

TOWN OF JAMESVILLE
MONTHLY BOARD MEETING 11/12/2024
MINUTES

The following is an account of the minutes taken at the Regular Monthly Board Meeting held between 7:00 p.m. & 9:26 p.m. on 11/12/2024 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
- Rachel Craddock – Commissioner
- Willis Williams - 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. Staff present: Samuel Lilley and Heath Bess.

II. Adopt Agenda

The following items were added to the agenda by the town clerk:

- VI. Old Business, F. Annual Christmas Party, Monday, December 2, 2024 at 6:00 p.m. at The Shamrock Restaurant
- VII. New Business, G. Brian Bennett Driveway – 1051 Martin Drive
- VII. New Business, H. LEAP Assistance Program
- VII. New Business, I. NC CMT Public Finance Seminar

Commissioner Preston Craddock moved for adoption of the agenda as amended. The second was given by Commissioner Williams. Vote was unanimous. 5 Ayes – 0 Nays.

III. Approval of Minutes

Commissioner Preston Craddock moved to accept the minutes as presented. A second was given by Commissioner Mary Allen. Vote was unanimous. 5 Ayes – 0 Nays.

- Special Meeting – November 15, 2023
- Closed Session – July 8, 2024

IV. Public Comment – None.

V. Reports

A. Mayor. Mayor Tucker indicated that he had a restful and enjoyable vacation and visited with many people he had not seen in years.

B. Water/Wastewater Report – Samuel Lilley. Covering work which has been done since the board’s last meeting, ORC Lilley stated the annual backflow testing was done at Jamesville Elementary and the town’s testing will be done shortly. Lead and copper testing has been completed. A water meter was replaced at St. Andrews Estates. Nitrate and nitrite samples have been sent off, another required annual task. Five water taps were installed at Swain Trailer Park.

At the new water plant, an analyzer which tests pH and chlorine levels had a pressure relief regulator valve installed, which resolved a problem with hoses being blown affecting the circuit board on the analyzer. Also, an actuator was replaced.

At the old water plant, this Thursday a T-valve will be installed at Well #1. This valve will be used to isolate the old water plant from the Elevated water tower. A test of running water into the tank will be done. Customers may experience loss of pressure for approximately 30 minutes, scheduled for 9:00 a.m.

C. Public Works Report – Heath Bess. Describing some of the tasks during the last month, Bess reported that many truckloads of debris was picked up on Sunset Avenue where a resident was clearing tree limbs and debris from the property. A generator at the sewer plant required a new cable due to power not connecting. Burned-out wires on an aerator needed replacement. The skim racks at the sewer plant went down, which affected the priming for almost a day. Flushing has also been done. Other tasks included oil changes, mounting tires, and scheduled vehicle maintenance and general clean up.

D. Finance Officer - Kimberly Cockrell

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

2. **Budget Amendments.** Budget amendments were needed for covering expenses related to additional board meeting costs, town hall foundation structural repairs, a motor repair for Well #1, a water main break on Sunset Avenue and a PNG line repair on Sunset Avenue. Commissioner Allen moved to approve Budget Amendments #1 and #2, with a second given by Commissioner Preston Craddock. Vote was unanimously carried. 5 Ayes – 0 Nays.

GF BUDGET AMENDMENT #1 - 11/12/2024

	<u>CREDIT</u>	<u>DEBIT</u>
1039300 Appropriated Fund Balance	\$17,475.00	
10401901 Capital Outlay		\$11,000.00
1040112 Bonus/Long/Commissioner Pay		\$5,625.00
1040109 FICA Match		\$450.00
1040110 Retirement Expense		\$400.00
	\$17,475.00	\$17,475.00

***Amendment is for increased meetings for elected officials and Town Hall Foundation Repair.

W/S BUDGET AMENDMENT #2 - 11/12/2024

	<u>CREDIT</u>	<u>DEBIT</u>
3039300 Fund Balance Appropriated	\$17,700.00	
3071448 Repairs & Maintenance (W)		\$6,700.00
3071890 Capital Outlay (S)		\$5,500.00
3071490 Capital Outlay (W)		\$5,500.00
	\$17,700.00	\$17,700.00

***Amendment is needed for Town Hall Foundation repair, Well#1 voltage surge motor repair, water main break on Sunset Avenue & PNG Line repair on Sunset Avenue.

3. **FY 23-24 2013 Tax Write-Off - \$55.65.** Finance Officer Cockrell noted that during audit balancing, an amount of \$55.65 was determined as needing to be written off for 2013 taxes. Commissioner Preston Craddock moved for permission to write off said amount, with a second by Commissioner Williams. Vote was unanimous. 5 Ayes – 0 Nays.

