

TOWN OF JAMESVILLE
MONTHLY BOARD MEETING 12/09/2024
MINUTES

The following is an account of the minutes taken at the Regular Monthly Board Meeting held between 7:00 p.m. & 9:18 p.m. on 12/09/2024 at the Jamesville Town Hall, 1211 Water Street, Jamesville, NC 27846. Virtual meeting attendance was provided for public access through Zoom meeting.

Attendees

- Rachel Craddock – Mayor Pro Tem
- Willis Williams - Commissioner
- Mary Allen – Commissioner
- Kimberly Cockrell – Commissioner
- Preston Craddock – Commissioner

Absent

- Craig Tucker – Mayor

Minutes Recorder – Kimberly Cockrell, Town Clerk/Finance Officer

I. Call to Order

Mayor Pro Tem Rachel Craddock called the meeting to order at 7:00 p.m. Commissioner Willis Williams offered the prayer. Staff present: Samuel Lilley.

II. Adopt Agenda

The following agenda item was amended:

- VII. New Business, I. Town Hall New Flooring and Gutter Quote

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

III. Approval of Minutes – None.

IV. Public Comment – None.

V. Reports

A. Mayor. Not in attendance.

B. Water/Wastewater Report – Samuel Lilley.

C. Public Works Report.

Covering all work which has been done since the board's last meeting, Lilley stated Municipal Engineering has completed property appraisals for all town facilities for insurance purposes. Repair on an aerator due to burned-out wires was noted. A pipe attached to the sludge box at the sewer plant had a hole in it, causing the pipe to drop down into the clarifier basin. Though still in operation, an essential repair will need to be made. Mention was made about the actuator repair at the water treatment plant. During a weekend situation causing many hours of work, a leaking hand valve at NERSBA was repaired, but during isolation efforts on Washington Street, another valve broke at the head. A flange repair was done by Enviro-tech Unlimited at the RO plant. Christmas lights were hung by Heath Bess and Wayne Thomas. Annual backflow tests have been completed, with the exception being Dollar General. A driveway pipe was laid on Martin Drive. Work has been done over three days by Bill Freed with Enviro-Tech Unlimited for the VFD on Well #2.

Brief discussion covered that the new water plant will not be in full operation until all issues have been resolved, being mindful of warranty coverage.

D. Finance Officer - Kimberly Cockrell

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

2. **Budget Amendments.** These budget amendments relate to outlay costs for the town hall flooring installation, bathroom toilets and vanity, additional expenses for heating and air repair, and contracted ORC water expenses. A portion of these expenses are pending board approval during this agenda.

Commissioner Williams moved to approve Budget Amendments #2 and #3, pending board approval of quote reviews. A second was given by Commissioner Mary Allen. Vote was unanimously carried. 5 Ayes – 0 Nays.

GF BUDGET AMENDMENT #2 - 12/9/2024

	<u>CREDIT</u>	<u>DEBIT</u>
1039300 Appropriated Fund Balance	\$8,000.00	
1040190 Capital Outlay		\$8,000.00
	\$8,000.00	\$8,000.00

***Amendment is needed for Town Hall flooring and installation, bathroom toilets & vanity, and additional expenses for heating and air repair.

W/S BUDGET AMENDMENT #3 - 12/9/2024

	<u>CREDIT</u>	<u>DEBIT</u>
3039300 Fund Balance Appropriated	\$21,400.00	
3071447 Contract Labor (W)		\$13,400.00
3071890 Capital Outlay (S)		\$4,000.00
3071490 Capital Outlay (W)		\$4,000.00
	\$21,400.00	\$21,400.00

***Amendment is needed for Town Hall flooring and installation, bathroom toilets & vanity, additional expenses for heating/air repair and Contractor Water ORC expenses.

3. **Transfer from GF Savings to Checking Request.** Finance Officer Cockrell noted that the town is awaiting ad valorem tax monies, and in order to cover current expenses, a transfer of \$30,000 is needed from savings to checking. Commissioner Williams moved for approval of the transfer, with Commissioner Preston Craddock giving the second. The motion carried unanimously. 5 Ayes – 0 Nays.

E. Mid-East – Rachel Craddock. Commissioner Rachel Craddock stated that a meeting was held just before Thanksgiving with the topic heavy on budget matters and pushing the hazard mitigation grant program / disaster recovery. A brochure was copied to board members detailing the grant program. At its November meeting, different informational brochures of county and municipalities were provided, with Craddock highlighting that there are many grant programs which the Town of Jamesville may need to look into by learning what area governments are utilizing. On December 5, the annual Christmas meeting was held with contributions made towards local food pantries which are all reporting a need for donations.

