

**TOWN OF JAMESVILLE**  
**MONTHLY BOARD MEETING 06/10/2024**  
**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. & 8:58 p.m. on 06/10/2024 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 7:04 p.m.. Commissioner Willis Williams offered the prayer. Staff present: Heath Bess and Taylor Ambrose. Also in attendance via Zoom: John Foley with The Enterprise and Mrs. Delsie Williams/ Zoning Board Director

**II. Adopt Agenda**

Mayor Tucker requested for the following changes be made to the agenda:

Redaction of VIII. New Business - H. NCDEQ Water System Inspection Letter and replaced with H. Magette Well & Pump Invoices.

Other additions requested were under VIII. New Business - J. Clarke Maintenance Contract & K. Special Meeting for FY 23-24 Year End.

Commissioner Willis Williams moved for adoption of the agenda with the requested changes. The second was given by Commissioner Rachel Craddock. Vote was unanimous. 5 Ayes – 0 Nays.

**III. FY 24-25 Budget Public Hearing**

A. Commissioner Preston Craddock moved to open the Public Hearing at 7:04pm. A second was given by Commissioner Willis Williams. Vote was unanimous. 5 Ayes – 0 Nays

B. There were no public comments.

C. Commissioner Mary Allen moved to closed the Public Hearing at 7:06pm. A second was given by Commissioner Willis Williams. Vote was unanimous. 5 Ayes – 0 Nays

**IV. Approval of Minutes**

Commissioner Rachel Craddock moved to accept the minutes as written. A second was given by Commissioner Willis Williams. Vote was unanimous. 5 Ayes – 0 Nays.

- WTP Monthly Meeting May 15, 2024

**V. Public Comment- none**

**VI. Reports**

**A. Mayor** – Mayor Craig Tucker announced that the Jamesville Girls softball team won all games and will be going to State and then to the World Series. The Jamesville Town Board wished them well and congratulations on their achievements.

**B-C. Water/Wastewater Report/Public Works Report-** Employee Heath Bess reported for the Water/Wastewater & Public Works report for the month. Employee Samuel Lilley could not be attendance for the meeting this evening. Mr. Bess reported that the pump for Well #1 was finished on Friday June 7, 2024. A tap was put in and are waiting on the electricians to come back. Bac-T sample test is needed to be made before being put online.

The roof on Well #2 has been finished and new doors are being put on. The water inspection was done and was very pleased with the outcome. They have been doing cleanup of sewer manholes throughout town. There have been a lot of new water/sewer locates that have been done for the burying of the new fiber cables coming through town. The pumping station on Hwy 171 is getting clogged with rags/disposable wipes and is having to be re-primed often. Suggestions were made to send out a notice to residence to avoid flushing wipes. New meters were installed (1) on Sunset and (1) on Stewart. New racks were installed in the Maintenance building. Everything is being moved out of the old Water Treatment Project Building and into the Maintenance shop as the completion of the new water treatment plant is coming soon.

**D. Finance Officer - Kimberly Cockrell**

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

2. **Budget Amendments** – Commissioner Willis Williams moved to approve the budget amendments as presented. A second was given by Commissioner Rachel Craddock. Vote was unanimous. 5 Ayes – 0 Nays.

**GF BUDGET AMENDMENT #5 - 6/10/24**

	<u>CREDIT</u>	<u>DEBIT</u>
1033200 Cemetery Lot Sales	\$3,000.00	
1030122 2022 Taxes	\$17,100.00	
1040190 Capital Outlay	\$550.00	
1040109 FICA Taxes		\$1,000.00
1040110 Retirement Expense		\$3,000.00
1040111 Employee Insurance		\$1,000.00
1040125 Material & Supplies		\$1,000.00
1040124 Office Expense		\$1,000.00
1040140 Dues		\$800.00
1040142 Fire District Tax		\$3,000.00
1040146 Bonds		\$250.00
1040166 Tax Collection Fees		\$1,000.00
1040196 Zoning Expense		\$600.00
1043000 Public Safety/Sheriff Dept		\$1,500.00
1040115 Sanitation Salaries		\$5,000.00
1045036 Street Lighting		\$1,500.00
	\$20,650.00	\$20,650.00

\*\*\*Amendment is needed to cover Comp Time payouts, office expenses, increase expense for Fire District Tax, Tax Collection fees, Public Safety, Zoning fees & Street Lighting.

