

TOWN OF JAMESVILLE
MONTHLY BOARD MEETING 4/14/2020
MINUTES

The following is an account of the minutes taken at the Regular Monthly Board Meeting held between 7:00 p.m. & 8:16 p.m. on 4/14/2020 at the Town Hall Conference Room -1211 Water Street, Jamesville, North Carolina and in part, remote participation. Due to the COVID-19 Pandemic and staying in compliant with Governor Cooper's Executive Orders, meetings for the Town of Jamesville would be convened in electronic format until further notice. To conform to open meeting regulations and transparency, the meeting was open to public access by telephone and video conferencing as well.

Attendees

- Dennis Anton – Mayor
- Willis Williams – Mayor Pro Tem (Teleconferencing)
- Rachel Craddock – Commissioner (Teleconferencing)
- Larris Tolson – Commissioner (Teleconferencing)
- Mary Allen – Commissioner (Teleconferencing)
- Carolyn Martin – Commissioner (Teleconferencing)

Minutes Recorder – Kimberly Cockrell, Town Clerk/Finance Officer

I. Mayor Dennis Anton brought the meeting to order and asked Commissioner Larris Tolson to say a prayer.

II. Adoption of Agenda

Commissioner Larris Tolson moved to approve the agenda as presented. Mayor Protem Willis Williams seconded. Motion unanimously passed. 5 Ayes - 0 Nays. Mayor Dennis Anton requested the agenda be amended to include Using Town Equipment – New Business and Budget Workshop – Old Business. Commissioner Tolson moved to amend the motion to approve the agenda as amended. Mayor Protem Williams seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

III. Approval of Minutes

Mayor Protem Willis Williams moved to approve the Regular Board Minutes for 12/9/2019 and 1/13/2020 as presented. Commissioner Carolyn Martin seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

IV. Public Comment – None

V. Reports

A. Mayor

1. Mayor Dennis Anton commented that the Town did not sustain much damage from the storm that passed through. Adding, it looked like all damages had been taken care of.

B. Water/Wastewater Report - Samuel Lilley

1. Wastewater ORC Samuel Lilley explained to the Board the need to have (3) three wet wells cleaned. The issue had been discussed in the past. Two quotes were acquired to clean the units. Bennie Moore Septic Tank Service quoted \$900.00 per system. CMH Septic Solutions quoted \$650.00 per system, while offering a quote of \$250.00 to remove grease from the pipes. Mr. Lilley stated Public Works Director Charles Winstead was the

owner of CMH Septic Solutions, a new business to the Jamesville area. Mr. Lilley recommended approving the lesser quote and stated CMH Septic Solutions would be an asset for emergencies. Commissioner Rachel Craddock supported giving the opportunity to a local business. Commissioner Carolyn Martin inquired as to whether this would interfere with normal duties as Public Works Director. Mr. Winstead assured the Board CMH Septic Solutions operations would be done only on weekends or his off time from the Town. Mr. Lilley added the weekends would be the better time to clean the units. Commissioner Carolyn Martin motioned to approve CMH Septic Solutions for cleaning the wet well units and grease removal. Commissioner Rachel Craddock seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

C. Public Works Report - Charles Winstead

1. Recent windstorms were causing flowers, as well as other items at the cemetery to blow to other locations in the cemetery. Public Works Director Charles Winstead encouraged the public to check by the benches on either side of the cemetery for missing flowers, etc. Plans are to build boxes to store items blown around so that families may reclaim and replace to the right headstone. Mayor Protem Willis Williams motioned to add this plan to the cemetery policy. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

D. Administrative Report - Kimberly Cockrell

1. Financial reports were given for March 2020.
2. Budget Amendment (s)#3
 Mayor Protem Willis Williams moved to approve the budget amendments as presented below. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

GF BUDGET AMENDMENT #3

	<u>CREDIT</u>	<u>DEBIT</u>
1040151 Election Expense	\$1,140.00	
1040125 Materials & Supplies		\$500.00
1040148 Repairs		\$600.00
1048200 Herring Festival		\$40.00
	\$1,140.00	\$1,140.00

***Truck repairs, Material, and Supplies

W/S BUDGET AMENDMENT #3

	<u>CREDIT</u>	<u>DEBIT</u>
3039300 Fund Balance Appropriated	\$10,330.00	
3071717 Audit Fees (S)		\$15.00
3071317 Audit Fees (W)		\$15.00
3071828 Truck Exp (S)		\$150.00
3071428 Truck Exp (W)		\$150.00
3071819 Engineer (S)		\$10,000.00
	\$10,330.00	\$10,330.00