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

G. Water/Sewer Grant Projects

1. WTP Project Updates. Updates were given by Lilley earlier in this agenda. Training will also begin next week at the new water plant.

2. Sewer Rehab & WWTP Project Updates – Bid Opening Rescheduled for Tuesday, December 17, 2024 at 11:00 a.m. and 11:30 a.m. The reason for the rescheduled date is due to many project questions being submitted by the contractors presenting bids.

H. Mideast Pro – TCC & TAC – Mary Allen. Commissioner Allen stated that she had 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. Brief discussion noted that the list contains many names this month with a few accounts reflecting minimal previous balances. Commissioner Preston Craddock moved to approve, with Commissioner Williams giving the second. Vote was unanimous. 5 Ayes – 0 Nays.

B. Water/Sewer Account Holder. This agenda item was tabled.

C. Town Hall Foundation Repairs – Scheduled for December 10 and 11, 2024. Bowen Heating & Air did a few preparations removing the old HVAC unit. The contractor doing the foundation repair has also confirmed the work dates as noted. Once work has been completed, the remaining pre-approved payment will be due.

D. StRAP Grant Contract. Clerk Cockrell reported to the board that she did all the grant paperwork required and has asked Mr. Whitehurst/Martin County Soil & Conservation for a response on the document. Due to workload in the town office and with awaiting a response from Whitehurst, it has caused a delay in being able to post advertisement soliciting bids. Time will permit for a review of the bids at the January regular board meeting.

E. 2024 Christmas Parades – Robersonville, 12/11/24 @ 4pm; Hamilton – 12/12/24 @ 4pm; Bear Grass, 12/14/24 @ 10am; Oak City, 12/14/24 @ noon. Board members were encouraged to attend and participate as a way of showing support to area townships. Availability for attendance was mentioned with plans to be firmed up as parade dates draw closer.

VII. New Business

A. Response to Notice Regarding Homeschool Documentation, LLC Formation and Animal Ownership. No update is available at this time.

B. Hazen & Sawyer Regionalization Meeting – Thursday, December 5, 2024 (Virtual). Commissioner Cockrell indicated that she and Commissioner Preston Craddock attended the meeting virtually. Information has been provided by the Towns of Williamston, Robersonville and Jamesville – the only three municipalities which have officially responded to the recent request for input on goal statements as recommended by the NCLM. The Town of Hamilton indicated they will address its submission at their regular monthly meeting December 5th. Ms. Linda Culpepper with the NCLGC is to reach out to the Towns of Parmele and Everetts for response. Another in-person meeting will be held during January 2025 to discuss the alternatives in detail.

C. Special Thanks to the Parade Volunteers. Board members expressed appreciation for the volunteers which helped with the Town of Jamesville’s Christmas Parade on December 7, 2024. The organization efforts done by volunteers help to relieve the town office staff of additional workload. The day of the parade went well, though cold, and a heart-felt moment was had with John Michael Pierce and his family on the fire truck with Santa and Mrs. Claus.

D. Flood Hazard Mitigation Ordinance Revision. Commissioner Cockrell noted that she was contacted on November 5, 2024 by Mr. Milton Carpenter/OutReach Planner with NC Department of Public Safety, Emergency Management/Hazard Mitigation. Carpenter indicated via email that the Town of Jamesville needs to update its flood ordinance so that language accommodates and does not limit the ability of FEMA’s efforts should an event occur. Said language provided by Carpenter was presented and incorporated into the current flood ordinance, which needs to be in place by December 31, 2024. Commissioner Allen moved to approve the amended language, with the second given by Commissioner Preston Craddock. Vote was unanimous. 5 Ayes – 0 Nays.

E. Martin County Department of Aging Donation Request. Each year a Christmas event is held for Martin County seniors 60+ years of age, which is made possible by donations from local businesses, organizations and community members. This item is not approved in the current town budget. As a way to show support for all that is done by the MCDA, a motion was made by Commissioner Allen to approve a donation of \$25.00. Commissioner Cockrell gave the second. Vote was unanimous. 5 Ayes – 0 Nays.