**W/S BUDGET AMENDMENT #3 - 6/10/2024**

	<u>CREDIT</u>	<u>DEBIT</u>
3037100 Water & Sewer Charges	\$10,000.00	
3071490 Capital Outlay (W)	\$2,500.00	
3071724 Office Supplies (S)		\$1,000.00
3071324 Office Supplies (W)		\$1,000.00
3071711 Employee Insurance (S)		\$2,000.00
3071750 Employee Uniforms (S)		\$300.00
3071311 Employee Insurance (W)		\$2,000.00
3071350 Employee Uniforms (W)		\$300.00
3071423 Supplies/Materials (W)		\$1,000.00
3071427 Meter Boxes & Lids (W)		\$1,000.00
3071833 Electricity (S)		\$3,500.00
3071433 Electricity (W)		\$400.00
	\$12,500.00	\$12,500.00

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

**Approval for Purchase** - Commissioner Rachel Craddock motioned to approve the purchase of the listed water & sewer items as presented. A second was given by Commissioner Willis Williams. Vote was unanimous. 5 Ayes – 0 Nays

**Approval for Purchase - 6/10/24**

**Water/Sewer**

33 rolls Post Card Stamps	\$1,749.00
3 rolls Forever Stamps	\$204.00
(2) Flappers for Hwy 171 Pumping Station	\$800.00
(8) Mechanical Seals & (8) Seal Liners for WWTP	\$1,500.00
(2) 2" meter for inventory	\$2,200.00
(6) Totalizer Charts for WWTP	\$250.00
Lab pH Annual test - Known/Unknown	\$140.00
Hach Testing Pillows/Supplies for Water	\$700.00
<b>Total Requested</b>	<b>\$7,543.00</b>

3. **Water/Sewer Customer Account Adjustment.** – Finance Officer Kimberly Cockrell presented 2 customer account adjustments to the board for approval. A penalty fee of \$25.00 was presented for reversal at 2201 Main Street, for which a payment arrangement has been authorized for a balance due. Final payment on that agreement has been made. Second was for Mid-East Housing Authority. One check was received for both W/S payment as well as in lieu of taxes, which goes into two separate checking accounts. The check was deposited but it was not posted to the utility account and the error was not caught until the penalty had posted. A penalty fee in the amount of \$119.02 was presented as an adjustment to credit back to the account. Commissioner Preston Craddock moved to approve both adjustments as presented. A second was given by Commissioner Willis Williams. Vote was unanimous. 5 Ayes – 0 Nays

4. **Comp Time Pay-Out 4/1/24-6/8/24-** Commissioner Willis Williams moved to approve the presented comp time payout in the amount of \$1,385.22. A second was given by Commissioner Preston Craddock. Finance Officer/Commissioner Kimberly Cockrell abstained from voting due to receiving comp time payout wages. Vote was unanimous. 4 Ayes – 0 Nays

## Town of Jamesville

Employee Comp-Time Payout - 6/10/24

4/1/24-6/8/24

<u>Employee Name</u>	<u># of hours</u>
Samuel Lilley	0
Wayne Thomas	33.35
Heath Bess	28.35
Kimberly Cockrell	13.91

**E. Mid-East Commission** – Commissioner Rachel Craddock stated that the Mid East meeting in May was very beneficial, mentioning all of the services that Mid East Commission offers to the towns. She mentioned that Mid East Commission has helped the Town of Aurora received a grant for an Industrial Park, Town of Ayden received grant application assistance for a NC Commercialization Center, Town of Bear Grass received a grant for the Yucca house rehabilitation, Town of Williamston received the Rural Transformation Grant and Recreational State Funds and the Town of Robersonville received the HUD Street repair grant. Commissioner Craddock went on to explain all of the services for zoning and planning, resiliency and mitigation for pre/post disasters, as well as many others.

**F. Planning Board** – Chairman Mrs. Delsie Williams brought a recommendation and a suggestion from the Jamesville Planning/Zoning Board. The Zoning Board has observed that the workload for the committee has increased over the past two years and the type of issues are projected to continue to grow. The Zoning Committee is utilizing The Mid-East Commission to provide technical advice and other services to carry out the mission for the Town’s zoning administrative rules and regulations. The Zoning Board has met several times with one client and the Town had to pay Mid-East Commission to attend several meetings for zoning requests. Each time we use Mid-East Commission there is cost that must be budgeted by the Jamesville Commissioners because there is no qualified zoning staff on board. This increases the clerk and committee’s time.

