

TOWN OF JAMESVILLE
MONTHLY BOARD MEETING 05/13/2024
MINUTES

The following is an account of the minutes taken at the Regular Monthly Board Meeting held between 7:03 p.m. & 9:46 p.m. on 05/13/2024 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
- 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 7:03 p.m. and Commissioner Willis Williams offered the prayer. Staff present: Samuel Lilley, Heath Bess and Kimberly Cockrell.

II. Adopt Agenda

Commissioner Mary Allen added the following items to the agenda:

- VII. New Business, J. Traffic at Jamesville Middle School

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

III. Approval of Minutes

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

- WTP Monthly Meeting Update – April 17, 2024

IV. Public Comment

1. Mr. James Cooper (1714 W. Main Street) came to the board asking for an adjustment on his daughter's utility account due to a toilet valve leak. He stated that the repair had been completed. Discussion was taken by the board regarding the request. Commissioner Willis Williams moved to approve an adjustment to be given for the sewer due to the leak. Commissioner Rachel Craddock seconded. 5 Ayes – 0 Nays.

Credits are calculated by taking an average of the last 12 bills. A credit is given for the amount over the 12-month average for sewer billed. There was no credit issued for the water. Vote was unanimous. 5 Ayes – 0 Nays.

Mr. Cooper also wanted to bring to the attention of the board that his neighbor, Kenneth Brockhum (1682 W. Main Street) has a sink hole at the back of his property near the sewer line. There are children that play in the yards. He asked the board if the town could do anything to help with it. The town board took discussion of the request. Commissioner Willis Williams moved to have the sewer operator to assess the situation and report the findings back to the board. Commissioner Rachel Craddock seconded. Vote was unanimous. 5 Ayes – 0 Nays.

2. Mayor Tucker stated that the topic that Mrs. Ola Dickerson would like to speak to the board about is under New Business D. Cemetery Plots - Jessie Dickerson.

Mrs. Ola Dickerson thanked the board for taking the time to listen to her concerns. She is representing the Jessie Dickerson family concerning Cemetery Plot C8 (8 plots) in the Jamesville Community Cemetery. There are 5 plots that are occupied and 3 plots remain empty. Jessie and William B (2 plots), Joanie White (1), Michael Dickerson (1), Eddie Dickerson has (1). There were two plots that were designated for Joanie & Scott White. When Joanie passed away, Scott remarried. Scott passed away in January 2018 and was cremated. His current wife at death did not mention to the family that they had intentions of burying Scott's urn in the plot beside his former wife Joanie. The plot designated for Scott White remained empty for three years. Michael Dickerson passed in December 2020. The Dickerson family decided to use Scott's plot for Michael since the family had not been told by Mary Ann White (Scott's wife at death) that she had intentions of using the plot for Scott's urn. That would leave 3 empty plots for Ola Dickerson, Steve Dickerson and Sharon Dickerson. The family found out that in 2023, five years after Scott's passing that Mary Ann had Scott's urn buried beside his former wife Joanie Scott. The family was not notified of the burial of Scott's remains. She stated that she was in attendance to see how the mishap could be resolved. The family is willing to purchase another plot to make a total of 9 plots purchased. The town board took discussion of the situation. Commissioner Preston Craddock made a motion to make this a one-time exception due to extenuating circumstances to allow the Dickerson family to purchase an additional plot so that exhumation of the deceased is not necessary and the cemetery policy needs to be amended to reflect this one-time exception. Commissioner Willis Williams seconded. Vote was unanimous. 5 Ayes – 0 Nays.

Commissioner Rachel Craddock made a motion to allow the Dickerson family to purchase the additional plot for the amount of \$400.00. Commissioner Willis Williams seconded. Vote was unanimous. 5 Ayes – 0 Nays.

V. Reports

A. Mayor –

1. **Kathy Waters – Letter for Coverage of Jamesville Meetings and Special Events.** Mayor Tucker read a letter from Mrs. Kathy Waters.