4. **St. Andrews Estates – Clerical Error Adjustment.** Town Clerk Cockrell explained that a clerical error had been made regarding a customer’s notice of a returned check, as the letter was sent inadvertently to the wrong address. Had the letter reached the customer, a timely payment would have been made. A late fee of \$25.00 was incurred due to the delayed payment, which should be waived as the error was office related. Commissioner Preston Craddock moved to credit the customer’s account for \$25.00. Commissioner Allen seconded. Upon call for the vote, the motion carried unanimously. 5 Ayes – 0 Nays.

In October 2024, the same customer installed two additional water meters for the three apartments at the subject location. One tenant had service turned on in September. For the October billing, \$47.66 was inadvertently billed in overage and should be credited. Commissioner Allen moved that the credit be issued. Commissioner Preston Craddock gave the second. The vote was unanimous. 5 Ayes – 0 Nays.

E. Mid-East – Rachel Craddock. Commissioner Rachel Craddock stated that a meeting will be held Thursday, November 21. 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 Meeting – November 20, 2024 at 10:00 a.m.** A ribbon cutting ceremony is scheduled for the new reverse osmosis water treatment plant for November 20, 2024, with a catered lunch provided.

2. **WTP Project Updates.** Advertisement for bids has been placed seeking subcontractors and suppliers for the sewer system rehabilitation project. Bids will be received until December 3, 2024 at 11:00 a.m. A pre-bid meeting will be held by the town’s engineer on November 19.

3. **WTP – Piedmont Natural Gas Installation Service Agreement \$3,525.04.** This is a second agreement with Piedmont Natural Gas that town staff was unaware of, as the company showed up with the contract in hand ready to do the work. The first agreement was submitted and approved by the town’s engineer prior to any work done. Said amount will be reimbursed through grant funding. Commissioner Preston Craddock moved for approval, with a second given by Commissioner Williams. The motion carried unanimously. 5 Ayes – 0 Nays.

4. **WTP – WPCSOCC – Temporary Water Certificate for Samuel Lilley.** The Town of Jamesville is seeking approval for a temporary water certificate for Samuel Lilley due to the town building a new reverse osmosis water treatment plant which has changed the facility classification from a C Well to a B Well. A draft letter was presented to the board anticipating NCDEQ contacting the town regarding the required certification and having a backup plan of outsourcing the ORC position. Commissioner Rachel Craddock moved for approval of the letter, with Commissioner Preston Craddock giving the second. Vote was unanimous. 5 Ayes – 0 Nays.

5. **Sewer Rehab & WWTP Project Updates.** Commissioner Cockrell noted that most updates have already been covered during this meeting. One other item is that the Town of Jamesville has received authorization from NCDEQ to construct wastewater treatment plant modifications and upgrades. These projects are moving forward and have been advertised for bids.

H. Mideast Pro – TCC & TAC – Mary Allen. Commissioner Allen stated that she was unable to attend the recent Mideast Pro meeting, with no update at this time.

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 moved to approve, with Commissioner Preston Craddock giving the second. Vote was unanimous. 5 Ayes – 0 Nays.

B. Water/Sewer Account Holder. This agenda item was tabled until the next board meeting.

C. Town Hall Foundation Repairs – Scheduled for December 10 and 11, 2024. Foundation repairs will be made to the town hall's foundation after the board's December regular meeting. Work days are scheduled for December 10 and 11, 2024. After the December meeting, the conference room and storage area will need to be completely cleared of all furniture and items.

D. 2024 StRAP Grant Contract. Commissioner Cockrell indicated she met with Lynn Whitehurst/Martin County Soil & Conservation and Matt Safford/Raleigh to review the whole process of reports and disbursement of funds for the StRAP grant contract project. Review of state requirements for this project does require an informal bid process, though previous work had been done by Martin County under its maintenance programs. Due to cold weather approaching, work should begin as soon as possible after a bid selection is made. Commissioner Williams moved for approval of advertising for bids for the StRAP grant contract. A second was given by Commissioner Preston Craddock. Vote was unanimous. 5 Ayes – 0 Nays.

E. 2024 Christmas Parades – Williamston 11/23/24 at 11:00 a.m.; Jamesville 12/7/24 at 11:00 a.m.; Robersonville 12/11/24 at 4:00 p.m.; Hamilton 12/12/24 at 4:00 p.m.; Bear Grass 12/14/24 at 10:00 a.m.; and Oak City 12/14/24 at 12:00 p.m.

Also, Jamesville Tree Lighting 12/6/24 at 6:00 p.m. until 8:00 p.m.; Robersonville Tree Lighting 12/6/24 at 7:00 p.m.; Oak City Tree Lighting 12/1/24 at 4:00 p.m.

Board members discussed their availability for attending the dates noted for holiday events held by local municipalities. As a show of support, everyone was encouraged to participate as able.

F. Annual Christmas Party – Monday, December 2, 2024 at 6:00 p.m. at the Shamrock Restaurant. The board was reminded of the date set for the Town of Jamesville's annual Christmas party, to be held December 2, 2024 at 6:00 p.m. at the Shamrock Restaurant in Williamston.

