

TOWN OF JAMESVILLE
MONTHLY BOARD MEETING RESCHEDULED 04/13/2021
MINUTES

The following is an account of the minutes taken at the rescheduled Regular Monthly Board Meeting held between 7:00 p.m. & 8:51 p.m. on 04/13/2021 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
- Rachel Craddock - Commissioner
- Carolyn Martin - Commissioner
- Mary Allen – Commissioner

Minutes Recorder – Kimberly Cockrell, Town Clerk/Finance Officer

I. Mayor Dennis Anton brought the meeting to order. Commissioner Willis Williams offered the prayer. Mayor Dennis Anton extended a welcome to all.

II. Adoption of Agenda

- Commissioner Larris Tolson requested the addition to New Business item VII-H: Retro Commissioner Pay FY2021; Commissioner Carolyn Martin requested the addition to Old Business item VI-D: Set New Date for Town Dinner. Commissioner Larris Tolson moved to approve the agenda as amended. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

III. Approval of Minutes

Commissioner Rachel Craddock moved to approve the following minutes as presented. Commissioner Carolyn Martin seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

- Regular Board Meeting & Closed Session Meeting – March 8, 2021
- Special Board Meeting: Policy Workshop – March 25, 2021

IV. Public Comments

1. None

V. Reports

A. Mayor

1. Mayor Dennis Tolson read in its entirety a thank you card and note addressed to the Town of Jamesville Board that was received from the family of the late Town Attorney Daniel Manning, Sr.

B. Water/Wastewater Report - Samuel Lilley

1. Mr. Samuel Lilley reported the lines on Martin Drive on the eastside right-a-way had a blockage and assistance was needed from Williamston to jet out the lines. A camera could not be used because there was too much water was in the lines. Eight houses are connected to the line running to a dead end at the middle of the football field to the

highway and then, a drop off. The line was draining slowly but would probably need to be serviced one more time.

2. Mr. Samuel Lilley stated the department was in need of a larger power saw. A 14” chain saw was being used but a commercial grade was needed. Mr. Samuel Lilley provided an estimated cost for a 20” Stihl commercial chainsaw. The Board was asked to approve the purchase. Commissioner Rachel Craddock made the motion to purchase the Stihl chainsaw at the estimated price of \$463.83. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

C. Public Works Report - Charles Winstead

1. Mr. Charles Winstead reported on the NCDEQ Notice of Deficiency – 1st Quarter 2021 Report. Mr. Charles Winstead stated basically, the high levels of iron and manganese were coming down. Some places show zero iron. Mr. Charles Winstead noted one area, Stewart Street, was still high, even though that street gets flushed more than any of the other places. Mr. Charles Winstead added he knew of no known cause for the continued high content levels on Stewart Street.

D. Finance Officer - Kimberly Cockrell

1. Financial Statements – March 2021
Finance Officer Kimberly Cockrell presented the Financial Reports for March 2021.
2. Budget Amendment(s)
Commissioner Willis Williams made the motion to approved GF Budget Amendment #3 as presented below. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

Budget Amendments FY 2020-2021

GF BUDGET AMENDMENT #3 – 4/13/2021

	<u>CREDIT</u>	<u>DEBIT</u>
1039300 - Appropriated Fund Balance	\$1,806.00	
1035800 - Miscellaneous	\$3,705.00	
1033000 - In Lieu of Taxes	\$ 27.00	
1040168 - Cemetery Expense		\$3,510.00
1040129 - Miscellaneous		\$1,428.00
1048300 - COVID-10 Pandemic		\$ 600.00
	<hr/> \$5,538.00	<hr/> \$5,538.00

Amendment is to record Veterans Memorial donations and expenses, Concealed carry classes, GPS services, removal of Oak Tree from Fleming Circle, laptop cases & MS Office Software.

