WTP Amendment to the short form of agreement – The board took discussion of a WTP Amendment to the short form of agreement between the owner and the engineer for professional service. Commissioner Preston Craddock moved to approve the agreement amendment as presented. Commissioner Kimberly Cockrell seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

H. Mideast Pro- TCC & TAC- Mary Allen- Commissioner Mary Allen stated that they had no meeting to report on.

VII. 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 made the motion to approve the disconnection list and to enforce the rules. A seconded was given by Commissioner Mary Allen. Vote was unanimous. 5 Ayes - 0 Nays.

B. Water/Sewer account holder / W/S Ordinance#81 Proposed Amendment – Town Clerk/Finance Officer Kimberly Cockrell reported to the board that there was no update for this month’s meeting. The board unanimous agreed to table the item until next month’s meeting.

C. Town Hall Foundation Repairs – Town Clerk/FO Kimberly Cockrell stated that the foundation repair contract with Tarheel Basement Systems had been finalized and a deposit submitted. The work is scheduled for December 10th & 11th.

D. 2024 StRAP Grant Contract – The Town of Jamesville has been awarded an additional \$28,929 in StRAP funds. Commissioner Mary Allen moved to accept the additional StRAP funds. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

E. Hazen & Sawyer Regionalization Meeting – The next Martin County Regionalization Meeting will be held on October 22, 2024 at 6pm in the Tele-center in Williamston. The board took discussion of the upcoming meeting and all board members will be in attendance.

VIII. New Business

A. 2024 Christmas Parades – Mayor Tucker read off all of the upcoming Christmas parades and Tree lighting ceremonies.

B. Response to Notice Regarding Homeschool Documentation, LLC Formation and Animal Ownership – The board was given an update that all of the information has been turned over to the town attorney for review. The board will be given an update at the next board meeting.

C. NCDEQ Notice of Deficiency – The board was presented a letter from NCDEQ regarding a notice of deficiency for Nitrogen/Total Ammonia samples for July 2024. The Town of Jamesville only submitted one sample for the month. The lab failed to give the town the additional sample bottle for the month. A response letter was presented to the board for approval. Commissioner

Willis Williams moved to approve the response letter as presented. Commissioner Preston Craddock gave a second. Vote was unanimous. 5 Ayes – 0 Nays.

IV. Closed Session Pursuant to G.S. 143-318.11(a)(6) Personnel

Commissioner Mary Allen moved to go into closed session, with the second given by Commissioner Preston Craddock. Vote was unanimous. 5 Ayes – 0 Nays. Time was 8:09 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 8:30 p.m.

No actions were taken by the board.

X. Board Comments –

Commissioner Preston Craddock mentioned that the Jamesville Ball Park was having a Bark & Boo for pets on October 30, 2024 from 4pm-7pm. The entry is \$3.00 per animal (dog or cat). The monetary donations will be going to the Human Society of Beaufort. The Angel Fund will be receiving any physical items that are donated during the event.

Mayor Tucker stated that he and his wife will be away on vacation on Monday, October 28th and will be returning home on Sunday, November 3, 2024.

Clerk/FO/Commissioner Kimberly Cockrell stated that the Jamesville Ruritan Club is having a BBQ Plate Fundraiser on October 17, 2024 with each plate being sold for \$10 each.

XI. Adjourn- Commissioner Preston Craddock moved to adjourn at 8:35pm. A second was given by Commissioner Mary Allen. Vote was unanimous. 5 Ayes – 0 Nays

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