Chairman Williams presented the Revised Development and Zoning Inquiry Fee Schedules that comes as a Recommendation from the Jamesville Zoning Board effective July 1, 2024. Chairman Williams is requesting that each member receive a budgeted stipend and the Chairman receive a stipend set by Jamesville Town Board. This committee is truly voluntary, and the workload is very high. The new recommended revised Development Fee and Zoning Inquiry Fee Schedule will be discussed under New Business later on the agenda.

**G. Water/Sewer Grant Projects.**

**1. WTP Meeting 6/26/24 at 10:00 a.m.** The next grant project meeting is scheduled for Wednesday, June 26, 2024 at 10:00 a.m. for the engineer and general contractor to provide updates regarding the town's new water treatment plant.

**H. Mideast Pro- TCC & TAC- Mary Allen-** Commissioner Mary Allen stated that the Mideast contract to widen HWY 17 is 36.5% completed. Prison camp widening is at 63.6% completed. Commissioner Willis Williams asked when Main St/ Business 64 will be repaved since it has not been repaved since the bypass was put in. The time frame has changed numerous times over the last several years. Commissioner Rachel Craddock said that she asked NCDOT about the project and was told that it has been pushed off to 2025-2026.

**VII. 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 disconnection list and to enforce the rules. A seconded was given by Commissioner Preston Craddock. Vote was unanimous. 5 Ayes - 0 Nays.

**B. Water/Sewer account holder- updates needed-** No updates to report for this month. Will table until research is completed and ready for presentation.

**C. Town Hall Foundation- Structural Engineer Report-** Finance Clerk/Commissioner Kimberly Cockrell gave a brief summary of the structural engineering report with the findings to say that the foundation damage is coming from soil erosion from not having gutters on the building. A copy of the full Engineering report was emailed to the town board. Commissioner Rachel Craddock suggested a person she knows could come check the building to see what it would take to stabilize the foundation. Commissioner Mary Allen stated that she would like to have a quote to have the walls and floor repaired also. Commissioner Willis Williams stated that we are unsure of what is under the building and how stable the ground is under the foundation. The town board decided to receive repair quotes to be presented to the town board at the next board meeting.

**D. StRAP Award Email- Cleaning Ditches-** Finance Officer/Commissioner Kimberly Cockrell stated that the awards announcement have been extended until June 27, 2024.

**VIII. New Business**

**A. FY 2024-2025 Budget Ordinance & Budget Message-** Finance Officer/Commissioner Cockrell gave highlights of the FY 2024-2025 Budget Message and Budget Ordinance. Commissioner Preston Craddock moved to approve the FY 2024-2025 Budget Ordinance and Budget Message as presented. A second was given by Commissioner Willis Williams. Vote was unanimous. 5 Ayes – 0 Nays Budget was approved.

**TOWN OF JAMESVILLE**  
1211 WATER STREET  
P.O. BOX 215  
JAMESVILLE, NORTH CAROLINA 27846  
Phone: (252)792-5006  
Fax: (252)799-4313

**BUDGET ORDINANCE**  
**FY 2024-2025**

**BE IT ORDAINED BY the Board of Commissioners of Jamesville, North Carolina, pursuant to General Statute 159-181(c), meeting this 10<sup>th</sup> day of June 2024 that the following be the budget for FY 2024-2025:**

The Finance Officer is hereby authorized to execute the necessary agreements within funds included in the Budget Ordinance for the following purposes: (1) Leases or normal and routine business equipment; (2) Professional or maintenance service agreements; (3) Purchase of apparatus, supplies, materials or equipment; (4) Agreements for acceptance of State, Federal, public, and non-profit organization grant funds and funds from other governmental units for services to be rendered; Liability, health, life, disability, casualty, property or other insurance or retention and faithful performance bonds. Other appropriate Town officials are also authorized to execute or approve such insurance and bond undertakings as provided by law.

