

**TOWN OF JAMESVILLE**  
**MONTHLY BOARD MEETING 05/09/2022**  
**MINUTES**

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The following is an account of the minutes taken at the Regular Monthly Board Meeting held between 7:00 p.m. & 9:32 p.m. on 05/09/2022 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
- Mary Allen – Commissioner
- Kimberly Cockrell – Commissioner

Minutes Recorder – Kimberly Cockrell, Town Clerk/Finance Officer

**I. Call to Order**

Mayor Craig Tucker brought the meeting to order. Commissioner Larris Tolson offered the prayer. Mayor Craig Tucker welcomed all guests and employees as well as Ms. Kathy Waters from the Roanoke Beacon.

**II. Adopt Agenda**

Commissioner Larris Tolson made the motion to accept the agenda. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

**III. Approval of Minutes**

Commissioner Rachel Craddock made the motion to approve the minutes listed below. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

- Special Meeting – March 24, 2022
- Regular Board Meeting – April 11, 2022
- Special Meeting – April 20, 2022
- Special Meeting – April 22, 2022

**IV. Public Comments**

1. Mrs. Heather Rullman commented on her knowledge of various issues. Mrs. Heather Rullman expressed concerns that Town business was not being shared. That social media should be used more to make information available. In the opinion of Mrs. Heather Rullman, all residents in the Town were not being treated the same, the Herring Festival and/or parades should have taken place, employee was not picking up trash in a timely manner, Town resources were not being used efficiently, and questioned the Town of Jamesville Planning Board membership. Commissioner Rachel Craddock made an effort to brief and clarify some of the incomplete and/or misinformation on some of the issues. Mayor Craig Tucker planned to meet with Mrs. Heather Rullman to address her concerns and to solicit her and others to volunteer as organizers for the Herring Festival and parades.
2. Mr. Marvin Hillard extended an invitation to the Board to participate in the 1<sup>st</sup> Gooseneck Festival Parade in Oak City, NC set for May 21, 2022 at 10 a.m. Parade lineup would start at

9:15 a.m. Reportedly, there would be approximately 30 vendors and live performances throughout the day. Mr. Marvin Hillard also stated he was a candidate for Sheriff of Martin County. He invited all to attend a Meet N' Greet Planned for June 4, 2022 at E. J. Hayes Alumni Building in Williamston, NC from 2 p.m. to 4 p.m. Mr. Marvin Hillard passed out information on a \$980,000 NC Commerce grant and offered the Town his assistance with the application. Suggesting, road repairs in the Town of Jamesville and a new roof for the Jamesville Community/Senior Center as reasons to apply for grant funding.

3. Ms. Carolyn Thompson, of Martin County Department of Aging Nutrition Coordinator for Meals on Wheels as well as Jamesville Senior Center Director commented on various subjects affecting the Jamesville community. Ms. Carolyn Thompson shared her vision and sought support from the Board in the following areas:

- COVID vaccinations,
- Food bank distribution,
- Mentoring services,
- Opioid addiction and/or overdosing,
- Counselling and rehabilitation for those returning from prison,
- Bridging the gap between those in the community,
- Finding ways to help the area grow in population,
- Having a faith based outreach ministry; and
- Repairing a big hole in the ceiling, along with other needed repairs at the Jamesville Community Center, which houses the Senior Center.

Mayor Craig Tucker planned to contact Ms. Carolyn Thompson. Adding, he may know some individuals who might assist in some areas.

## V. Reports

### A. Mayor

1. FY 2020-2021 Audit Report – Rebekah Barr, CPA

Ms. Rebekah Barr reported submitting the FY 20-21 Audit Report to the State and the State had approved as written. The auditor rendered the Town of Jamesville's FY 2020-2021 audit an unmodified opinion, which is the highest level of a clean opinion for basic financial statement and supplemental schedules. Ms. Rebekah Barr referenced the Management's Discussion and Analysis created by Town Clerk/Finance Officer Kimberly Cockrell, the financial statements, notes, tax reports, and more.

On behalf of the Board, Commissioner Larris Tolson thanked Ms. Rebekah Barr for taking on the Town of Jamesville audit on such short notice and for completing and submitting it by the deadline. Town Clerk/Finance Officer Kimberly Cockrell added the agency was a pleasure to work with.

#### Audit Highlights

Significant Liabilities: LGERS retirement \$ 94,338; OPEB \$674,872

General Fund Balance: 190.23% of General Fund Expenses

Overall Fund Balance: 216.49%

Real & Personal Property Tax Rate: Collection rate same as last year

Uncollected taxes over the last 10 years: \$44,436, as of 6/30/2021

Water/Sewer loss: \$31,832 (Depreciation, LGERS, OPEB)

### B. Water/Wastewater Report - Samuel Lilley

1. Employee Samuel Lilley reported the smoke test on the sewer lines was finished on April 14<sup>th</sup>.

Feeder pump messed up and injector valve had to be replaced. Iron level went up briefly because of the injector valve but should decrease.

