

TOWN OF JAMESVILLE
MONTHLY BOARD MEETING 07/10/2023
MINUTES

The following is an account of the minutes taken at the Regular Monthly Board Meeting held between 7:00 p.m. & 8:37 p.m. on 07/10/2023 at the Jamesville Town Hall, 1211 Water Street, Jamesville, NC 27846. Virtual meeting attendance was provided for public access through Zoom meeting.

Attendees

- Craig Tucker - Mayor
- Rachel Craddock - Commissioner
- Mary Allen – Commissioner
- Kimberly Cockrell – Commissioner
- Preston Craddock – Commissioner

Absent

- Willis Williams - Mayor Protem

Minutes Recorder – Kimberly Cockrell, Town Clerk/Finance Officer

I. Call to Order

Mayor Craig Tucker called the meeting to order at 7:03 p.m. and offered the prayer. Concern was expressed for Commissioner Willis Williams as he was absent due to a fall and in the emergency department at the time of the meeting. Mayor Tucker then welcomed all guests. Kathy Waters with the Roanoke Beacon was in attendance, as well as Employees Samuel Lilley, Robert Cockrell and Betty Williams.

II. Adopt Agenda

The following items were added to the agenda:

- VI. Old Business - B. Ground-Breaking Ceremony – New Water Treatment Plant
- VII. New Business - J. Martin County's 250th Anniversary

With the items added by Allen (VI. B.) and Cockrell (VII. J.), Commissioner Kimberly Cockrell moved to approve the agenda with the additions. Commissioner Preston Craddock seconded. Motion unanimously passed. 4 Ayes – 0 Nays.

III. Approval of Minutes

Commissioner Rachel Craddock moved to accept the minutes as written. Commissioner P. Craddock seconded. Motion unanimously passed. 4 Ayes - 0 Nays.

- Regular Board Meeting/Budget Public Hearing – June 12, 2023
- Closed Session – June 12, 2023
- Special Meeting – June 22, 2023

IV. Public Comment – None.

V. Reports

A. Mayor. Mayor Tucker said that everything has generally been moving along well. As a special event, the mayor reported he had been invited to introduce the main speaker at Weeping Mary Baptist Church's high school graduates recognition day held July 2. A thank you letter was read aloud that expressed appreciation for his participation.

B. Water/Wastewater Report - Samuel Lilley

As a summary for the month, Employee Samuel Lilley reported that a leak was repaired on Water Street which required some troubleshooting and digging up a section of the road. There were some customer meters changed out as well as leaks repaired. Lilley noted that with the weather turning so hot, regular work has continued on as much as possible being mindful to stay hydrated.

C. Public Works Report - Robert Cockrell

Employee Robert Cockrell indicated that he took some vacation time during the last month. The hot weather and rainstorms have caused the grass mowing chores to be a constant focus. With the leak repair on Water Street, a new water pump had to be purchased due to the unexpected break down of the old one. The John Deere mower has been fixed, as the problem was with the instrument cluster and the relay switch. The Ford 550 is with Feyer Ford having its first maintenance performed.

D. Finance Officer - Kimberly Cockrell

1. **Financial Statements – June 2023.** Finance Officer Kimberly Cockrell presented and reviewed with board members the June 2023 financial reports for all town funds. No concerns or issues were discussed.

2. **Budget Amendment(s) – Jamesville Restoration Project.** Finance Officer Cockrell requested an amendment to the board’s previous approval of \$500 for helping with dumpster expenses towards the Jamesville Restoration Project. As the board had agreed to cover the cost of one of the dumpsters, the actual cost will be closer to \$800-\$900 for each dumpster needed, with two being necessary for debris from the roof replacement at the community building. Commissioner P. Craddock moved for approval, seconded by Commissioner R. Craddock. Vote was unanimous. 4 Ayes – 0 Nays.

E. Mid-East Commission

Commissioner Rachel Craddock stated there was no meeting this past month and no other information to bring forward to the board.

F. Planning Board

1. **Zoning Board Recommendation for Text Amendment Application from Dusty Davis.** Commissioner Cockrell stated that Ms. Delsie Williams, Planning Board Chairman, was to have presented the planning board’s recommendation regarding the recent application review. With her husband’s late-day fall (Commissioner Willis Williams), she was unable to attend this meeting and time did not allow to prepare for someone to present in her place.