*** Truck Repairs, Audit Fees and Asset Management & Capital Improvement Plan

3. Powell Bill Transfer from Savings to Checking

Town Clerk/Finance Officer Kimberly Cockrell requested permission to transfer \$3,200.00 from the Powell Bill NC Capital Management Trust account to the PB checking account at PNC Bank. This transfer would cover the difference in payroll salary budgeted versus the actual amount needed for allocation. Also, to avoid accruing a monthly service charge, the request would add \$2,000.00 to the checking account, to prevent the account from dropping below the minimum required balance. Mayor Protem Willis Williams motioned to approve the transfer between accounts as presented. Commissioner Carolyn Martin seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

E. Mid-East –Meeting canceled.

F. Planning Board

The Planning Board did not have a meeting.

Commissioner Rachel Craddock inquired as to whether zoning permits had been issued for barns/additions to certain properties within the town limits. Town Clerk/Finance Officer Cockrell would follow up with a letter should the findings show a permit had not been obtained.

G. Herring Festival – Revised 2020 Road Closure Ordinance

Commissioner Rachel Craddock recommended the Board approve the revised Road Closure Ordinance for the 2020 NC Herring Festival. Due to COVID-19 and the executive order from Governor Roy Cooper limiting mass gathering, the Herring Festival Committee voted to reschedule the 2020 NC Herring Festival for 8/28-8/29/20. Commissioner Carolyn Martin commented the weather may affect attendance because customarily, the weather is hot and humid in August. Commissioner Rachel Craddock responded the Herring Festival Committee voted to reschedule for these days rather than postpone, with the understanding the event may be rescheduled again or canceled, due to the current environment. Mayor Protem Willis Williams moved to approve the following revised 2020 Road Closure Ordinance contingent upon the regulations regarding COVID-19 in place at that time. Commissioner Carolyn Martin seconded. Motion unanimously passed. 5 Ayes - 0 Nay. The ordinance must be submitted to NC DOT for final approval.

Ordinance # _____

TOWN OF JAMESVILLE

An Ordinance Declaring A Road Closure for the Annual Herring Festival

WHEREAS, the Jamesville Board of Commissioners acknowledges a tradition that began in 1949 of providing an Annual Herring Festival for the pleasure of its citizens and visitors; and

WHEREAS, the Jamesville Board of Commissioners acknowledges the Annual Herring Festival requires approximately 36 hours for setup/break down, traffic control, sign removal and litter cleanup;

NOW THEREFORE IT BE ORDAINED by the Jamesville Board of Commissioners pursuant to the authority granted by G.S. 20-169 that they do hereby declare a temporary road closure during the day(s) and times set forth below on the following described portion of a State Highway System route:

Date(s) & Times: Road Closure begins Friday August 28, 2020 @ 12:00pm
Road Closure Ends Saturday August 29, 2020 @ 12:00am

Road Closure Description: Main Street/Business U.S. 64 from the intersections of Main/Stewart Street to Main/Sunset Avenue.

This ordinance to become effective when signs are erected giving notice of road closure.

Adopted this 14th day of April, 2020

Dennis Anton, Mayor

Attest:

Kimberly Cockrell, Town Clerk

VI. Old Business

A. Water/Sewer Ordinance Enforcement

The Board were given Water/Sewer bills in arrears in accordance to Water/Sewer Ordinance #81 as stated in section titled “*Meter Reading-Billing-Collecting*”. Governor Cooper’s Executive Order #124 effective March 31, 2020 reiterated that cut-offs and accrual of interest for late payment of utility customers during COVID-19 were banned. It was mentioned that the executive order postponed but did not forgive utility charges. For amounts in arrears, payment plans could be arranged by contacting the Town office. Mayor Protem Willis Williams motioned that the conditions stated be addressed in the form of a policy and put on the water/sewer bill. Commissioner Mary Allen seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

B. Job Description – Assistant Town Clerk

Mayor Dennis Anton commented on a draft job description for Assistant Town Clerk in the agenda packet. The agenda item had been tabled at the last meeting. Mayor Anton stated the job description was very well done and inclusive. Collectively, Town Clerk/ Finance Officer Cockrell and Assistant Town Clerk Thompson generated the job description. The Board was asked to approve. Mayor Protem Willis Williams moved to accept the Assistant Town Clerk job description as presented and that it be an addendum to the personnel policy. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