Staff repaired water leak near Ms. Dottie Williams' resident.

Staff fixed one of the two hydrants needing repair.

Wastewater Treatment Plant experienced aerator problem, which turned out to be rags around the impeller.

Staff contacted the contractor about servicing the Marco generator.

Employee Samuel Lilley spoke of talking to Mr. John Cox about doing the Hardison Drive repairs in stages for budgetary reasons. Mr. John Cox planned to do the repairs by the bank first in June. Repairs near the fire department in July. Employee Samuel Lilley stated Mr. John Cox was agreeable but hesitant to do repairs at night as recommended by engineers due to the Garrison Company increased cost associated with night construction.

Employee Samuel Lilley suggested beginning to repair the Hwy 171 pump station (constructed in 1972) while waiting for grant funding. The control panel at Hwy 171 pump station was outdated and parts were hard to find.

While budgeting, Employee Samuel Lilley asked the Board to consider funding for a bypass to eliminate pump trucks and a new pump at an approximated cost of \$8,210.00. Around 2014, Staff, with the help of Mr. Mitch Dotson, installed stainless steel pipes in the wet well to replace the galvanized iron, which has done well. Employee Samuel Lilley suggested budgeting to do the same at other locations. Couplings and flanges needed replacing at an estimated cost of \$367.00.

### **C. Public Works Report- Robert Cockrell**

1. Employee Robert Cockrell reported he had been working on the pre 1970 3" diaphragm pump and determined it needed a carburetor and could not find the parts. This was the same digester pump to the clarifier needed to bypass at Hwy 171 pump station to pump sludge. Employee Robert Cockrell priced a replacement diaphragm pump at Northern Tool & Equipment at an estimated cost of \$2,000.00.

Commissioner Larris Tolson made the motion to find money to get a pump. Commissioner Mary Allen seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

Employee Robert Cockrell reported having replaced the antifreeze, oil, oil filter and fuel filter on all generators except the Marco generator.

Two F-150's, grey and white ones needed tires. In addition to the F-350 patched exhaust hose coming back loose, now a fuse was causing electrical problems. Employee Robert Cockrell stated it would cost \$180.00 to put on diagnostic machine and sought direction from the Board. Commissioner Larris Tolson suggested repairing the F-350.

Employee Robert Cockrell stated it was determined the backhoe was under warranty. The repairperson picked the backhoe up on May 5, 2022 and should have it fixed in a week.

The asphalt bags could not get hot enough to heat. Employee Robert Cockrell suggesting purchasing a Lincoln electric handheld acetylene torch for \$350.00. The cost to fill the cylinders - \$75.00.

Employee Samuel Lilley had been rebuilding pumps at the WWTP and using the air gun of Employee Robert Cockrell to pop the screws off. Employee Robert Cockrell suggested an air gun (\$190.00) with a set of metric (\$30.00) and standard (\$30.00) sockets. A battery operational impact sold for approximately \$300.00.

The Skil chainsaw motor has a chip broken off in the piston. It may be under warranty. Town Clerk/ Finance Officer Kimberly Cockrell would verify.

The Stihl weed eater shaft kept sliding inside making it inoperable.

It should only take Staff a couple of day to finished clearing the rights-of-way at the sewer plant once the repairperson fixed the backhoe. Behind the ballfield on Hwy 171 would be next on the list.

**D. Finance Officer - Kimberly Cockrell**

1. Financial Statements  
Finance Officer Kimberly Cockrell presented the Financial Reports for April 2022.
2. Budget Amendment(s) – None
3. ARPA Report Deadline – Project Plans
  1. Town Clerk/Finance Officer Kimberly Cockrell reported she submitted the ARPA ordinance by the April 30, 2022 deadline. Staff would present the ARPA project plans at the June 13, 2022 Regular Board Meeting.

**E. Mid-East**

1. Commissioner Rachel Craddock reported the Mid-East Commission 55<sup>th</sup> Annual meeting took place on April 21, 2022. Senator Thomas Tillis’ representative attended the meeting. Speakers made those in attendance aware of Department of Commerce grants available to municipalities. There was good representation at the annual meeting. The monthly Mid-East Commission meeting was to take place next week.

**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. 5 Ayes - 0 Nays.

**B. Hardison Drive – Water & Sewer Line Repairs**

1. Employee Samuel Lilley discussed this agenda item earlier in the meeting under the Water/Wastewater report.

**C. Backhoe Repairs**

1. Employee Robert Cockrell discussed this agenda item earlier in the meeting under the Public Works report.

**D. Hwy 64/Hwy 171 Intersection – NCDOT**

1. Commissioner Rachel Craddock stated she talked to Mr. Dennis Roberts in Hertford (NCDOT, Roadside Environmental Division), who had talked to Mr. David Phelps about cutting back overgrowth blocking the view at the stoplight. Mr. Dennis Roberts said Mr. David Phelps told him he had one job in Swan Quarter to complete before coming to do the job in Jamesville. Mr. David Phelps estimated being in Jamesville by the end of the week or the first of next week. Commissioner Rachel Craddock commented the other suggested upgrades would have to wait for the State budget.