“It is with mixed feelings that I advise that I will no longer be able to cover your meetings and special events for The Roanoke Beacon. This year has been a roller coaster of health scares and the loss of a special family member.

I have grown to love you all and have great respect for how you run Jamesville and the love you all have for your very special community. I am particularly envious of how you are united in doing what's best for your community. Even if you disagree, you reach a solution that you can all support.

I don't drive at night and cannot hear what I need in the Zoom meetings. It is not fair to expect my husband to continue to chauffeur me and wait for the meetings to end. The reality is that we are no longer young people.

Thank you for making this experience of covering Jamesville one I will cherish always. Keep up the good work and stay in touch. My blessings to you all.”

2. **Resolution of Appreciation for Mrs. Kathy Waters.** 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 Kimberly Cockrell. Vote was unanimous. 5 Ayes – 0 Nays.

Following the vote, Mayor Tucker presented the framed Resolution to Mrs. Kathy Waters. The Town Board members gave thanks for all of the many years that she dedicated to the Town of Jamesville reporting the town meetings and special events for the Roanoke Beacon.



TOWN OF JAMESVILLE

***RESOLUTION OF APPRECIATION
FOR THE SERVICES OF
KATHY WATERS***

WHEREAS, MRS. KATHY WATERS served the public as a Roanoke Beacon journalist and Real Estate Broker in Eastern NC over the last 15+ years; and

WHEREAS, MRS. KATHY WATERS unselfishly dedicated her time to make sure she attended the Town of Jamesville’s monthly board meetings and shared the business of the Town of Jamesville to the public; and

WHEREAS, while working unselfishly and making personal sacrifices, MRS. KATHY WATERS has earned the admiration and high regard of those with whom she came in contact with, as well as the affection and respect of the Jamesville Town Board, who are proud to call her “friend”; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Town of Jamesville and our citizens, express deep gratitude and sincere appreciation to MRS. KATHY WATERS for her hard work, enthusiasm and dedication to the Town of Jamesville and its residents and wishes Mrs. Kathy all the best in her future endeavors; and

BE IT FURTHER RESOLVED that this resolution shall be made a part of the permanent records of the Town of Jamesville, and a copy thereof be presented to MRS. KATHY WATERS with sincerest best wishes for continual success.

Adopted by unanimous vote of the Town Board of Commissioners on this 13th day of May 2024.

ATTEST:

Craig Tucker, Mayor

Kimberly Cockrell, Town Clerk

B. Water/Wastewater Report. Employee Samuel Lilley stated that the town had a state water annual inspection. The state inspector was very pleased with the way everything is going. The town was notified that with the new Reverse Osmosis Water Treatment Plant it moves the town to a B Well category for state certifications. The inspector toured the facilities and is familiar with everything going on with the new plant.

Several repairs were made at the WWTP on Saturday with two mechanical seals going out and the Hwy 171 Pumping Station went down due to an accumulation of rags in the pumps. The pump at the Hwy 171 Pumping Station has been in operation for several years. He stated that the last time a quote was given it would cost \$4000 to overhaul the pump and a new one would cost between \$8,000-\$9,000. He recommended the board to include one in the upcoming budget if funds were available.

C. Public Works Report – Heath Bess. Employee Heath Bess reported that over the last month they have put tires on the Gray F150 and on the Hustler mower, worked on cleaning the streets and sidewalks, fixed the gate on the trailer and worked at the cemetery.

He mentioned to the board that he had to return to the cemetery after work (today) to fill in a hole on a plot that had a recent interment. He asked the board if we can ask the funeral home to make sure that the dirt is packed after a funeral service. The board took discussion about the problem. Commissioner Willis Williams made a motion to send letters to the funeral homes asking them to pack the dirt after a burial. Commissioner Mary Allen seconded. Vote unanimously passed.

5 Ayes – 0 Nays.

D. Finance Officer - Kimberly Cockrell

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

2. Budget Amendments. – Commissioner Willis Williams moved to approve the budget amendments as presented. Commissioner Rachel Craddock seconded. Vote unanimously passed.