Discussion addressed the potential need to set a special meeting date for the town board to hear the planning board’s recommendation so that any statute time restrictions are met for review and response. The application was submitted June 21. The town’s zoning consultant will be contacted for advice on how to tentatively proceed in order to hold the public hearing at the board’s regular August meeting.

G. Herring Festival

As director of the NC Herring Festival, Commissioner Rachel Craddock indicated that the planning committee desperately needs more volunteers as moving forward with only its current attendance is not possible. Though the planning process for next year’s festival is further along at this point than it was for the previous event, which was a learning experience, there is so much more that needs to be done in getting input for decisions being made.

Discussion commented that festival volunteer attendance may be affected by summer activities and ball season tournaments. Director Craddock stressed that gaining more volunteers will be essential to whether or not the festival can be held, and Mayor Tucker echoed with Craddock that

the committee is striving to keep the festival duties to a minimum which impact the town office staff. Last year's committee had enough help and was able to pull off a successful festival, Craddock continued, but it really worked everyone hard and not all the same volunteers have returned to attend the current planning meetings.

Everyone was encouraged to get the word out via Facebook, church announcements and other advertisements calling for volunteers. Further discussion by the director addressed the possibility of an outside organization assisting with the festival planning.

H. Water/Sewer Grant Projects

Invoices for the WTP grant project expenses are beginning to come in and DEQ is still awaiting on state funding to be released. Mr. Mike McAllister/Municipal Engineering will be hosting a water treatment plant progress meeting with project contractors on Wednesday, July 19 at 10:00 a.m. at the town hall. Board members were encouraged to attend. Mention was made by the mayor about that same date and timeframe being possible for holding the ground-breaking ceremony.

VI. Old Business

A. Water/Sewer Ordinance Enforcement

Town Clerk/Finance Officer Cockrell presented the cut-off list in accordance with the Water/Sewer Ordinance #81 - Enforcement section. Commissioner Allen made the motion to approve the disconnections list and enforce the rules. Commissioner R. Craddock seconded. Motion unanimously passed. 4 Ayes - 0 Nays.

It was noted that the Low Income Household Water Assistance Program (LIHWAP) funding has ended. During the past year, several town citizens were able to benefit from its availability.

B. Ground-Breaking Ceremony – New Water Treatment Plant

Mayor Tucker reiterated he will see if the ground-breaking ceremony can be held July 19 after the meeting hosted by the town's engineer. He stated he has made a few phone contacts with leaving messages but has not had any responses by which he could set a date.

VII. New Business

A. DOXO Direct Deposit Payments

Finance Officer Cockrell noted the town receives several water bill payments via paper check from a company called DOXO who is requesting the board to consider allowing for electronic direct deposit. DOXO is a bill payment portal, similar to how a bank provides the same type of option for bill payments.

The town's online payment portal, Point & Pay, does direct deposit of water bill payments into a designated bank account. For DOXO to do the same, approval has to be given for sharing bank information for direct deposit access into the town's account. There would be no fee to the town to receive DOXO direct deposits but it is not known if customers may be charged a small convenience fee, which Point & Pay charges.

Finance Officer Cockrell recommended that some form of a contract or agreement be made should the town use DOXO's direct payments. The board agreed to ask for a DOXO representative to speak at the August meeting so that more information could be obtained. A consensus concurred that receiving direct deposits is faster than awaiting paper checks via regular mail.

A question was asked by the mayor regarding the town doing direct payroll deposit for employees, and the finance officer pointed out the town would have to pay a bank fee for such service.

B. Ordinance Prohibiting Dogs Running-At-Large

A draft ordinance prohibiting dogs running-at-large within Jamesville’s town limits was presented to board members in their meeting packets for review. In order to formally adopt a town ordinance on the same date of first review, the town clerk noted all board members must be present to vote, and with Commissioner Williams absent, action on the ordinance was tabled until the August meeting.

Discussion regarding (B)(1) clarified that “premises” includes the area of the owner’s outside property and any structure. A recommendation was made to amend draft language to reflect “premises/property” in the wording.