**Section 1:** The following amounts are hereby appropriated in the General Fund for the operation of the town government and its activities for the fiscal year beginning July 1, 2024 and ending June 30, 2025 in accordance with the chart of accounts heretofore established for this Town:

**General Fund**

**REVENUES:**

Ad Valorem Taxes	\$104,234.00
Tax Penalties & Interest	\$2,600.00
Vehicle Taxes	\$28,700.00
Interest	\$9,100.00
Cemetery	\$10,800.00
Copies & Fax Collections	\$196.00
Sale of Assets	\$16,000.00
Herring Festival	\$32,000.00
Zoning	\$800.00
Privilege License	\$30.00
Powell Bill	\$18,100.00
Recreation	\$5,285.00
Beer & Wine Tax	\$1,900.00

ABC Revenue	\$2,300.00
Local Option Sales Tax	\$73,000.00
Sales Tax Refund	\$600.00
Franchise Taxes	\$25,500.00
Solid Waste Disposal	\$320.00
<b>TOTAL GENERAL FUND REVENUES</b>	<b>\$331,465.00</b>

**EXPENSES**

Cemetery	\$2,000.00
General Government	\$220,565.00
Public Safety / Police	\$9,000.00
Sanitation	\$65,400.00
Transportation	\$34,500.00
<b>TOTAL GENERAL FUND EXPENSES</b>	<b>\$331,465.00</b>

□

There is hereby levied a tax at the rate of seventy-three cents (\$0.73) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2024, for the purpose of raising the revenue listed as “Ad Valorem Tax” and “Vehicle Tax” in the General Fund in the revenue section of this ordinance. Martin County, including the Town of Jamesville, went through property revaluation effective January 1, 2018.

This rate is based on a total estimated tax valuation of real property for the purposes of taxation of \$17,328,661 and an estimated collection rate of 79.48%.

This rate is based on a total estimated tax valuation of motor vehicle for the purposes of taxation of \$3,955,532 and an estimated collection rate of 99%.

**Section 2:** The following amounts are hereby appropriated in the Water & Sewer Fund for the operation of the Town’s water and sewer utility for the fiscal year beginning July 1, 2024 and ending June 30, 2025 in accordance with the chart of accounts heretofore established for this Town:

**Water & Sewer Fund**

**REVENUES:**

Water & Sewer Charges	\$270,000.00
Interest	\$5,600.00
Sale of scrap metal/assets	\$3,000.00
Water Taps	\$450.00
Sales Tax Refund	\$1,500.00
<b>TOTAL REVENUES</b>	<b>\$280,550.00</b>

**EXPENDITURES:**

USDA Debt	
Service/Contingency Fund	\$4,460.00
Insurance	\$24,000.00
Office Expense	\$9,600.00
Permits and Fees	\$4,200.00
Professional Fees	\$9,600.00
Salaries and Benefits	\$138,450.00
Sludge Removal	\$900.00
Supplies, materials & repairs	\$49,140.00
Utilities	\$30,200.00
Water & Sewer Analysis	\$10,000.00
<b>TOTAL EXPENDITURES</b>	<u>\$280,550.00</u>

**ARPA:** The remainder of the American Rescue Plan funds will be allocated to payroll and payroll expenses for July 2024.

Section 3: There is hereby established, for the Fiscal Year 2024-2025, Merit increases are included for employees that obtain Water and Sewer Operator State Certifications.

Copies of this Budget Ordinance shall be furnished to the Governing Board and to the Finance Officer to be kept on file by them for their direction in the disbursement of funds.

Adopted this 10<sup>th</sup> day of June, 2024.

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Craig Tucker - Mayor

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Kimberly Cockrell – Town Clerk/Finance Officer



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1211 WATER STREET  
P.O. BOX 215  
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**Finance Officer's Budget Message  
Fiscal Year 2024-2025 – May 17, 2024**

May 17, 2024

Mayor Craig Tucker  
Board of Commissioners  
Town of Jamesville  
1211 Water Street  
Jamesville, NC 27846

The Honorable Mayor Tucker, Town Board Members and Citizens of Jamesville:

This budget was prepared under the general direction of the Town Board in response to the goals established during budget workshops and in direct response to the needs of our community. The FY 2024-2025 budget continues the current level of services provided for the citizens of Jamesville. This budget is balanced by a \$0.73 tax rate per hundred-dollar valuation.

