

TOWN OF JAMESVILLE
MONTHLY BOARD MEETING 04/8/2024
MINUTES

The following is an account of the minutes taken at the Regular Monthly Board Meeting held between 7:00 p.m. & 9:09 p.m. on 04/8/2024 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
- Willis Williams – Commissioner
- Rachel Craddock – Commissioner
- Mary Allen – Commissioner [via Zoom]
- Kimberly Cockrell – Commissioner
- Preston Craddock – Commissioner

Minutes Recorder – Kimberly Cockrell, Town Clerk/Finance Officer

I. Call to Order

Mayor Craig Tucker called the meeting to order at 7:02 p.m. and offered the prayer. Staff present: Samuel Lilley and Kimberly Cockrell. Visitors present: Betty Margaret Williams, Kaven Ingram, Jay Ingram. Also in attendance via Zoom: John Foley with The Enterprise.

II. Adopt Agenda

Town Clerk/Commissioner Kimberly Cockrell added the following items to the agenda:

- VII. New Business, H. Meeting with Tony Brown & I. Assistant Town Clerk Position

Commissioner Allen moved for approval of the agenda with the two additions, with a second given by Commissioner Willis Williams. Vote was unanimous. 5 Ayes – 0 Nays.

III. Approval of Minutes

Commissioner R. Craddock moved to approve the minutes as presented. A second was given by Commissioner Willis Williams. Vote was unanimous. 5 Ayes – 0 Nays.

- Special Meeting – March 5, 2024
- Regular Board & Closed Session Meeting – March 11, 2024
- WTP Monthly Meeting Update – March 20, 2024
- Special Meeting – March 20, 2024


IV. Public Comment - None

V. Reports

A. Mayor –

1. Resolution of Appreciation for Mrs. Betty Margaret Williams. Mayor Tucker read the resolution to everyone present. Commissioner Preston Craddock moved for approval of the resolution as written, with a second given by Commissioner Mary Allen. Vote was unanimous. 5 Ayes – 0 Nays.

Following the vote, Mayor Tucker presented the framed Resolution to Mrs. Betty Margaret. The Town Board members gave thanks for all of the many hours of hard work and dedication that she gave to the town over the past 2 years while serving as Jamesville Assistant Town Clerk. Mrs. Betty Margaret thanked everyone for the opportunity and stated she was just down the road if she was ever needed.

 **Town of Jamesville**
In Appreciation to
Mrs. Betty Margaret Williams
Assistant Town Clerk 

WHEREAS, the Town of Jamesville desires to recognize and honor citizens for distinguished and dedicated contributions; and

WHEREAS, Mrs. Betty Margaret Williams, Assistant Town Clerk for the Town of Jamesville relinquished her position as of March 28, 2024 after over many years of public service in local government; and

WHEREAS, Mrs. Betty Margaret Williams has served as Jamesville Assistant Town Clerk since July 2022 and previously worked with Town of Kitty Hawk in the Finance Department; and

WHEREAS, Mrs. Betty Margaret Williams has provided professional administrative, clerical and informational support to the Town Council, Town Employees and Jamesville Citizens; and

WHEREAS, her extensive knowledge of government, combined with her desire to assist, made her an invaluable employee, co-worker, mentor, advisor and friend to numerous elected officials and employees of Jamesville; and

NOW, THEREFORE, BE IT RESOLVED, by the Council of the Town of Jamesville, that appreciation be shown to Mrs. Betty Margaret Williams and her family and to honor her for her loyal service and dedication to the citizens of Jamesville and urge all to extend best wishes to her and her family for many happy and productive years in the future.

BE IT FURTHER RESOLVED, this Council as evidence of appreciation, adopts this Resolution to be spread upon the record and a copy with the Corporate Seal of the Town be affixed on this 8th day of April, 2024, and transmitted with sincere thanks.