#### **E. Water Inspection with Jamie Midgette**

1. Town Clerk/Finance Officer Kimberly Cockrell provided a copy of the letter received from Mr. Jamie Midgette, PE of DEQ-Public Water Supply Section, Division of Water Resources regarding a recent inspection of the Town of Jamesville's public water system. The Board was pleased that the letter stated the monthly and quarterly "reports indicated an improvement in the consistency of operations of both the treatment plant (timely backwashing) and distribution system (flushing). It was noted the six samples collected during the first quarter of this year indicated that the iron and manganese levels were below the action levels of .30 mg/L and .05 mg/L, respectively". Continued monitoring the treatment efficacy, as well as, routine flushing of the distribution system was encouraged but the quarterly status reports are no longer required. The Board commended Staff on a job well done.

Mr. Jamie Midgette commented on the "severe corrosion of the existing treatment vessels, piping and appurtenances" and the likelihood of a system failure soon. Mr. Jamie Midgette acknowledged that the Town was working with Municipal Engineering, Inc. to secure funding for a new treatment system.

#### **VII. New Business**

##### **A. Town Attorney**

1. Commissioner Rachel Craddock commented on checking with several attorneys about becoming the attorney for the Town of Jamesville. Reminding all that current Town Attorney Evans Lewis had expressed concern before becoming the attorney for the Town because of a possible conflict of interest since he was also the attorney for the Mid-East Commission. Commissioner Rachel Craddock stated Attorney Jonathan Huddleston of Pritchett & Burch was interested in the position, as long as he did not have to be at every meeting. At times he was not available, partner Lloyd Smith could fill in. The quoted hourly rate was \$275.00/hr. Commissioner Larris Tolson made the motion to hire Attorney Jonathan Huddleston of Pritchett & Burch as the Town's attorney. Commissioner Rachel Craddock seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

Willis Williams commented the Board needed to inform the current attorney.

##### **B. NC State Treasury Conference – June 14, 16, 21 – Cost \$250.00**

1. Town Clerk/Finance Officer Kimberly Cockrell requested approval by the Board to attend the online NC State Treasury Conference on the stated dates at a cost of \$250.00. Town Clerk/Finance Officer Kimberly Cockrell added the course work would be beneficial and hours of attendance would go toward her continuing education credits for Municipal Clerk certification. Commissioner Larris Tolson made the motion for the Finance Officer to attend the conference. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

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

Around 8:33 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 Kimberly Cockrell seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

Around 9:26 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. 5 Ayes – 0 Nays.

### **Open Session**

1. Commissioner Larris Tolson made the motion to sever services with the resident Attorney Evan Lewis immediately and to hire Attorney Jonathan Huddleston as the Town of Jamesville attorney. Commissioner Rachel Craddock seconded. Motion unanimously passed. 5 Ayes – 0 Nays.
2. Commissioner Larris Tolson made the motion to hold a Special Called meeting for Personnel Issues on May 25, 2022 at 4:30 p.m. Commissioner Rachel Craddock seconded. Motion unanimously passed. 5 Ayes – 0 Nays.
3. Commissioner Larris Tolson made a motion to contact new Attorney Jonathan Huddleston to determine if anything can be done about the abundance of rusted out mowers at Employee Wayne Thomas's house. Commissioner Mary Allen seconded. Motion unanimously passed. 5 Ayes – 0 Nays.
4. Commissioner Larris Tolson made the motion to inform employee (s) about the intention of the Board at the June 2022 meeting to amend/change policy to pickup trash whenever you see trash on the street for the beautification of the Town. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

### **IX. Board Comments**

1. As a follow-up regarding a meeting with NC USDA Director Reginald Speight and Mr. George Vital, Commissioner Rachel Craddock commented on trying to reach out to NC USDA Director Reginald Speight, whose voicemail was full. Commissioner Rachel Craddock was able to talk to NC USDA Area Director Mr. George Vital, Henderson Service Center, who suggested coming up with three dates and emailing those back to him, who in turn would communicate the information with NC USDA Director Reginald Speight. NC USDA Area Director Mr. George Vital suggested Commissioner Rachel Craddock provide two potential projects and the annual budget for the Town of Jamesville. The Board took discussion. The following dates would be suggested May 23<sup>rd</sup>, May 24<sup>th</sup>, May 27<sup>th</sup>, May 31<sup>st</sup>, June 1<sup>st</sup>, June 2<sup>nd</sup>, and June 3<sup>rd</sup>, 2022 at 5 p.m. The two projects mentioned were a new town hall and community center. Another suggestion would be to combine the projects.

### **X. Adjourn**

Commissioner Mary Allen moved to adjourn at 9:32 p.m. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

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