The estimated assessed tax valuation for the Town of Jamesville as of January 1, 2024 is \$17,328,661 and an estimated collection rate of 79.48% was used for real and personal taxes. The estimated assessed tax valuation for the Town of Jamesville as of January 1, 2024 is \$3,955,532 and an estimated collection rate of 99% was used for motor vehicle taxes.

This budget includes:

- No COLA Salary increases for full and part time employees. Merit raises are included for employees that obtain Water and Sewer Operator State Certifications.
- Operation expenses to continue services to citizens at the current levels.
- Selected adjustments to cover inflation and contractual increases along all line items.
- Water & Sewer rate increase of 10% for FY 2024-2025.

**Summary of the 2024-2025 Budget**

**Budget Overview**

After careful consideration the following budget recommendations represents Board goals, departmental input and community needs within the existing tax rate of \$0.73 per \$100 valuation. The total recommended budget is **\$612,015.00**.

Departmental Budget	FY 2024-2025
Cemetery	\$2,000.00
General Government	\$220,565.00
Public Safety/Police	\$9,000.00
Sanitation	\$65,400.00
Transportation	\$34,500.00
Water & Sewer	\$280,550.00
<b>TOTAL</b>	<b>\$612,015.00</b>

The budget recommendation includes a Merit raise increases for full employees that obtain required Water and Sewer Operator State Certifications.

### **Departmental Highlights**

**Cemetery:** The proposed budget for Cemetery is **\$2,000**.

**General Government:** The proposed budget for General Government is **\$220,565**.

**Public Safety/Police:** The proposed budget for Public Safety/Police is **\$9,000**.

**Sanitation:** The proposed budget for Sanitation is **\$65,400**.

**Transportation:** The proposed budget for Transportation is **\$17,500**. This includes recommendations appropriated for patch and pave street repairs from Powell Bill Funds. Also included is street lighting in the amount of **\$17,000**.

**Water & Sewer:** The proposed budget for Water and Sewer is **\$280,550**. This recommendation is based on a 10% rate increase for the fiscal year.

**American Rescue Plan:** As of July 1, 2024 the remaining American Rescue Plan funds will be allocated to payroll and payroll expenses for July 2024.

If you have any questions regarding the budget, please let me know and we will work to answer or make corrections. It was staff's goal to present a budget that was balanced and could be adopted to guide the town during the next fiscal year. The budget presented is a balanced departmental budget.

Respectfully submitted,

Kimberly Cockrell  
Town Clerk/Finance Officer  
Town of Jamesville, NC

**B. 2013 Real Property/ Motor Vehicle Tax Write-off-** Commissioner Rachel Craddock made a motion to approve the 2013 Tax Write-off in the amount of \$803.00 as presented. A seconded was given by Commissioner Williams. Vote was unanimous. 5 Ayes – 0 Nays

**Town of Jamesville  
2013 Tax Write-off – 6/10/2024**

	<u>Debit</u>	<u>Credit</u>
<u>1014913</u> T/R 2013 Tax Rec.		\$803.00
<u>1027300</u> Deferred Rev - Taxes Rec.	\$803.00	
Real/Personal Property	\$768.36	
Motor Vehicle	<u>\$ 34.64</u>	
Total	\$803.00	

**C. Zoning Fee Schedule Proposed Revision-** Finance Officer/Commissioner Kimberly Cockrell presented to the board a proposed Zoning Development Fee Schedule Revision. Many individuals have requested to have a zoning meeting called for them to speak to the zoning board with no fee being charged. The proposed revision, adds a fee of \$100.00 Residential & \$200.00 Commercial to schedule a zoning board meeting. There was a proposed rate increase for Rezoning first 10 acres, Mobile Home Park Plan, Major Subdivision Plat, Minor Subdivision Plat, and Per Lot Charges presented. The Town Board was presented with a Zoning Inquiry Fee Schedule for review as well. Both of fee schedule revisions are recommended changes from the Mid East Commission (Jamesville’s Council of Government). Commissioner Rachel Craddock made a motion to approve the Development and Inquiry Fee Schedule as discussed and presented. A second was given by Commissioner Willis Williams second. Vote was unanimous. 5 Ayes – 0 Nays