5 Ayes – 0 Nays.

GF BUDGET AMENDMENT #4 - 5/13/2024

	<u>CREDIT</u>	<u>DEBIT</u>
1033200 Cemetery Lot Sales	\$1,400.00	
1040124 Office Expense		\$1,000.00
1040133 Electricity Town Hall		\$400.00
	\$1,400.00	\$1,400.00

***Amendment is needed for QB Software renewal; Increase in Town hall electricity expense

W/S BUDGET AMENDMENT #2 - 5/13/2024

	<u>CREDIT</u>	<u>DEBIT</u>
1032900 Interest	\$1,600.00	
3037102 Water Taps	\$900.00	
3037302 Sewer Taps	\$800.00	
3071423 Supplies/Materials (W)		\$2,200.00
3071833 Electricity (S)		\$800.00
3071433 Electricity (W)		\$300.00
	\$3,300.00	\$3,300.00

***Amendment is needed for increase supplies for the water system and increase in the electricity expense for the facilities

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 Willis Williams. Vote was unanimous. 5 Ayes – 0 Nays.

E. Mid-East Commission. Commissioner Rachel Craddock reported that Mid East Commission had their Annual Dinner last month and Mayor Charlotte Griffin was sworn in as the new chairman. The next board meeting will be this coming Thursday night.

Commissioner Preston Craddock stated that Rebekah Freeman, NC Division of Aging, was in attendance to present the Ageing Planning Roadmap (multi-sector planning on ageing). She presented plans in the quality of ageing to assist individuals and their families with resources necessary to maintain a quality of life within their home and community. The plan goes across many different sectors to include transportation, transportation infrastructure, expanding the home and community block grant (covers congregant meals, home delivered meals, legal services, in-home aid programs, assistance for caregivers of individuals). This road map is projected to be wrapped up and finalized within the next 10 years.

F. Planning Board. No report.

G. Water/Sewer Grant Projects.

1. WTP Meeting 5/15/24 at 10:00 a.m. – Tentatively Scheduled. A meeting date has been tentatively scheduled for Wednesday, May 15, 2024 at 10:00 a.m. for the engineer to provide updates regarding the town's new water treatment plant.

2. Sewer Rehab Project – Funding Offer and Acceptance. Clerk/Commissioner Cockrell presented NC DEQ DWI Funding Offer and Acceptance for Project Number: SRP-W-ARP-0238 Sewer Rehab Project in the amount of \$3,344,665. This project will give the town a new main sewer pumping station on Hwy 171 and will repair any sewer collection lines and manholes that have any damage and in need of repair. Commissioner Preston Craddock moved to approve as presented. Commissioner Willis Williams seconded. Vote was unanimous. 5 Ayes – 0 nays.

3. Sewer Rehab Project – Resolution to accept ARPA Grant offer/ R. Craddock Authorized Representative. Commissioner Kimberly Cockrell moved to approve the Resolution to accept the American Rescue Plan Grant offer in the amount of \$3,344,665 for the Sewer Rehab Project. Commissioner Willis Williams seconded. Vote was unanimous. 5 Ayes – 0 Nays.

Town of Jamesville

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RESOLUTION TO ACCEPT THE AMERICAN RESCUE PLAN GRANT OFFER FOR SEWER SYSTEM REHAB

Project No. SRP-W-ARP-0238

WHEREAS, the Town of Jamesville has received an earmark for the American Rescue Plan (ARP) funded from the State Fiscal Recovery Fund established in S.L. 2022-74 to assist eligible units of government with meeting their water/wastewater infrastructure needs, and

WHEREAS, the North Carolina Department of Environmental Quality has offered American Rescue Plan (ARP) funding in the amount of \$3,344,665.00 to perform work detailed in the submitted application, and

WHEREAS, the Town of Jamesville intends to perform said project in accordance with the agreed scope of work,

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Jamesville:

That the Town of Jamesville does hereby accept the American Rescue Plan Grant offer of \$3,344,665.00.

That the Town of Jamesville does hereby give assurance to the North Carolina Department of Environmental Quality that any Conditions or Assurances contained in the Award Offer will be adhered to.

