

TOWN OF JAMESVILLE
MONTHLY BOARD MEETING 01/10/2022
MINUTES

The following is an account of the minutes taken at the Regular Monthly Board Meeting held between 7:00 p.m. & 8:39 p.m. on 01/10/2022 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

- Craig Tucker - Mayor
- Willis Williams - Mayor Protem
- Rachel Craddock - Commissioner
- Larris Tolson - Commissioner
- Kimberly Cockrell - Commissioner

Absentee

- Mary Allen – Commissioner

Minutes Recorder – Kimberly Cockrell, Town Clerk/Finance Officer

I. Mayor Craig Tucker brought the meeting to order. Mayor Craig Tucker welcomed all from the community, and acknowledged Ms. Kathy Waters, of the Roanoke Beacon. Commissioner Willis Williams offered the prayer.

II. Adopt Agenda

Commissioner Kimberly Cockrell asked to amend the agenda to include item VII New Business E: Rezoning Mobile Homes. Commissioner Willis Williams made the motion to adopt the agenda as amended. Commissioner Larris Tolson seconded. Motion unanimously passed. 4 Ayes – 0 Nays.

III. Approval of Minutes

Commissioner Rachel Craddock noted a correction to the minutes. Commissioner Willis Williams moved to approve the following minutes, with noted correction. Commissioner Rachel Craddock seconded. Motion unanimously passed. 4 Ayes - 0 Nays.

- Regular Board Meeting & Closed Session – December 13, 2021

IV. Public Comments

1. Ms. Carolyn Martin, former Town Commissioner requested an adjustment to her water bill due to a water leak discovered outside of her house. Commissioner Willis Williams made the motion to approve the adjustment. Commissioner Kimberly Cockrell seconded. Motion unanimously passed. 4 Ayes - 0 Nays.

Ms. Carolyn Martin recalled while being a Town Commissioner, the Board had voted to review Water/Sewer Ordinance #81-Enforcement section to consider revisions regarding leaks outside the house but did not affect the sewer system. The customer would need to provide proof. Commissioner Larris Tolson made the motion to add Water/Sewer Ordinance #81 to next month's agenda. Commissioner Kimberly Cockrell seconded. Motion unanimously passed. 4 Ayes - 0 Nays.

2. Ms. Dorothy Weaver requested an adjustment to the water bill for her church because of a leaky toilet. Commissioner Willis Williams made the motion to approve. Commissioner Larris Tolson seconded. Motion unanimously passed. 4 Ayes - 0 Nays.

V. Reports

A. Mayor

1. Mayor Craig Tucker mentioned in his position as Mayor, he had made himself available for Town duties, had had good communication with many individuals, business owners and community members. On behalf of the Board, Commissioner Larris Tolson welcomed Mayor Craig Tolson.

B. Water/Wastewater Report - Samuel Lilley

1. Mr. Samuel Lilley reported the contractor had put in the Marco Pump Station drives and fixed one timer. Mr. Danny Trout, of Advance Plumbing of LaGrange, Inc. had the materials and needed to find the 2” pipes to replace the 4” pipes for the RPZ backflow preventer at the Wastewater Treatment Plant. There had been a few sewer lines to stop up. Staff had completed all sewer line repairs, except one. On January 19, 2022, Mr. Dwight Lancaster, NCRWA planned to provide a camera to examine for roots in the sewer line. Mr. Avery, who was to repair the Marco backflow preventer, was still recovering from COVID-19. Mr. Avery planned to get to the project as soon as possible. Commissioner Larris Tolson asked Mr. Samuel Lilley to notify him when NCRWA did the camera because he wanted to be present to see the camera in action.

C. Public Works Report- Robert Cockrell

1. Mr. Robert Cockrell reported Staff had put the old equipment approved by the Board for disposal on Govdeals.com. The bid process was to end next week.

D. Finance Officer - Kimberly Cockrell

1. Financial Statements
Finance Officer Kimberly Cockrell presented the Financial Reports for December 2021.
2. Budget Amendment(s)

Commissioner Willis Williams made the motion to approve GF Budget Amendment #6 as presented below. Commissioner Larris Tolson seconded. Motion unanimously passed. 4 Ayes - 0 Nays.