Craig Tucker, Mayor

Attest:


Kimberly Cockrell, Town Clerk

B. Water/Wastewater Report. Employee Samuel Lilley stated there were numerous things that was worked on over the past month. Repairs at the Wastewater Treatment Plant included a new starter and replaced mechanical seals. They fixed a water main corp stop leak at 1387 Main street. A pump at the River's Edge Pumping Station was pulled due to being jammed up. They turned the propellers by hand several times, reinstalled it and the pump started back working. Mr. Lilley stated that he had received quotes for Jettors that would allow the town to keep the sewer collection lines clean. The smallest jetter came in for \$43,648. He mentioned that it would take a grant for the town to be able to afford to purchase a new jetter. Mr. Lilley continued that if we had any sewer problems that we could get assistance from the surrounding towns.

Mr. Lilley did mention that he had spoken with Mayor Tucker about the days that they are mowing if they could come in an hour earlier due to the excessive heat. He stated that someone would be available until 3:30 each day.

Mayor Tucker stated that Mr. Lilley did speak with him about changing the hours for the mowing season; they would come in an hour early and leave an hour early. Mr. Lilley asked if the two men that were cutting the grass could come in at 6:00 and get off at 2:30 on the days that they are cutting the cemetery. Commissioner Rachel Craddock stated that this has been discussed in the past and the employees were happy with the hours at that time. The town board did change the hours twice and then made the decision that it would not be changed anymore. Mr. Lilley did mention that several of the men had gotten heat exhaustion in the past during these excessive heat days. Commissioner Rachel Craddock suggested to schedule the mowing in the earlier part of the day even if it takes several days to get it done.

C. Public Works Report – Heath Bess. Employee Heath Bess was sick and was not in attendance.

D. Finance Officer - Kimberly Cockrell

1. Financial Statements March 2024. Finance Officer Kimberly Cockrell presented and reviewed with board members the March 2024 financial reports for all town funds.

Commissioner Rachel Craddock mentioned that the cost of the diesel for the F550 is running high. Employee Lilley stated that they can review the trips to the landfill and possibly start chipping some of the limbs to increase the amount of product being delivered while limiting the amount of trips taken each week.

2. Budget Amendments. - None

3. Water/Sewer Customer Account Adjustment. A proposed penalty fee reversal of \$25.00 for 2201 Main Street, for which a payment arrangement has been authorized for the balance due. Commissioner Preston Craddock moved for approval of the fee reversal as presented, with the second by Commissioner Mary Allen. Vote was unanimous. 5 Ayes – 0 Nays.

4. Penalty Adjustments due to office error. A proposed penalty fee reversal of \$25.00 for 1026 Saint Andrews Street and \$25.00 for 1080 Middle Street due to a clerical error was presented. Commissioner Willis Williams moved to approve the fee reversals for the clerical errors. Commissioner Rachel Craddock seconded. Vote was unanimous. 5 Ayes – 0 Nays.

5. Comp-Time Payout February/March 2024. Employee comp-time payouts for time that accrued from 1/28/24-3/30/24 was presented to the board for approval. Commissioner Willis Williams moved to approve the payouts as presented. Commissioner Preston Craddock seconded. Vote carried with a vote of 4 Ayes – 0 Nays. Commissioner Kimberly Cockrell abstained from voting due to being an employee and on the payout list.

E. Mid-East Commission. Commissioner Rachel Craddock stated that they had a really good meeting last month. There was a lot of discussion about joining of the surrounding areas. She reminded everyone that April 18th is the Annual Banquet. She stated that there are many things that Jamesville could benefit from if we utilized Mid East and their services. The contract rates are increasing for the new fiscal year while the annual dues are remaining the same. She mentioned that Mid East assisted Bear Grass with getting funded with the Yucca House reconstruction. Mid East is Jamesville’s Council of Government and could assist us with writing grants for projects that are needed. Commissioner Willis Williams stated that they are setup to assist the small towns with the trained personnel for any areas that the town is falling short.

F. Planning Board. No report.

G. Water/Sewer Grant Projects.

1. **WTP Meeting 5/17/24 at 10:00 a.m. – Tentatively Scheduled.** A meeting date has been tentatively scheduled for Wednesday, May 17, 2024 at 10:00 a.m. for the engineer to provide updates regarding the town’s new water treatment plant.

2. **Piedmont Natural Gas Revised Agreement.** Town Clerk/Finance Officer Cockrell presented the board with a Piedmont Natural gas revised commercial service agreement for the WTP in the amount of \$3,331.80. The service agreement was revised to reflect an increased contract rate for the installation of natural gas service line. This will provide natural gas to the generator for the new plant. Commissioner Willis Williams moved to approve the commercial service agreement as presented. Commissioner Rachel Craddock seconded. Motion unanimously passed.

