

TOWN OF JAMESVILLE
MONTHLY BOARD MEETING 03/08/2021
MINUTES

The following is an account of the minutes taken at the scheduled Regular Monthly Board Meeting held between 7:00 p.m. & 9:10 p.m. on 03/08/2021 at the Jamesville Town Hall, 1211 Water Street, Jamesville, NC 27846. Due to the COVID-19 Pandemic, social distancing measures were made available to all. Virtual meeting attendance was provided for public access through Zoom meeting.

Attendees - Live

- Dennis Anton - Mayor
- Willis Williams - Mayor Protem
- Larris Tolson - Commissioner
- Carolyn Martin - Commissioner
- Mary Allen – Commissioner

Attendee – via Zoom

- Rachel Craddock - Commissioner

Minutes Recorder – Kimberly Cockrell, Town Clerk/Finance Officer

I. Mayor Dennis Anton brought the meeting to order and asked for a moment of silence for Town Attorney Daniel Manning, who died recently. Commissioner Willis Williams offered the prayer. Mayor Dennis Anton extended a welcome to all.

II. Adoption of Agenda

- Mayor Dennis Anton asked for approval of the agenda. Commissioner Larris Tolson moved to approve the agenda as presented. Commissioner Carolyn Martin seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

III. Approval of Minutes

Commissioner Mary Allen moved to approve the following minutes as presented. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

- Regular Board Meeting & Closed Session Meeting – February 8, 2021

IV. Public Comments

1. None

V. Reports

A. Mayor

1. Karen Shook – FY19-20 Audit Presentation

Mrs. Karen Shook, of Cumbee, Taylor, & Shook thanked the Board for choosing her agency and stated it was a pleasure to work with a Town that was budget conscious and good stewards of the taxpayer's money.

Due to COVID-19, an extension for audit submission had been granted and changed from October 31, 2020 to January 31, 2021. Mrs. Karen Shook commented on communicating with the (LGC) Local Government Commission on March 5, 2021 and was told the FY19-20 Audit for the Town of Jamesville was under review. Mrs. Karen Shook did not foresee any reason LGC would have an issue with the audit as presented.

The auditor rendered the Town of Jamesville's FY 19-20 audit an unmodified opinion, which is the highest level of a clean opinion for basic financial statement and supplemental schedules.

Audit Highlights

Significant Liabilities: LGERS retirement \$ 70,459; OPEB \$540,761

CARES funding: \$10,500

General Fund balance: \$16,000 increase

General Fund Balance: 201% of General Fund Expenses (State average for towns-102%)

Overall Fund Balance: 221%

Real & Personal Property Taxes: 4.16% decrease in collection percentage

Uncollected taxes over the last 10 years: \$41,6017, as of 6/30/2020

Water/Sewer loss: \$27,000 (Depreciation, LGERS, OPEB)

B. Water/Wastewater Report - Samuel Lilley

1. Mr. Samuel Lilley stated things were running smoothly and there was nothing big or tragic to report. Commissioner Carolyn Martin mentioned noticing a large piece of equipment backed into a space on the eastside of the old fire department building, which had knocked over the fire hydrant. Commissioner Carolyn Martin suggested the fire hydrant location needed to be flagged. Mayor Dennis Anton questioned the use of a backhoe in the Town. To which Mr. Samuel Lilley replied, it was being used to repair a fire hydrant.

C. Public Works Report - Charles Winstead

1. About the forementioned fire hydrant, Town Clerk/Finance Officer Kimberly Cockrell reminded the Board the cost for the emergency repair needed approval. The cost to repair the aged fire hydrant had been estimated to cost \$6,500.00. Commissioner Larris Tolson motioned to approve \$6,500.00 for the fire hydrant repair. Commissioner Carolyn Martin seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

D. Administrative Report - Kimberly Cockrell

1. Financial Statements – February 2021
Finance Officer Kimberly Cockrell presented the Financial Reports for February 2021.
2. Budget Amendment(s) – None
3. NCCMT Custodial Need Change
Finance Officer Kimberly Cockrell informed the Board about receiving notice of a change in NCCMT (North Carolina Capital Management Trust) custodial banking services from Wells Fargo Bank to The Bank of New York Mellon (“BNYM”) effective March 8, 2021.
4. DRAM Settlement Distribution
Finance Officer Kimberly Cockrell commented Town Attorney Daniel Manning had recommended that the Town include itself as a victim in a lawsuit against DRAM manufacturers. As a result, a check was received in the amount of \$100.00, which was the Town of Jamesville's portion of the proceeds from the settlement of lawsuits brought by the North Carolina Attorney General's Office against certain DRAM computer chip and module manufacturers for alleged price fixing in the sale of tier products to government purchasers.

E. Mid-East

1. Commissioner Rachel Craddock commented the Mid-East Commission meeting had not occurred and was scheduled for next week.

F. Planning Board

1. No Report

VI. Old Business

A. Water/Sewer Ordinance Enforcement

1. Town Clerk/Finance Officer Kimberly Cockrell presented the monthly water disconnect list for nonpayment to the Board, as per Water/Sewer Ordinance #81 for approval. Commissioner Larris Tolson made the motion to follow the normal disconnect procedures for the accounts on the list as presented. Commissioner Carolyn Martin seconded. Motion unanimously passed. 5 Ayes – 0 Nays.
2. The Board was asked to consider amending the Water/Sewer Ordinance #81 to address leaks for new residents, who had been occupants for less than one year. The ordinance currently addresses residents that have been occupants over a 12-month period. Also, the Board was asked to amend the ordinance regarding residents who request adjustments for leaks on a recurring basis. Town Clerk/Finance Officer Kimberly Cockrell would draft the amendment and present for review and approval consideration at the next regular board meeting.