VII. New Business

A. Response to Notice Regarding Homeschool Documentation, LLC Formation & Animal Ownership. Clerk Cockrell indicated she has not heard from the town attorney regarding an update on this matter. This item was tabled until the board's next regular meeting.

B. Hazen & Sawyer Regionalization Meeting – October 22, 2024 – Jamesville Alternatives Form. Board members discussed the summary form presented and selected their top three concerns to be submitted. The town clerk recorded language amendments and comments on the form for submission. Commissioner Preston Craddock moved for approval, with Commissioner Allen giving the second. Vote was unanimously carried. 5 Ayes – 0 Nays.

C. Standard Operating Procedures for pH Monitoring. Commissioner Cockrell explained these operating procedures are state requirements for pH monitoring. Richard Davis with NC Rural Water Association helped with developing the proposed document for the Town of Jamesville. Commissioner Allen moved for adoption. Commissioner Cockrell seconded. Vote was unanimous. 5 Ayes – 0 Nays.

D. NCDEQ Letter of Deficiency Response Draft Letter. Commissioner Cockrell reviewed with board members a draft letter responding to an official notice dated October 14, 2024 from NCDEQ regarding the Town of Jamesville receiving a violation concerning the July 2024 Discharge Monitoring Report for the wastewater treatment plant. To follow through with a response required within thirty days, said letter details a summary of what happened as well as an implementation plan of corrective measures taken and put in place during October 2024 in order to avoid reoccurrence. Commissioner Preston Craddock moved for approval. A second was given by Commissioner Allen. Vote was unanimous. 5 Ayes – 0 Nays.

E. NERSBA – Wade’s Plumbing Invoice. Commissioner Rachel Craddock stated that NERSBA should be responsible for the invoice in that the expense was incurred without first notifying the town for approval or inspection of a water service issue. Lilley verified he was not contacted by NERSBA about the water leak nor could say for certain what was done by the plumber. Board members concurred that the expense was not the responsibility of the town. Commissioner Rachel Craddock moved that the board not approve payment of the Wade’s Plumbing Invoice for \$280.00, dated October 15, 2024. Commissioner Allen seconded. The motion carried unanimously. 5 Ayes – 0 Nays.

F. Core & Main Quotes – Saddles & Meter Boxes. The town clerk verified receipt of these items, as prior approval was given by the board for the purchase. Commissioner Preston Craddock moved to approve payment of the Core & Main invoices for \$428.43 and \$909.39. A second was given by Commissioner Rachel Craddock. Vote was unanimous. 5 Ayes – 0 Nays.

G. Brian Bennett – Driveway at 1051 Martin Drive. Bennett has requested assistance from the town with the installation of a tile he has purchased for an additional driveway. Clarification was made that rock will be needed to place around the tile and the resident will be responsible for said expense.

H. LIEAP Assistance Program. This assistance program helps eligible households pay their heating bills. Federal funds will be available beginning December 1, 2024 through March 31, 2025 or until funds are exhausted. Information regarding the LIEAP program will be posted in the town office for public perusal.

I. NCCMT Public Finance Seminar. Finance Officer Cockrell indicated she attends this free seminar regularly because of the valuable information gained and requested approval for travel to the December 12 seminar in New Bern as that date accommodates her availability to attend. The date for the Zoom seminar conflicts with another scheduled meeting. Commissioner Preston Craddock moved for approval for the finance officer to attend the seminar. Commissioner Allen seconded. Vote was unanimous. 5 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 Allen. Vote was unanimous. 5 Ayes – 0 Nays. Time was 8:21 p.m.

Topics discussed during closed session were regarding personnel performance.

Commissioner Preston Craddock moved to go back into regular session, seconded by Commissioner Allen. Vote was unanimous. 5 Ayes – 0 Nays. Time was 9:19 p.m.

Commissioner Rachel Craddock moved to reimburse Kimberly Cockrell \$50.00 for an exam expense related to obtaining C Well state certification. Commissioner Preston Craddock gave the second. The motion carried with 4 Ayes, 0 Nays and 1 Abstain [Cockrell].

Commissioner Preston Craddock then made a motion to allow Heath Bess to continue working until the end of November [November 30, 2024], without the use of sick and leave time but actual working hours, with a letter to be signed by Mayor Tucker and Bess on November 13, 2024, detailing items discussed by the board, and upon termination, approval for pay-out of wages accrued. Commissioner Allen offered the second. Vote was unanimous. 5 Ayes – 0 Nays.

Commissioner Preston Craddock moved to appoint Kimberly Cockrell as water backup operator. Commissioner Allen seconded. Vote was unanimous. 5 Ayes – 0 Nays.

IX. Board Comments – None.

X. Adjourn

Commissioner Preston Craddock moved to adjourn at 9:26 p.m., with a second by Commissioner Allen. The motion unanimously passed. 5 Ayes – 0 Nays.

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