**TOWN OF JAMESVILLE  
DEVELOPMENT FEE SCHEDULE**

	<u>Residential</u>	<u>Commercial</u>
<b><u>Board of Adjustment</u></b>		
Conditional Use Permit	\$300.00	\$350.00
Appeal of Interpretation	\$300.00	\$500.00
Variance application	\$300.00	\$350.00
<b><u>Planning Board / Town Commission</u></b>		
Rezoning first 10 acres	150 <del>\$300</del>	150 <del>\$500</del>
Ordinance Text Amendment	\$300.00	\$500.00
Mobile Home Park Plan	150 <del>\$300</del>	
Per Lot Charge	15 <del>\$50</del>	
Major Subdivision Plat	150 <del>\$300</del>	
Per Lot Charge	15 <del>\$50</del>	
Minor Subdivision Plat	75 <del>\$100</del>	
Per Lot Charge	15 <del>\$50</del>	
Annexation - per parcel	\$500.00	\$500.00
Sketch Plan Review (Subdivision)	\$150.00	\$150.00
Preliminary Plat Review (Subdivision)	\$250.00 plus \$25 per lot	-
Final Plat Review (Subdivision)	\$150.00	\$150.00
Site Plan Review (Commercial Only)	-	\$500.00
Request for Planning Board Meeting	\$100.00	\$200.00
<b><u>Permits</u></b>		
Land Use Permit	\$50.00	\$75.00
Home Occupancy Permit	\$30.00	-

# Town of Jamesville

## Zoning Inquiry Fee Schedule

- 1. Initial Inquiry (up to 30 minutes): \$25**  
Brief questions and clarifications - Basic information requests
- 2. Basic Zoning Consultation (30 minutes to 1 hour): \$75**  
More in-depth questions - Review of basic zoning requirements for specific properties
- 3. Detailed Zoning Analysis (1-2 hours): \$150**  
Detailed property analysis - Assessment of zoning possibilities and constraints
- 4. Extended Zoning Consultation (2-4 hours): \$300 + \$75 per additional hour**  
Comprehensive review of complex zoning issues - Pre-application meeting for potential developments or major modifications. Ongoing support for complex development projects or zoning change applications - Includes multiple meetings, extensive research, and detailed documentation.

**D. Water System State Inspection Letter-** Finance Officer/Commissioner Kimberly Cockrell gave a brief summary of the May 9, 2024 meeting with Neil Lilley and Cliff Whitfield for the State Water Inspection. The letter talked about how Well#1 was having pump problems and a new submersible pump will be installed within the next few weeks. Cliff recommends getting Well#1 up and running as soon as possible in case a problem arises with Well #2. The installation of sand filters and the reverse osmosis skid were mentioned. Due to the additional complexities of the treatment process, the system will be rated as a B-well treatment system once the new plant comes online. Mr. Whitfield mentioned in the letter that Jamesville will be required to have a B-well licensed treatment operator serve as the Operator in Responsible Charge (ORC) for the new system.

Mr. Lilley indicated the distribution system is flushed every two weeks to eliminate old water that could contribute to water quality problems. Mr. Whitfield recommended completing a unidirectional flush of the distribution system at scouring velocities to purge any remnant iron and manganese sediment that may remain in the distribution system.

Mr. Lilley indicated the existing generator is routinely operated, but not necessarily under a load. He also indicated that the generator is to be replaced with a new one in the near future. Mr. Whitfield recommended operating any generator both routinely and under a load to ensure they will work as intended during an emergency.

**E. OSHA Proposed Emergency Response Rule-** Navigating OSHA's proposed Emergency Response standard presents significant financial challenges for local governments and fire departments. By actively participating in the rulemaking process and address the economic and administrative implications, cities can influence the final standard to better align with their needs and mitigate the financial burden of compliance.

**F. NCDEQ WTP Replacement ARPA Inspection Report-** Finance Officer/Commissioner Kimberly Cockrell spoke to the board regarding a NCDEQ ARPA Inspection Report letter from Jim Morrison (NCDEQ WTP Project Manager) that was dated February 22, 2024, post marked for June 3, 2024 and received by the Town Hall on June 6, 2024. Finance Officer/Commissioner Kimberly Cockrell contacted Town Engineer Michael McAllister to see if he had received an email about the letter and stated that he had not. The letter referenced an interim inspection being completed on February 21, 2024 that was conducted in conjunction with the monthly progress meeting. It mentioned that No redline plans or daily report were onsite and construction signage was not available. The letter requested a reply within 30 days of the letter which was impossible due to the date of the letter and the delayed four month USPS postmark to mail it. Mr. McAllister sent a response to Jim Morrison on June 7<sup>th</sup> stating that the Redline drawings were with the EnviroTech Supervisor and the Construction Observer’s daily reports were in his office. The missing content at the work site would have been presented to Mr. Morrison if he had requested to see the documents at the time of the inspection.