5 Ayes – 0 Nays.

There was a natural gas commercial service agreement that was earlier approved but it was not carried out due to waiting for NCDEQ’s approval. The town was advised the cost would be reimbursed by NCDEQ once it was approved. The town would need to pay for the service up front. Once the contract is submitted the line would be installed within 4-6 weeks.

[The agreement is available for viewing upon request.]

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 Willis Williams made the motion to approve the disconnections list and enforce the rules. Commissioner Rachel Craddock seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

B. Zoning Fee Schedule Review / Update. Clerk/Commissioner Kimberly Cockrell indicated there is no updated information to share at this time. This item will remain on future agendas as a matter awaiting to be addressed.

C. Water/Sewer account holder / Update. Clerk/Commissioner Kimberly Cockrell indicated there is no updated information to share at this time. This item will remain on the future agendas as a matter awaiting to be addressed.

D. Jamesville Representative for Technical Coordinating Committee. Clerk/Commissioner Kimberly Cockrell explained that March 11, 2024 regular board meeting the town board voted to designate Commissioner Rachel Craddock as the committee representative. Since that last meeting Commissioner Mary Allen expressed that she would be willing to volunteer as the representative since Commissioner Rachel Craddock is carrying many designations. Commissioner Willis Williams moved to remove Commissioner Craddock and appoint Commissioner Mary Allen as the Technical Coordinating Committee Representative for Jamesville. Commissioner Preston Craddock seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

VII. New Business

A. EWWN (Eastern Water & Wastewater Network) – Emergency Services Agreement. Clerk/Commissioner Kimberly Cockrell gave a brief description of Eastern Water & Wastewater Network to the board. She explained that if the town decided to become a member that any time we experienced an emergency, the town could contact EWWN with the problem who would then call the surrounding network members to help. The membership is \$200 annually. Other towns could have equipment or parts that could be used to fix the issue. Being a member would give Jamesville access to equipment that we couldn’t afford. If Jamesville is wanting to become a member and pay the \$200 membership fee, EWWN is offering to let the membership fee cover Jamesville from May 1, 2024 through June 30, 2024.

Commissioner Willis Williams move to approve Jamesville joining EWWN. Commissioner Mary Allen gave the second. Upon call for the vote, the motion carried unanimously. 5 Ayes – 0 Nays. [The agreement is available for viewing upon request.]

B. Town Hall Foundation Contractor Quotes / Insurance claim filed. The board was presented with two contractor quotes for the town hall foundation repair. Jeb & Sons quote was for \$16,000. Carolina Foundation Solutions was for 5,856.45.

Jeb & Sons representatives Jay and Kaven Ingram were present and answered questions. What kind of warranty is offered? The only warranty that could be offered is the manufactured warranty for the product that was going to be used on the floor. No other warranty would be given and work would be “as is”. He stated that unless the town would get a 100 ft long core sample there is no guarantee that nothing else will go wrong with the foundation. He explained that the entire concrete floor would have to be removed to be able to put footers under the slab to stabilize it. The board thanked them for attending and for answering the questions about the repair.

No one was present and available for the Carolina Foundation Solutions quote. Clerk/Commissioner Kimberly Cockrell stated that the gentleman that submitted the quote, Bryan McLamb, was no longer with the company. Clerk/Commissioner Cockrell spoke with the sales manager and she stated that Carolina Foundation Solutions is uncomfortable with giving a quote unless we had a Structural engineering report completed. The sales manager recommended to follow the advice given in the Structural engineering report for repairs.

The damage was reported to Glatfelter Insurance as a claim on our property/liability insurance policy. A structural engineer was scheduled to review the damage on April 9, 2024.

Commissioner Preston Craddock moved to table the foundation repairs until a structural engineering report was submitted to the board for review. Commissioner Mary Allen seconded. Motion unanimously carried. 5 Ayes – 0 Nays.