E. Mid-East

1. Commissioner Rachel Craddock reported a lot of things went on at the Mid-East Commission meeting via Zoom held recently. Commissioner Rachel Craddock commented the Commission would focus on nominations and voting next meeting. The American Rescue Plan funding was discussed. The Mid-East Commission Chair was to email information on the spending purposes for ARP funding. Commissioner Rachel Craddock stated due to the COVID-19 pandemic, the annual general meeting had been canceled.

F. Planning Board

1. No Report

VI. Old Business

A. Water/Sewer Ordinance Enforcement

1. Town Clerk/Finance Officer Kimberly Cockrell reported no accounts were delinquent to report this month.

B. Water/Sewer Lines for Valentine Project

1. Commissioner Willis Williams commented a letter had been drafted for the Valentine Project but would not be official until an attorney proofed it. With the death of Town Attorney Daniel Manning, Sr., the Town of Jamesville was without an attorney, which is a statutory requirement (NC G.S. §160A-173). Commissioner Willis Williams reported he was making a list of attorneys and encouraged other board members to do the same. In the meantime, Town Clerk/Finance Officer Kimberly Cockrell was asked to consult the NC League of Municipalities (NCLM) for representation until an attorney could be hired.

C. Washout by Water Plant

1. Upon the Board's approval, Mr. John Cox, of Cox-Edwards Company repaired the single sink hole at the corner of Hardison Drive and Hayes Drive in Jamesville, NC near the Water Plant for less than the estimated worst-case scenario cost of approximately \$7,000.00. However, Mr. Samuel Lilley reported there was another cave-in at the east side of the washout site on Hardison Dr. unrelated to the previous washout. After the Board discussed the issue, Commissioner Larris Tolson made the motion to approve up to \$5,000 to fix the caved-in area near the Water Plant. Commissioner Carolyn Martin seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

D. Set/Reschedule Town Dinner Date

1. The Board took discussion on the previously postponed town dinner. Commissioner Larris Tolson moved to set/schedule the Town dinner for May 25th, 2021 at 6:30 p.m. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes – 0 Nays. Town Clerk/Finance Officer Kimberly Cockrell would finalize the arrangements with the suggested location.

VII. New Business

A. Bank Account Proposals

1. Annually, Finance Officer Kimberly Cockrell sought information from local banks on the Treasury approved list for public funds. The goal was to find ways to save on fee operation costs and for higher yields on saving, where possible. The Board was provided several banking options to review. After taking discussion, Commissioner Larris Tolson made the motion to secure the following banking services with First National Bank-FNB (Preferred Interest Checking-General Fund, Water/Sewer, Herring Festival & Cemetery); (Public Money Market Checking-General Fund, Water/Sewer, Powell Bill, & Cemetery) as well as online banking and ACH services – direct deposit, account receivable and account payables. Accounts to remain with NC Capital Management Trust (NCCMT) would be the General Fund, Water/Sewer, Powell Bill, & Cemetery. NCCMT accounts will keep a balance of around \$10,000 in each account and the additional monies would be transferred to the new FNB accounts. The current bank accounts at BB&T and PNC would be closed moving the money to the new accounts at FNB. Commissioner Mary Allen seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

B. Bank Account Designated Official Signers

1. Town Clerk/Finance Officer Kimberly Cockrell asked the Board to designate official signers for the new banking services. The Board took discussion. Commissioner Rachel

Craddock made the motion that the following individuals be designated official signers: Mayor Dennis Anton, Mayor Protem/Commissioner Willis Williams, Commissioner Larris Tolson, Commissioner Rachel Craddock, Commissioner Carolyn Martin, Commissioner Mary Allen and Town Clerk/Finance Officer Kimberly Cockrell. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

C. Official Custodian for Bank Accounts

1. As requested by the banking institution, Town Clerk/Finance Officer Kimberly Cockrell asked the Board to designate an official custodian for the banking accounts. Reportedly, for accounts that contain public funds, the “official custodian” of the account rather than the government entity itself – is treated as the insured depositor. Accordingly, the Recordkeeping Rule requires the bank to maintain information about the official custodian of each government account. Commissioner Larris Tolson made the motion to designate Finance Officer Kimberly Cockrell as the official custodian of the banking accounts. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