C. Budget Workshop – April 30th

Taking into consideration several variables such as statutorily requirements (NCGS Chapter 159-12), deadlines, and the Coronavirus, the Board consensually agreed to cancel the previously scheduled April 30, 2020 Budget Workshop meeting to allow officials time to gain more knowledge on COVID-19 and its affect. Current restrictions limit use of the regular meeting location. In the meantime, Town Clerk/Finance Officer Cockrell would work on the budget and if feasible, send copies to each commissioner for review before the Budget Workshop scheduled for May 11, 2020 at 5:30 p.m. The Christian Church Fellowship Hall, Fire Department, Jamesville School Cafeteria or Gymposium were named as potential facilities with the capacity to accommodate the present social distancing standards and public access. The Board consensually agreed to proceed in this manner.

VII. New Business

A. NC DOT Pothole Patching Quotes/Asphalt Hot Box/Budget Amendments & Bank Transfer

During the March 9, 2020 meeting, Town Resident Mr. Eddie Hines asked the Board to address the potholes near his home on Smithwick Street. At the Board’s request, Commissioner Rachel Craddock solicited quotes for several roads needing repairs. Mayor Dennis Anton asked for the Board’s opinion on the State’s quotes for patching potholes. Commissioner Craddock stated she discussed numerous street repairs with local NC Department of Transportation (NCDOT) County Maintenance Engineer Andy Mulder. A quote of approximately \$60,000.00 per ton was the estimated cost for repairs. As an

alternative solution, Public Works Director Charles Winstead recommended the purchase of equipment, a 4-ton Hotbox, including supplies at an estimated cost of \$35,000.00. Admitting this was a huge investment, Public Works Director Winstead added while cold patches could be used for small holes, large potholes required hot mix. Commissioner Craddock stated the Town would benefit and motioned to purchase the 4-ton hotbox and supplies. Commissioner Carolyn Martin seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

Mayor Protem Willis Williams motioned to approve the Budget amendment for up to \$40,000.00 and to authorize the transfer of Powell Bill money to the general fund for the equipment and supplies. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

B. Sludge Disposal

Public Works Director Charles Winstead requested authorization for Wastewater ORC Samuel Lilley to sign off on septic company removal of sludge and authorization to submit tracking documentation to NC DEQ (NC Department of Environmental Quality). Mayor Protem Willis Williams motioned to give Wastewater ORC Lilley the authority to sign-off on the septic company's removal of sludge as well as authority to submit the appropriate paperwork and applications pertaining to the tracking of sludge removal. Commissioner Rachel Craddock seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

C. Utility Service Co, Inc. Contract Termination

Commissioner Larris Tolson motioned to approved terminating the contract with Utility Service Co., Inc. effective October 2020. Mayor Protem Willis Williams seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

D. Southern Corrosion Contract

Commissioner Larris Tolson motioned to accept the contract with Southern Corrosion, as presented. Mayor Protem Willis Williams seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

E. Use of Town Equipment

Mayor Dennis Anton introduced the agenda item regarding use of Town equipment by employees and received questions from the Board. Town Clerk/Finance Officer Cockrell inquired about the Board's position on the use of Town equipment by employees on their personal time. The Town truck was used to haul a large pile of limbs from the employee's backyard. Normally, the limbs would have been brought to curbside for pickup by the Town. Mayor Protem Willis Williams stated such actions contributed to the overall positive look of the Town. Adding, a policy should be established limiting the use of Town equipment within the town limits. Commissioner Carolyn Martin suggested checking into insurance liability during the use of equipment on personal time. After discussion, Mayor Protem Williams moved to table this agenda item to allow Town Clerk/Finance Officer Cockrell time to research the current policy/procedure. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

VIII. Boards Comments

Commissioner Carolyn Martin questioned as to whether fire department personnel could wash personal vehicles at the expense of the Town. The Town does not bill EMS for water used/consumed. Commissioner Larris Tolson stated fire personnel would be at the fire department anyway. Mayor Protem Willis Williams stated no objection to washing own vehicles, if there was an understanding that this was not a public car wash. The Board seemed to consensually agree.

IX. Adjourn

Commissioner Allen moved to adjourn at 8:16 p.m. Commissioner Martin seconded. Motion unanimously passed.

Respectfully submitted by:

Kimberly Cockrell – Town Clerk/Finance Officer