That Commissioner Rachel Craddock, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with this project; to make the assurances as contained above; and to execute such other documents as may be required by the Division of Water Infrastructure.

Adopted this the 12th day of June, 2023 at the Jamesville Town Hall located at 1211 Water Street, Jamesville, NC.

Craig Tucker, Mayor

(SEAL)

Attested by:

Kimberly Cockrell, Town Clerk

VI. Old Business

A. Water/Sewer Ordinance Enforcement. Clerk/Commissioner Cockrell presented the cut-off list in accordance with the Water/Sewer Ordinance #81 - Enforcement section. Commissioner Rachel Craddock made the motion to approve the disconnections list and enforce the rules. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

B. 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.

C. EWWN (Eastern Water & Wastewater Network). Clerk/Commissioner Kimberly Cockrell explained that being a member of EWWN would allow the town to contact EWWN with any problem that we were having and they would reach out to members in the surrounding towns for assistance. Their board met on May 7, 2024 and officially accepted the Town of Jamesville into their network as a member.

D. Cemetery Signs & Banners. Clerk/Commissioner Kimberly Cockrell stated that the cemetery signs and banners have come in and Employee Heath Bess is working to get them mounted on wooden post at the cemetery. The Cemetery Cleanup Ad will be posted in the Enterprise once a quarter and once a month on Facebook through March 2025.

E. Town Hall Foundation – Structural Engineering Report. Clerk/Commissioner Kimberly Cockrell stated that we have received notice back from Gladfelter Insurance Company that the foundation damage is from erosion and not covered under the town's insurance coverage. We have not been able to access the Structural Engineering Report that was received via email. Gladfelter Insurance is working with their IT department and will get the town a copy once the problem is resolved.

Commissioner Rachel Craddock moved to table the repair cost to be discussed during the Budget Workshop. Commissioner Willis Williams seconded. Vote unanimously passed. 5 Ayes – 0 Nays.

VII. New Business

A. Budget Workshop Meeting. The board took discussion of possible dates for the FY 24-25 Budget Workshop Meeting. Commissioner Willis Williams moved to schedule the Budget Workshop on May 17, 2024 @ 5:30pm. Commissioner Mary Allen seconded. Vote unanimously passed. 5 Ayes – 0 Nays.

B. StRAP Award Email. The town received an email from Matt Safford (NC Division of Soil & Water Conservation) stating that the StRAP awards will be announced on the afternoon of May 22, 2024.

C. Cemetery Ordinance Cleanup. Commissioner Rachel Craddock stated that she was questioned if the Jamesville Ruritan's would be allowed to put out the flags at the cemetery for Memorial Day. She feels that the Ruritan's need to be given an exemption from the cemetery cleanup policy for the events that they put out and take up flags for the veterans that have passed. Commissioner Willis Williams moved to grant the Jamesville Ruritan's an exemption from the cemetery cleanup policy for events they sponsor out at the Jamesville Cemetery. Commissioner Rachel Craddock seconded. Vote unanimously passed. 5 Ayes – 0 Nays.

D. Cemetery Plots – Jesse Dickerson. Discussion and board action is included under Public Comment item number 2 above.

E. NERSBA Graduation Commencement. The town board discussed the NERSBA Class of 2024 Commencement ceremony on Saturday, May 18, 2024 @ 10:00am. Any attendees are asked to be at the school by 9:15am. Mayor Craig Tucker, Commissioner Willis Williams and Mrs. Delsie Williams are planning to attend.

F. Letter from Bethany Gibbs & Kristy Stalls. The Jamesville Town Board received a letter from Bethany Gibbs and Kristy Stalls in response to a letter they received from town attorney Jonathan Huddleston regarding the beauty pageant that they were directing in Jamesville. The letter from Mr. Huddleston was written regarding the use of the words “Jamesville” or “Herring” in the name of any festivals or pageants that might be planned in the future that were not town sponsored. Doing so would give the public the impression that the Town of Jamesville is involved in the event, either by supporting, supervising, insuring or profiting from it.