B. Water/Sewer Lines for Valentine Project

1. Town of Jamesville Attorney Daniel Manning had submitted a letter in reference to the Town's inquiry about furnishing Town water to the new Valentine Project in the new annexed area. Attorney Daniel Manning stated this was a voluntary annexation and the voluntary annexation statute does not include the requirements for the involuntary annexation statutes, such as provision of water lines. The issue was discussed further. Commissioner Larris Tolson expressed the need to address the project sewer issue as well. Commissioner Willis Williams commented he should have a letter written within the next couple of weeks.

C. Veteran Memorial

1. For informational purposes, Commissioner Carolyn Martin presented the final version/drawing for the Veteran Memorial. Commissioner Carolyn Martin stated the contract had been signed and the time needed for construction may be shorter than the six months originally stated.

D. Washout by Water Plant

1. At the request of Mr. Charles Winstead, Mr. John Cox, of Cox-Edwards Company provided an estimate to repair the single sink hole at the corner of Hardison Drive and Hayes Drive in Jamesville, NC near the Water Plant. As the worst-case scenario, Mr. John Cox quoted the cost would be approximately \$7,000.00. The cost for minimum repair was quoted to be between \$4,500.00 and \$5,000.00. Commissioner Larris Tolson made the motion to fix the leak on a permanent nature by replacement of the culvert, if necessary. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

VII. New Business

A. Herring Festival Parade/Cemetery Ad

1. Town Clerk/Finance Officer Kimberly Cockrell commented there had been inquiries about a 2021 Herring Festival Parade. The Board took discussion. The CDC (Center for

Disease Control) restrictions regarding mass gathering, although lessen to a degree, were still in effect. Commissioner Larris Tolson made the motion to dispose (to not hold) the 2021 Herring Festival Parade. Commissioner Carolyn Martin seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

2. Commissioner Willis Williams made the motion to approve the advertisement of the annual cemetery notice to discard old wreaths/flowers. Commissioner Carolyn Martin seconded. Motion unanimously passed. 5 Ayes – 0 Nays. Town Clerk/Finance Officer Kimberly Cockrell commented the notice would also be placed on the Town of Jamesville Facebook and website as well.

B. Software (Microsoft Office/Antivirus) for Computers

1. Town Clerk/Finance Officer Kimberly Cockrell requested approval to purchase Microsoft Office 2019 software (pcsalesonline.com) and Antivirus software (state contract) for 12 computer/laptops. After discussing the approximate cost and options, Commissioner Larris Tolson made the motion to approve the purchase of both software programs up to a \$1,000 limit. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

C. Budget Workshop

1. Following a discussion, Commissioner Willis Williams made the motion to schedule two (2) budget workshops: April 13, 2021 at 5 p.m. and May 13, 2021 at 5 p.m. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

D. Resolution in Memory of Daniel Manning

1. Commissioner Larris Tolson made the motion to adopt the Resolution “In Memory Of” Daniel (Dan) Alston Manning, as presented below. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

RESOLUTION IN MEMORY OF “DANIEL (DAN) ALSTON MANNING”

WHEREAS, it is with great sorrow and a profound sense of loss that the Town of Jamesville Commissioners and Employees learned of the passing of Daniel Alston Manning AKA “Dan”, the town’s highly respected attorney for many decades; and

WHEREAS, Dan began his life in Williamston, NC on October 4, 1939 being the second child born at the Brown Hospital; and

WHEREAS, Dan grew up in Williamston graduating from Williamston High School and continuing his education at North Carolina Chapel Hill School of Law; and

WHEREAS, Dan upon graduating with a law degree, he was privileged to serve as a special agent of the Federal Bureau of Investigation out of the Albany, NY and Newark, NJ offices; and

WHEREAS, Dan returned to his hometown in 1968 with his bride, Beverly Knipe Manning to take the pleasure of raising their two sons, Daniel Alston Manning, Jr. and Huntley Knipe Manning; and

WHEREAS, Dan served the Town of Jamesville with distinction, and demonstrated deep and genuine love through his hard work and devotion for many decades as Town Attorney; and

WHEREAS, throughout his career, Dan earned the respect of employees, community leaders, and a host of area residents who are proud to have called him “Friend”;

NOW, THEREFORE, on behalf of the Town of Jamesville, the Jamesville Planning Board, its citizens and staff, the Board of Commissioners of the Town of Jamesville does, by this Resolution and public record, recognize the service of Daniel Alston Manning;

BE IT FURTHER RESOLVED, that this Resolution be made a part of the official minutes of the Town of Jamesville and that an official copy of this expression of our deepest sympathy be given to the family of Daniel Alston Manning.

Adopted on this 8th day of March, 2021.

Dennis Anton, Mayor

ATTEST:

Kimberly Cockrell, Town Clerk

VIII. Closed Session – N C G. S. §143-318.11(a) (6) Personnel

Around 8:15 p.m., Commissioner Carolyn Martin made a motion to enter Closed Session in pursuant of NC G.S. §143-318.11(a) (6) Personnel. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

Around 9:09 p.m., Commissioner Carolyn Martin made the motion to end Closed Session in pursuant of NC G. S. §143-318.11(a) (6) Personnel. Commissioner Rachel Craddock seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

Open Session

Commissioner Carolyn Martin made the motion based on the personnel issues discussed, the Board hold a policy workshop March 18, 2021 at 3 p.m. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

IX. Board Comments - None

X. Adjourn

Commissioner Mary Allen moved to adjourn at 9:10 p.m. Motion unanimously approved.

Respectfully submitted by:

Kimberly Cockrell – Town Clerk/Finance Officer