Budget Amendments FY 2021-2022

GF BUDGET AMENDMENT #6 - 1/10/2022

	<u>CREDIT</u>	<u>DEBIT</u>
1039300 Appropriated Fund Balance	\$2,850.00	
1040196 Zoning Expenses		\$2,000.00
1040167 Cemetery Lot Buyback		\$400.00
1040145 Property/Liability Insurance		\$450.00
	\$2,850.00	\$2,850.00

***Amendment is for Rezoning cost for designation of Mobile homes, Beverly Gordon request to sell cemetery plots to town, insurance cost for Backhoe, F550 truck and mower.

Commissioner Willis Williams made the motion to approve W/S Budget Amendment #3 as presented below. Commissioner Larris Tolson seconded. Motion unanimously passed. 4 Ayes - 0 Nays.

W/S BUDGET AMENDMENT #3 - 1/10/2022

	<u>CREDIT</u>	<u>DEBIT</u>
3039300 Fund Balance Appropriated	\$2,160.00	
3071745 Insurance (S)		\$50.00
3071345 Insurance (W)		\$50.00
3071429 Miscellaneous (W)		\$725.00
3071829 Miscellaneous (S)		\$725.00
3071490 Capital Outlay (W)		\$305.00
3071890 Capital Outlay (S)		\$305.00
	\$2,106.00	\$2,106.00

***Amendment is insurance costs for Backhoe, F550 truck and mower; purchase of tamper, data recovery services for failed hard drive.

E. Mid-East

1. Commissioner Rachel Craddock stated the Mid-East Commission Board monthly meeting would take place next week and she would make her report at the February Regular Board meeting.

F. Planning Board

1. None.

VI. Old Business

A. Water/Sewer Ordinance Enforcement

1. Town Clerk/Finance Officer Kimberly Cockrell provided the monthly customer cut-off report for consideration by the Board, in accordance to Water/Sewer Ordinance #81-Enforcement section. Commissioner Larris Tolson made the motion to approve the disconnections list as presented. Commissioner Willis Williams seconded. Motion unanimously passed. 4 Ayes - 0 Nays.

B. 2020 Certified Population Estimates – NC Office of State Budget & Management

1. Town Clerk/Finance Officer Kimberly Cockrell commented that the State still had not sent information on how to contest the 2020 population estimates as of the meeting. Commissioner Rachel Craddock planned to follow up.

C. Astoria Road/NC Wildlife Association

1. Commissioner Rachel Craddock was still working on getting help from NC Wildlife and others to repair Astoria Road. Commissioner Rachel Craddock mentioned talking to Mr. Reginald Speight, now with USDA but formerly a close associate of U.S. Congressman G.K. Butterfield. With Congressman G. K. Butterfield retiring, Commissioner Rachel Craddock hoped with the connection, things would get a little further. Mr. Gary Gardner, NC Wildlife Engineer Chief would not know how much help, if any, they could provide until budget time.

Mayor Craig Tucker suggested widening the road, as it was not wide enough for two vehicles.

Commissioner Rachel Craddock was still working on getting in touch with the current assistant for Congressman G. K. Butterfield by email or letter. Adding, the Town may be able to look into some grants.

Mayor Craig Tucker spoke of the positive meeting with Mr. Reginald Speight. Apparently, Mr. Reginald Speight had a tour planned for the 100 counties in North Carolina. Mayor Craig Tucker mentioned Martin County was #10 on the list out of the 100 stops. Commissioner Willis Williams added Mr. Reginald Speight has personal ties to Martin County, having worked in the community for decades.

D. Old Equipment - Disposal

1. Town Clerk/Finance Officer Kimberly Cockrell stated the open bids for the old equipment for sale online on govdeals.com would end on January 17, 2022.

E. 2022 Herring Festival

1. During the December 13, 2021 Regular Board meeting, the Board unanimously voted to proceed with advertising by social media and other means to get the word out for volunteers to organize the 2022 Herring Festival. The Board agreed by consensus if there were not enough volunteers, there would not be a 2022 Herring Festival. Commissioner Rachel Craddock reported as of the deadline, January 7, 2022, no one had volunteered. As a result, there would not be a 2022 Herring Festival.

F. Christmas Parade

1. Ms. Carolyn Martin emailed an article to Town Clerk/Finance Officer Kimberly Cockrell on suggested general rules for parade entries for participants. The Board took discussion. Commissioner Rachel Craddock noted the policy, if adopted should apply to any parade activity. Commissioner Larris Tolson added a clause would be needed stating the Town would not be responsible. Commissioner Kimberly Cockrell mentioned there were certain things she did not think needed to be included, if approved. Commissioner Rachel Craddock made the motion to table the agenda item for parade rules until next month. Commissioner Larris Tolson seconded. Motion unanimously passed. 4 Ayes - 0 Nays.