D. Water/Sewer Ordinance#81 Proposed Revision

1. Town Clerk/Finance Officer Kimberly Cockrell explained at the March 8th, 2021 Regular Board meeting, the suggestion was made to include wordings in the Water/Sewer ordinance to address adjustment requests made by Town residents who had lived in the Town of Jamesville less than a year. In its present state, the ordinance adjustment only applies to residents over a 12-month period. Town Clerk/Finance Officer Kimberly Cockrell recommended the following wording be added to Adjustments – Complaints: “If customer’s account is less than 12 months old, the adjustment will be based on an average of 3 months of usage.” Commissioner Larris Tolson made the motion to adopt the Water/Sewer Ordinance #81 as amended below. Commissioner Rachel Craddock seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

An Ordinance Regulating Water and Sewer Services For The Town of Jamesville

This ordinance shall be known as the Town of Jamesville, North Carolina Water and Sewer Regulations Ordinance. Be it ordained that:

The Town of Jamesville is proud to provide water and sewer utility services to all residents who live within the town limits. We, as the town, would like to take the opportunity to set forth our terms and conditions for maintaining quality water/sewer services. Attached are the Rules and Regulations.

The Town of Jamesville requires all applicants to fill out an application for service in person at the Town Hall along with a cash or money order deposit. Each applicant must also provide a government issued ID, proof of address, and evidence of ownership or authority to occupy the residence. Water and sewer service connections are scheduled between 11:00 a.m. and 3:00 p.m. Water connections will be made 24 hours after a proper application is filed. The Town will make every effort to connect service on the same day the application is received, but if an application is received after 12:00 p.m., the Town does not guarantee same day service. **FOR SAFETY REASONS, ALL WATER FAUCETS MUST BE TURNED OFF WHEN SERVICE IS CONNECTED.**

For Commercial/Business accounts, new home construction, and service line replacements, the State of North Carolina requires installation of back flow prevention.

Commercial/Business Accounts:

Application for a zoning permit must be obtained before the business can be opened and provided with water and sewer service.

Call the Planning/Zoning office at (252) 792-5006

Rate Schedule and Tap-On Fees

Exhibit A
Rate Schedule

- Flat Rate Water Charge: **\$17.93**
- Flat Rate Sewer Charge: **\$19.56**
- Variable Flow Charge – per 1,000 gallons
 - 1. Water **\$5.95**
 - 2. Sewer **\$6.70**
- Bulk Water – per 1,000 gallons **\$7.00**

Exhibit B
Fee Schedule

1. Cash, Money Order, Certified Check Deposit for water service on Existing water main **\$300.00**
2. Tap on Fee
 - a. Water
 - ¾" Water Tap **\$450.00**
 - 1" Water Tap **\$550.00**
 - 1 ½" Water Tap **\$950.00**
 - 2" Water Tap **\$1,200.00**
 - b. Sewer **\$800.00**
3. Reconnection Fee **\$75.00**
4. Insufficient Funds Service Fee **\$25.00**
5. Service Tampering Fee (Hydrants, Values, or Devices) **\$200.00**
6. Late Fee (Based on a Monthly Base) **\$25.00**
7. Hardware (New/Replacement – Hand Valve, Check Valve, Piping, Sewer Caps) **\$30.00**
8. Water Meter Replacement (Broken Due to Customer) **\$100.00**

- A. All water rates and tap fees shall be those most recently adopted by the Town of Jamesville and a schedule of same shall be available upon request at Town Hall.
- B. Each user must be metered separately. A user is defined as house, mobile home, other residence or place of business.
- C. Bulk customers may be allowed. Bulk customers will be determined on a case-by-case basis.