Commissioner Cockrell then moved for a \$25.00 budget amendment for said donation expense from savings. Commissioner Allen seconded. Vote was unanimous. 5 Ayes – 0 Nays.

GF BUDGET AMENDMENT #3 - 12/9/2024

	<u>CREDIT</u>	<u>DEBIT</u>
1039300 Appropriated Fund Balance	\$25.00	
1040128 Donations/Memorial Contributions		\$25.00
	\$25.00	\$25.00

***Amendment is needed to Martin County Department of Aging Donation.

F. Core & Main – Meter Box/Lid Invoice. A Core & Main invoice for \$909.39 was presented, which is for a purchase of ten water meter boxes with lids. Commissioner Preston moved for approval, seconded by Commissioner Allen. The motion carried unanimously. 5 Ayes – 0 Nays.

G. Old Chairs in Storage. Old damaged chairs stacked in the town hall garage are beyond any state of use and just need to be thrown away rather than taking up storage space. Commissioner Allen moved for approval of the chairs being disposed, with Commissioner Preston Craddock giving the second. Vote was unanimous. 5 Ayes – 0 Nays.

H. Personnel Policy – Proposed Changes. Clerk Cockrell explained the proposed changes incorporates language regarding probationary period policies, which is the same language used by Martin County in its personnel policy. Said language was added by Martin County after the Town of Jamesville adopted its current personnel policy. One highlight of the amendment addresses that an employee remains under probationary status when a job description requirement for a specific certification has yet to be obtained. Commissioner Preston Craddock moved to adopt the personnel

policy amendment as proposed. Commissioner Williams gave the second. Vote was unanimous. 5 Ayes – 0 Nays.

[A copy of the Town of Jamesville’s Personnel Policy is on file with the town clerk and available for public perusal upon request.]

I. Town Hall New Flooring Quote and Gutter Quote. Clerk Cockrell reviewed with the board the proposed quotes for flooring and gutter expenses for needed improvements. The contractor has submitted quotes of \$8,200.00 for flooring labor and \$2,000.00 for gutter labor. Flooring supplies, two new toilets and a vanity needed for the project will be purchased by the town from Lowe’s at a discount cost of \$2,567.54. A concurrence was given that the old toilets needed to be replaced as well as the broken sink. With regard to the flooring labor expense, it may be less once repair is underway and a determination can be made if or how much concrete leveler will be required. Commissioner Preston Craddock moved to accept the flooring and gutter quotes and the purchase of the supplies from Lowe’s, including faucets. Commissioner Allen seconded. Vote was unanimous. 5 Ayes – 0 Nays.

J. Bowen Heating & Air – Additional Work for Foundation Repair – Proposal. A proposal by Bowen Heating & Air for \$1,693.00 covers removing the old unit and ductwork and reinstalling ductwork and replacing the sheet metal cover. Commissioner Allen moved for approval of the \$1,693.00 additional expense, with Commissioner Preston Craddock seconding. Vote was unanimous. 5 Ayes – 0 Nays.

VIII. Closed Session – Pursuant to NCGS §143-318.11(a)(6) Personnel

Commissioner Cockrell moved to go into closed session, with the second given by Commissioner Allen. Vote was unanimous. 5 Ayes – 0 Nays. Time was 8:17 p.m.

Commissioner Allen moved to go back into regular session, seconded by Commissioner Preston Craddock. Vote was unanimous. 5 Ayes – 0 Nays. Time was 9:13 p.m.

Commissioner Preston Craddock moved that the board accept the scope of work proposed by Julius Patrick to be designated as Jamesville’s Water ORC, effective immediately. Commissioner Williams gave the second. Vote was unanimously carried. 5 Ayes – 0 Nays.

Commissioner Preston Craddock then made a motion to advertise for the vacant Water/Sewer Operator position, [approving the advertising expense] for \$250, through the normal advertisement placements until noon on January 13, 2025. Commissioner Allen gave the second. Vote was unanimous. 5 Ayes – 0 Nays.

Commissioner Preston Craddock lastly moved to discuss with the Washington County Board of Education the performance of the Junior ROTC group at the Jamesville Christmas Parade on December 7, 2024. Commissioner Allen seconded. Vote was unanimous. 5 Ayes – 0 Nays.

IX. Board Comments – None.

X. Adjourn

Commissioner Allen moved to adjourn at 9:18 p.m., with a second by Commissioner Preston Craddock. The motion unanimously passed. 5 Ayes – 0 Nays.

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