**G. Rebekah Barr- FY 2023-2024 Audit Contract-** Finance Officer/Commissioner Kimberly Cockrell presented the FY 2023-2024 Audit Contract to the board for approval. The town board took discussion and reviewed the contract with a total cost of \$14,200.00. Commissioner Preston Craddock motioned to approve the FY 23-24 audit contract as presented. A second was given by Commissioner Willis Williams. Vote was unanimous. 5 Ayes – 0 Nays

**H. Magette Well & Pump Invoices-** Finance Officer/Commissioner Cockrell presented two invoices from Magette Well & Pump for approval by the board. The first invoice (#2376), in the amount of \$22,063.93, is for a new submersible pump, motor, supplies and chlorination for Well#1 to get it back operational. This work is scheduled to be completed as soon as possible. The second invoice (#1646), in the amount of \$29,882.96, is for a new submersible pump, motor, supplies, chlorination and a clean/video survey for Well#2. This work will be completed once Well#1 is back in operation. Town Engineer Michael McAllister stated that the town will be reimbursed by NCDEQ for the work being completed. Commissioner Willis Williams motioned to approve to pay both invoices as presented. A second was given by Commissioner Preston Craddock. Vote was unanimous. 5 Ayes – 0 Nays

**I. Water/Sewer Ordinance #81 Revision- Proposed Rate Schedule Effective 7/1/24-** Finance Officer/Commissioner Kimberly Cockrell stated that the proposed water & sewer rate schedule increase was discussed during the FY 24-25 Budget Workshop on May 17, 2024. The rate increase is required for additional operation expenses that are coming with the new Reverse Osmosis Water Treatment Plant projected to go online in the next few months. Commissioner Williams moved to approve the Water and Sewer Rate Schedule Increase Effective 7/1/2024 as presented. A second was given by Commissioner Preston Craddock. Vote was unanimous. 5 Ayes – 0 Nays

**Exhibit A**  
**Rate Schedule (Effective 7/1/24)**

- |  |                |
|--|----------------|
| • Flat Rate Water Charge:                | <b>\$22.80</b> |
| • Flat Rate Sewer Charge:                | <b>\$24.86</b> |
| • Variable Flow Charge -per 1000 gallons |                |
| 1. Water                                 | <b>\$7.57</b>  |
| 2. Sewer                                 | <b>\$8.52</b>  |
| • Bulk Water – per 1,000 gallons:        | <b>\$8.09</b>  |

**J. Clarke Maintenance Contract-** Mayor Tucker discussed with the board about a contract renewal with Clarke Maintenance for the Marco Sewer Pumping Station generator. He mentioned that the town has an employee that can do the maintenance. The contract with Clarke Maintenance can be cancelled at any time. The Town is currently paying a little over \$700 per year for Clarke to change the oil and filters on the generator. If the board decides to cancel the maintenance contract the town can still use them on an “as needed basis” for any problems that should arise. Commissioner Willis Williams stated that if the town continues to add additional duties on town employees they won’t be able to complete all of them in a timely fashion. Commissioner Rachel Craddock made a motion to cancel the annual maintenance contract at this time. A second was given by Commissioner Mary Allen. Vote was unanimous. 5 Ayes – 0 Nays

**K. Special Meeting for FY 23-24 Year End-** Finance Officer/Commissioner Kimberly Cockrell mentioned to the board that a Special Meeting is needed for any fiscal year end approvals. The Town Board took discussion and a Special meeting was scheduled for Thursday June 27, 2024 at 6:00 pm. in the Jamesville Meeting Room, 1211 Water Street, Jamesville, NC 27846.

**IV. Closed Session Pursuant to G.S. 143-318.11(a)(6) Personnel** – No closed session was needed at this time.

**X. Board Comments** – None.

**XI. Adjourn-** Commissioner Allen moved to adjourn at 8:58pm. A second was given by Commissioner Preston Craddock. Vote was unanimous. 5 Ayes – 0 Nays

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