Application for Service

- A. Service will be supplied only to those who have paid the tap fee and deposit.
- B. Application for service shall be made at the Town of Jamesville Town Hall.
- C. Application for service shall be accompanied by appropriate fees as shown in Exhibit B.
- D. Deposits are refundable upon termination of service and settlement of all accounts.
- E. Deposits are non- interest bearing.
- F. Tap-on fees are non-refundable once taps have been installed and once installed, taps will not be relocated without payment of additional tap fee.
- G. All customers are required to make deposit with application for service.
- H. The individual in whose name the account is established shall be responsible for payment of all bills incurred in connection with the service furnished.

- I. The Town of Jamesville may reject any application for service when the applicant is delinquent in payment of bills incurred for service previously supplied at any location. When a member of the household has been served water and has not paid, the Town shall not be required to render service to any other member at said location where the water was used until water bill has been paid. When all members of the same household move to a new location, service will not be rendered under the name of a different household member until all previous bills have been paid.

Security Deposit

- A. A deposit, in an amount set by the Jamesville Town Board of Commissioners, is required for all customers.
- B. Deposit cannot be transferred to another location within the town limits and cannot be transferred to another individual.

Town's Responsibility

- A. When two or more meters are to be installed on the same premises for different consumers, they shall be closely grouped and each clearly designated as to which consumer it applies.
- B. The Town reserves the right to refuse service unless the consumer's line or piping is installed in such manner as to prevent cross-connections or backflow and multiple hook-ups. **Under no conditions shall cross-connections with the Town system be permitted. The Town reserves the right to inspect the customer's outside water flow apparatus to ensure cross-connections and multiple hook-ups are not present. Violation of this regulation may be considered tampering with a public water supply.**
- C. The Town shall not be liable for damage of any kind whatsoever resulting from water or the use of water on the consumer's premises, unless such damage results directly from negligence on the part of the Town. The Town shall not be responsible for any damage done by or resulting from any defect in the piping, fixtures or appliances on the consumers premises. The Town shall not be responsible for negligence of third persons or forces beyond the control of the Town resulting in any interruption of service.
- D. Under normal conditions of scheduled maintenance, the consumer will be notified of any anticipated interruption of service. Emergency repairs and unscheduled maintenance may cause service disruption, for which the consumer may not be notified.
- E. The Town will cut off service to any customer that is past due in payment of the monthly bill or whose pipes are busted from freeze or other damage from the meter through the house if the pipes or lines are not repaired immediately. A service charge of \$75 will be charged to cut the water back on.
- F. The Town shall not be liable for damages of any kind to household appliances which include refrigerators, ice-makers, hot water heaters as well as hot water furnaces, if service is discontinued for non-payment of bill.
- G. The Town shall not be liable for damages of any kind to household appliances which include refrigerators, ice-makers, hot water heaters as well as hot water furnaces as a result of water being turned off to make emergency repairs to lines, after an attempt has been made to notify the customers.

Customer's Responsibility

- A. The customer shall furnish and maintain a private cutoff valve on the customer's side of the meter; the Town will provide a cutoff valve on the town side of the meter.
- B. Where meter is placed on customer's property, a suitable and unobstructed place shall be provided by customer and accessible at all times by the town.
- C. The customer's piping and apparatus shall be installed and maintained by the customer at their own expenses and shall meet the Town's rules and regulations and be in full

compliance with the State Board of Health sanitary regulations. **IN NO INSTANCE SHALL A CROSS-CONNECTION BE ALLOWED.**

- D. In an event that any loss of or damage to property of the Town or any accident/injury to Town personnel is caused from the negligence or wrongful act of the customer, the cost of the necessary repairs or replacements shall be paid by the customer to the Town and any liability otherwise shall be assumed by the customer.
- E. The cost of repairs, loss, or damage shall be added to customer's bill; and if not paid, service shall be discontinued.
- F. The customer shall guarantee proper protection of Town property and permit access to town property only by authorized Town personnel.

Access to Premises

- A. Authorized Town personnel shall have access at all reasonable hours to the premises of the customer for installing or removing Town's property, inspecting piping, checking for cross-connections, checking for multiple hookups, reading or testing meters, and otherwise in connection with the Town's service and facilities.
- B. Each customer shall grant a perpetual easement and right of way across any property owned or controlled by the customer wherever it is necessary for the Town to furnish service to the customer.