Mrs. Gibbs and Mrs. Stalls stated that they were deeply troubled that the town had the attorney send them a letter regarding the beauty pageant that they directed. There were puzzled by the decision that was made but moved forward, as they were asked to, by changing the name of the pageant itself and making sure not to include the Town in any way. The letter continued requesting that their names be removed as Admins on the Herring Festival Facebook page and from any public advertising or social medias pertaining to the Town of Jamesville.

The Town board took discussion of Mrs. Gibbs and Mrs. Stalls’ letter. Upon consensus of the board the letter was sent with no intensions of hurting anyone but to clarify that it was to protect the Town of Jamesville from potential liability claims for an event that was not town sponsored.

G. NCLM – Municipal Finance Fiscal Training. Clerk/Commissioner Kimberly Cockrell mentioned that the NCLM is have a free course, “Municipal Finance: Comprehensive Fiscal Training for Local Governments” to be held on Thursday, June 27, 2024 in Greenville, NC. The board took discussion. Commissioner Willis Williams and Delsie Williams stated they would be interested in attending.

H. FY 24-25 Proposed Budget Public Hearing. Clerk/Commissioner Kimberly Cockrell asked the board if they would approve for the FY 24-25 Budget Public Hearing to be scheduled for June 10, 2024 @ 7pm. Commissioner Rachel Craddock moved to set the FY 24-25 Budget Public Hearing for June 10, 2024 @ 7:00pm. Commissioner Willis Williams seconded. Vote unanimously passed. 5 Ayes – 0 Nays.

I. Don Davis – Mobile Hours. Mayor Tucker reported that Don Davis’s office will be at the Robersonville Town Hall on Wednesday, May 22, 2024 from 1pm – 3pm. The public is encouraged to attend.

J. Traffic @ Jamesville Elementary School. Commissioner Mary Allen informed the board that the town has a problem with the Elementary School traffic that lines up down Main Street to pick up children from school. Commissioner Allen stated that the vehicles no longer pull off the side of the road to wait, they instead line up in the road which is blocking the traffic that is needing to go around the line. When cars come back out of the school they are turning left from Hardison Drive onto Main Street. On several occasions there have been cars passing the school traffic to get through resulting in many near miss accidents. Commissioner Rachel Craddock stated that the line of vehicles is blocking the view of the vehicles coming out of Hardison Drive. Commissioner Allen asked if the town could talk to Sheriff Manning about erecting “School Zone” signs as well as requiring the cars exiting the school to only turn right at the Hardison and Main Street intersection. She stated that someone is going to get hurt.

Commissioner Willis Williams stated that Main Street is a state maintained highway that the town has no control over. He continued that the town needs to get in contact with NC Department of Transportation and the Martin County Board of Education. Clerk/Commissioner Kimberly Cockrell stated that we should ask if the traffic lining up to pick up the children could be lined up coming off of Sunset Avenue to avoid having the traffic congestion on Main Street. Commissioner Preston Craddock moved for the town to contact Sheriff Tim Manning for help with the situation. Commissioner Rachel Craddock seconded. Vote unanimously passed. 5 Ayes – 0 Nays.

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

Commissioner Kimberly Cockrell moved to go into closed session, with the second given by Commissioner Preston Craddock. Vote was unanimous. 5 Ayes – 0 Nays. Time was 8:51 p.m.

Commissioner Preston Craddock moved to go back into regular session, seconded by Commissioner Mary Allen. Vote was unanimous. 5 Ayes – 0 Nays. Time was 9:45 p.m.

Based on the board’s discussion, Commissioner Preston Craddock moved to call a Special Meeting on Thursday, May 23, 2024 @ 6pm to interview Camry Sadler and Taylor Ambrose for the vacant Assistant Town Clerk position. Commissioner Rachel Craddock gave the second. Upon call for the vote, the motion carried unanimously. 5 Ayes – 0 Nays.

IX. Board Comments. – None

X. Adjourn

Commissioner Mary Allen moved to adjourn at 9:46 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