C. State Treasury Annual Conference. Clerk/Commissioner Kimberly Cockrell asked the board if she could attend the annual conference virtually that is scheduled for June 18, 2024 & June 20, 2024. This conference reviews audit compliance regulations and reviews the changes for the upcoming fiscal year. Commissioner Preston Craddock moved to approve Clerk/Commissioner Kimberly Cockrell to attend the conference. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

D. Security Cameras. Commissioner Preston Craddock recommended adding security cameras to the entry door and front lobby of the Town Hall for security reasons. The board took discussion and was in agreement that security cameras were needed. Commissioner Preston Craddock made a motion to get quotes for exterior security cameras and one for the front lobby. Commissioner Mary Allen seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

E. Town Attorney. Clerk/Commissioner Kimberly Cockrell spoke to the board about the lengthy turn around time for board requests from the town attorney. Mr. Huddleston had mentioned that his work load and clientele base had increased since he agreed to represent the town. Commissioner Preston Craddock moved for the town to seek another town attorney. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

F. Cemetery Sign & Banner Quote / Public Notices. Clerk/Commissioner Cockrell presented two quotes to the board for Cemetery Ordinance Cleanup Signs and Cemetery Annual Cleanup banners. The board reviewed the quotes presented. The quotes were as follows:
Hudson Signs 3’x10’ banner @ \$100 each; 4’x8’ Coroplast sign @ \$270 each; Shop/Design fee @ \$10.00.

HTM Concepts 3’x10’ banner @ \$90.00 each; 4’x8’ Coroplast sign @ \$70 each and no Shop/Design fee.

Commissioner Preston Craddock moved for approval to purchase (3) Ordinance Cleanup signs and (3) Annual Cleanup banners from HTM Concepts and the purchase of solar lights for illumination. Commissioner Willis Williams seconded. Motion unanimously passed.

5 Ayes – 0 Nays.

In addition to the signs being erected at the cemetery, there will be public notices of the Ordinance Cleanup Notice posted on Facebook once a month and advertised in The Enterprise once a quarter.

G. Final State Auditors Report Findings for Property Tax Investigation in Martin County.

Clerk/Commissioner Kimberly Cockrell stated that the town received an email from Melissa Phillips, Martin County Tax Assessor, on January 18, 2024 stating that the state auditor completed an investigation for Martin County regarding complaints that the county was re-evaluating properties outside of the re-evaluation year. The auditor discovered three properties located within the city limits of Jamesville that had been re-evaluated that totaled refunds in the amount of \$1,361.65 to the tax payers.

H. Meeting with Tony Brown. Commissioner Willis Williams and Commissioner Rachel Craddock met with Tony Brown at the Town Hall on April 5, 2024. Commissioner Willis Williams stated that Congressman Davis is seeking a mini bulleted grant proposal that includes Jamesville needs. The board took discussion and decided that the following needs should be included in the proposal: 1. New Town Hall; 2. Natural Gas provided to Jamesville residents; 3. Expansion of broadband in Jamesville and surrounding communities; 4. Community Police Department & Recreation/Youth Department; 5. Expansion of Jamesville’s water/sewer lines including a new well and storage tank to the Underserved populations in the Jamesville Community; 6. Updated Well Head Protection Plan. Clerk/Commissioner Kimberly Cockrell stated that a document would be compiled and emailed out to each board member once submitted.

I. Assistant Town Clerk Position. Clerk/Commissioner Kimberly Cockrell asked the board what was their pleasure on advertising for the vacant assistant town clerk position. This position is a part-time job and salary will be based on experience/education. The board took discussion and decided to advertise the vacancy in The Enterprise, on Facebook and with the Chamber of Commerce. The application deadline was set for May 9, 2024 @ 3:00pm.

VIII. Closed Session – Pursuant to NCGS §143-318.11(a)(6) Personnel. The board decided that a closed session that was not needed.

IX. Board Comments. Clerk/Commissioner Kimberly Cockrell asked the board if a FY 24-25 Budget Workshop could be scheduled. The board took discussion and a Budget Workshop meeting was scheduled for April 29, 2024 @ 5:00pm.

X. Adjourn

Commissioner Mary Allen moved to adjourn at 9:09 p.m., with a second by Commissioner Preston Craddock. The motion unanimously passed. 5 Ayes – 0 Nays.

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