C. Black Mountain Software – NCLM Visit 7/11/2023

Finance Officer Cockrell reported that she will be meeting with Ms. Mary Hogan with the NC League of Municipalities on July 11 at 11:00 a.m. to discuss the next phase of the municipal accounting services. Black Mountain Software has developed the accounting program for NCLM, with support from the NC Department of Treasury, customizing the bookkeeping features for audit reporting purposes. ARPA funding is covering the cost of the software which will incorporate billing and general ledger accounting into one program.

For all towns interested, NCLM will install the software, oversee current data conversion into the new program, as well as do training. The first three years of fees will also be covered by grant funding, and after that period, townships will have to absorb the costs. Said fees will be learned during the July 11 meeting, and an inquiry will be made if Excel data conversion is compatible with the new software.

If the Town of Jamesville incorporates the new NCLM’s accounting software, it would replace both Quickbooks (used for bookkeeping and payroll) and CitiPak (water/sewer billing). Currently, Quickbooks has an annual subscription cost of \$1,282.93 (for payroll services - \$695.50, for annual subscription - \$587.43), which provides general technical support. CitiPak is an old software system that adequately supports the town’s billing need, but technical support is not subscribed to due to high fees.

Though the future fees would be a worthy expense, Commissioner R. Craddock indicated she hopes the NCLM accounting software can be an asset that will benefit Jamesville in easing the town clerk/finance officer’s workload. F.O. Cockrell explained that many manual entries are required in transferring data between the two currently used software programs.

D. Mosquito Control – Rid-A-Pest

Upon Finance Officer Cockrell presenting the 2023 Mosquito Control Contract with Rid-A-Pest, which continues the 2022 rate of \$525 per spray application, Commissioner P. Craddock moved to approve and continue the mosquito contract. Commissioner Allen seconded. Vote was unanimous. 4 Ayes – 0 Nays.

E. Sump Pump

During a recent water leak repair, another sump pump had to be purchased, a total cost of \$544.40 including a two-year warranty. With the warranty coverage, should any repair be required, the pump will be replaced for free.

Commissioner Preston Craddock moved to approve the purchase of the sump pump, with a second by Commissioner Rachel Craddock. Vote was unanimous. 4 Ayes – 0 Nays.

F. Bulk Postage Purchase

With postage rates soon to increase, a purchase was made for a large portion of the current fiscal year’s use in order to save some money. Commissioner Rachel Craddock moved to approve the purchase of the postage, with a second by Commissioner Preston Craddock. Vote was unanimous. 4 Ayes – 0 Nays.

VIII. Closed Session – Pursuant to NCGS §143-318.11(a)(6) Personnel

Commissioner P. Craddock moved to go into closed session, with the second given by Commissioner Cockrell. Vote was unanimous. 4 Ayes – 0 Nays. Time was 8:10 p.m.

During closed session, board members received the resignation of Employee Robert Cockrell.

Commissioner Preston Craddock moved to go back into regular session, with Commissioner Cockrell giving the second. The vote carried unanimously. 4 Ayes – 0 Nays. Time was 8:34 p.m.

Motions - Regular Session.

Discussion occurred about posting the job advertisement for the open position. No specifications will be given in the notice for the salary range, just that salary would depend upon experience. The same ad will be used for when Employee Cockrell was hired.

Commissioner R. Craddock moved to place the job advertisement in the local papers, to advertise as normally done. A second was given by Commissioner P. Craddock. Upon call for the vote, the motion carried unanimously. 4 Ayes – 0 Nays.

Commissioner Allen moved to pay Employee Robert Cockrell for any unused vacation time earned. Commissioner P. Craddock seconded. Vote was unanimous, with Commissioner Kimberly Cockrell recusing from the vote. 3 Ayes – 0 Nays – 1 Abstain.

Commissioner Rachel Craddock then moved that the board accept the resignation of Employee Robert Cockrell, with a second given by Commissioner P. Craddock. The motion passed unanimously. 4 Ayes – 0 Nays.

IX. Board Comments

No additional comments were offered by board members.

X. Adjourn

Commissioner Allen moved to adjourn at 8:37 p.m., with a second by Commissioner P. Craddock. The motion unanimously passed. 4 Ayes – 0 Nays.

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