Change of Occupancy

- A. The outgoing party shall be responsible for all water consumed up to the time of departure.

Meter Reading- Billing- Collecting

- A. Meters will be read and bills rendered monthly; but the Town reserves the right to vary the dates of length of period covered, temporarily or permanently if necessary or desirable.
- B. Bills are due when rendered and become delinquent after two months. Bills not paid by the 10th of the second month will be cut off by vote of the Town Board of Commissioner after the monthly meeting held on the second Monday of each month. (Notes: Meter reading cycle is between the 11th and 17th of the month. Dates may vary due to emergencies or inclement weather.)
- C. Any customer who has a check or draft returned from any financial institution because of insufficient funds or a closed account shall be charged a service fee as specified in exhibit B.
- D. Charge for service commences when meter is installed and connection made, whether used or not.
- E. Bills for utility will be figured in accordance with the Town's rate schedule then in effect and will be based on the amount consumed for the period covered by the meter readings.

Utility Rates

- A. All water and sewer accounts are charged a fixed monthly rate and an additional charge for consumption per each thousand gallons of usage. These fees are set by the Town Board of Commissioners. Current rates are listed in exhibit B.

Making Payments

- A. Bills may be paid at the Town Hall from 8:00am to 4:30pm, Monday through Thursday or at the designated drop box. Drop box is located on front door of Town Hall. Payments may be mailed to: Town of Jamesville, Po Box 215, Jamesville, NC 27846. Also, payments can be made online through the link on Town of Jamesville website.

Returned Check Charge

- A. A \$25.00 returned check charge will be due if a check is returned by your bank. The Town will not accept checks as payment from any customer who has previously issued an insufficient funds check within one year.
- B. Water services will be suspended if prompt payment of a returned check is not made.
- C. Shall a second check be taken on the account and returns to the Town unpaid, check writing privileges will be terminated permanently.

Actions Taken for Non-Payment

- A. Service will be restored the same day if payment is made prior to 2pm. If payment is made after 2pm, service will be restored the next day.

Adjustments- Complaints

- A. If a water leak is detected, the bill can be adjusted after proof of repair (i.e. repair bill or receipts) is presented and approved by the Town Board of Commissioners. If an adjustment is approved, the water will be adjusted per current adjustment policy. Adjustments are based on an average 12 month usage. If customer's account is less than 12 months old, the adjustment will be based on an average of 3 months of usage. **Only one adjustment is allowed during a 12-month period without proof of repair.**
- B. If the user believes his/her bill to be an error, the claim shall be presented in person at the Town Hall office before the bill becomes delinquent. Such claim, if made after the bill has become delinquent, shall not be effective in preventing discontinuance of service as heretofore provided. The user may pay such bill under protest and said payment shall not prejudice their claim.
- C. If the meter fails to register correctly or is stopped for any cause, the customer shall pay an amount estimated from the record of their previous bills and/or from other proper data.

Suspension of Service

- A. Service discontinued by non-payment of bill or at voluntary request for suspension by a user will be restored only after bills are paid in full, redeposit made, and payment of a service charge as specified in Exhibit B for reconnection. **Service will be re-connected within 24 hours of receipt of payment.**
- B. The Town of Jamesville reserves the right to discontinue its service without notice for the following reasons:
 - 1. To prevent fraud or abuse.
 - 2. Users willful disregard of the Town's rules.
 - 3. Emergency repairs.
 - 4. Insufficiency of supply due to circumstances beyond the Town's control.
 - 5. Legal procedures.
 - 6. Direction of public authorities.
 - 7. Strikes, riot, fire, and flood accident or any unavoidable cause.
- C. The Town may permanently refuse service to any customer who tampers with a meter or other measuring device.
- D. When services are discontinued and all bills are paid in full, the deposit will be refunded.
- E. Upon discontinuance of service for non-payment, the deposit will be applied toward the settlement of the account. Any balance will be refunded to the customer. If the deposit is not sufficient to cover the bill, the Town will proceed to collect the balance in the usual way provided by law for collection.
- F. The order in which the deposit will be applied for discontinuance of service for non-payment:
 - 1. Penalty
 - 2. Sewer
 - 3. Water

Modification of Rules

- A. No promise, agreement or representation of any employee of the Town shall be binding upon the Town except as it shall have been agreed upon writing, signed and accepted by the acknowledged representative of the Town.
- B. No modification of rates or any of the rules and regulations shall be made by any agent of the Town.