VII. New Business

A. Personnel Policy

1. Town Clerk/Finance Officer Kimberly Cockrell asked the Board to approve their agreement by consensus to model Martin County in approving an additional day off (December 23, 2021) in observance of the Christmas Holiday for Town fulltime employees. Commissioner Larris Tolson made the motion to ratify the additional day off for employees on December 23, 2021. Commissioner Willis Williams seconded. Motion unanimously passed. 4 Ayes - 0 Nays.

Commissioner Rachel Craddock made the motion to approve changing the personnel policy Article VI-Holidays to reflect Good Friday for the paid holiday for Easter rather than Easter Monday, for years there was not a Herring Festival. Commissioner Willis Williams seconded. Motion unanimously passed. 4 Ayes - 0 Nays.

Commissioner Kimberly Cockrell made the motion to change the personnel policy to state "For any adverse weather conditions or any event that calls for disruption of the office hours/schedule for the employees for closures, the Town will follow the Martin County schedule." Commissioner Willis Williams seconded. Motion unanimously passed. 4 Ayes - 0 Nays.

B. Merger/Regionalization – Viability Study Meeting January 18, 2022

1. Commissioner Willis Williams recalled the State had deemed the Town of Jamesville as the only non-distressed water system in Martin County. All of the Governing Board were encouraged to attend the meeting on the Viability Study scheduled for January 18, 2022.

Commissioner Rachel Craddock added there had been some talk about the originally stated cost of the meal to attend the meetings. Commissioner Rachel Craddock would let all know if the cost had changed.

C. Auditor

1. Commissioner Willis Williams shared information received from Town of Parmele Mayor Jerry McCrary for an auditor who specialized in municipal auditing. Commissioner Willis Williams reported the clientele for Ms. Rebekah Barr, CPA, PC, of Wilson, NC was small at this time. Commissioner Willis Williams suggested trying to secure her services to avoid finishing the audit late and as a result, receiving pushbacks from the State. Commissioner Larris Tolson made the motion to contact Ms. Rebekah Barr, CPA, PC, as soon as possible about securing auditing services. Commissioner Willis Williams seconded. Motion unanimously passed. 4 Ayes - 0 Nays.

D. UNC SOG Essentials of Municipal Government Webinar

1. Realizing reelected and newly elected Commissioners and Mayors must take the local government Ethics training within 12 months of the reelection or election, Town Clerk/Finance Officer Kimberly Cockrell provided information for online training for Essentials of Municipal Government (January 26-28, 2022), which included a session on Ethics. Tier I counties could receive a 10% discount of the \$225 cost. The discounted price would be \$180 per person. UNC SOG planned to offer additional ethic training sessions July 2022 through August 2022. The Mid-East Commission normally offered the seminars free in October following the elections as well. Mid-East Commission still planned to offer the seminar. However, Town Clerk/Finance Officer Kimberly Cockrell reported UNC SOG would require Mid-East Commission to charge each participant. Newly elected Mayor Craig Tucker and newly elected Commissioner Kimberly Cockrell planned to attend the online training in January 2022.

E. Rezoning Mobile Homes

1. Town Clerk/Finance Officer Kimberly Cockrell reminded the Board of the resolution adopted on September 13, 2021 to clarify their position on the rezoning of mobile homes to the subdivision area (formerly called the Herringbone Estate) that began west-end of Main Street at Circle Drive and extended to the area of Astoria Road and would apply to Class A, Class B, and Class C Mobile Homes. Along with the Mid-East Commission, Staff had begun the process of updating the zoning ordinance and the zoning map with the amendments. Staff had started to order signs, create letters to notify landowners, as well as create the notice for advertisement of the public hearing, Commissioner Willis Williams made the motion to approve holding the rezoning public hearing on February 14, 2022, 7 p.m. at the Board of Commissioners Regular Board Meeting. Commissioner Larris Tolson seconded. Motion unanimously passed. 4 Ayes - 0 Nays.

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

Around 7:54 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 Willis Williams seconded. Motion unanimously passed. 4 Ayes – 0 Nays.

Around 8:36 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 Willis Williams seconded. Motion unanimously passed. 4 Ayes – 0 Nays.

IX. Board Comments

1. None

X. Adjourn

Commissioner Rachel Craddock moved to adjourn at 8:39 p.m. Motion unanimously passed. 4
Ayes – 0 Nays.

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