Adoption of Rules

Until further order of the Jamesville Town Board of Commissioners, the rules and regulation as the same are herein above set, are hereby adopted as the date hereof to become effective.

Motion made on April 13, 2021 by Commissioner Larris Tolson to accept the above amendment effectively immediately. Commissioner Rachel Craddock seconded. Motion unanimously was passed. (5-0)

_____ Dennis Anton – Mayor _____ Date

_____ Willis Williams – Mayor Protem _____ Date

_____ Mary Allen - Commissioner _____ Date

_____ Rachel Craddock – Commissioner _____ Date

_____ Carolyn Martin - Commissioner _____ Date

_____ Larris Tolson – Commissioner _____ Date

E. American Rescue Plan

- 1. Town Clerk/Finance Officer Kimberly Cockrell presented information on the federal American Rescue Plan Act of 2021 (ARP), which became law on March 11th, 2021. The Town of Jamesville had been awarded a total of \$130,000, with the first payment of \$65,000 to be made with 60 days (May 2021) of the law’s enactment. The second portion or \$65,000 was to be distributed a year after the first payment. Reportedly, the monies may be used for costs incurred by December 31, 2024. Town Clerk/Finance Officer Kimberly Cockrell commented more clarification on the purpose for which the monies may be spent would be forthcoming.

F. Personnel Policy

- 1. The Board was presented a draft copy of the changes proposed to the Town Disciplinary Policy during the Special Policy Workshop meeting. Commissioner Carolyn Martin suggested additional changes as well. The Board took discussion. Commissioner Larris Tolson made the motion to accept the Town Disciplinary Policy with amendments, upon approval by an attorney. Commissioner Mary Allen seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

G. Martin County Meeting Monday April 12th, 2021

1. On Monday, April 12th, 2021, local officials in Martin County met at the NC Telecenter live and virtual to receive a presentation being given by the NC Water Infrastructure Authority regarding the potential of a regional merger. Some locations in Martin County had been determined distressed water infrastructure area. Board members agreed the Town of Jamesville was assessed to be the only area in Martin County not distressed. Board members expressed pride in having been fiscally responsible over the years. Commissioner Willis Williams commented the reason all municipalities in Martin County were invited to the meeting was because monies were available for water infrastructure for distressed area. Commissioner Larris Tolson commented the Town of Jamesville may be in a position in the future to sell water to Martin County.

H. FY2021 Retro Commissioner Pay

1. Commissioner Larris Tolson made the motion to make the Commissioners and Mayor raise retroactive for FY2021. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes – 0 Nays. Town Clerk/Finance Officer Kimberly Cockrell explained the retro pay would be the difference in amounts received before the raise became effective during July 1, 2020 to June 30, 2021.

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

Around 8:23 p.m., Commissioner Larris Tolson made a motion to enter Closed Session in pursuant of NC G.S. §143-318.11(a) (6) Personnel. Commissioner Carolyn Martin seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

Around 8:49 p.m., Commissioner Larris Tolson made the motion to end Closed Session in pursuant of NC G. S. §143-318.11(a) (6) Personnel. Commissioner Carolyn Martin seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

Open Session

No action needed by the Board in open session.

IX. Board Comments - None

X. Adjourn

Commissioner Mary Allen moved to adjourn at 8:51p.m. Commissioner Carolyn Martin seconded. Motion unanimously approved. (5-0)

Respectfully submitted by:

Kimberly Cockrell – Town Clerk/Finance Officer