

**TOWN OF JAMESVILLE**  
**MONTHLY BOARD MEETING 09/9/2024**  
**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. & 9:06 p.m. on 09/9/2024 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 7:01 p.m. and asked Commissioner Willis Williams to pray over the meeting. Staff present: Heath Bess and Neil Lilley.

**II. Adopt Agenda**

Mayor Craig Tucker stated that the following changes be made to the agenda: Addition requested were under VII. New Business - G. Old Water Plant Heat Pump. Commissioner Rachel Craddock moved for adoption of the agenda with the requested addition. The second was given by Commissioner Preston Craddock. Vote was unanimous. 5 Ayes – 0 Nays.

**III. Approval of Minutes**

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

- FY 2024-2025 Budget Workshop – May 17, 2024
- Special Board Meeting & Closed Session – May 23, 2024
- Regular Board Meeting – June 10, 2024
- Special Board Meeting – June 27, 2024
- WTP Progress Meeting – August 21, 2024

**V. Public Comment**

**1.** Resident Brian Bennett came before the town board with a request to add an additional culvert installed for a new driveway that will go to his new garage. He was inquiring to the board on how the process works. The board took discussion. Mr. Bennett was advised that the town would install the culvert as long as he provided all of the materials for the installation. Commissioner Mary Allen moved to approve for a new culvert to be installed at 1051 Martin Drive with the town installing the culvert with Mr. Bennett providing all of the materials. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

**2.** Utility customer April Mizelle came to the board asking for an adjustment on her account due to a busted pipe under her home located at 1137 Water Street. She stated that the pipe has been temporarily fixed until her son in law can get new pipes. Commissioner Rachel Craddock moved to approve a sewer adjustment on her account for the leak. Commissioner Kim Cockrell seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

## **VI. Reports**

### **A. Mayor – No report**

**B. Water/Wastewater Report – Samuel Lilley** – Employee Samuel Lilley reported that Magette Well had installed the new pump in at Well#2 and a Bac-T sample will be taken to the lab on Tuesday. Kurita is scheduled to be here on Tuesday to begin installing membrane in the new R/O plant. He continued reporting that he feels that there may be a valve leaking on Circle drive but can say for sure until it is investigated. They are begin working on installing the meters at the trailer court on Stewart Street.

**C. Water/Wastewater Report/Public Works Report-** Employee Heath Bess reported that over the last month they have continued weed eating around town and he cleanup the limbs on Smithwick Street that Mr. Hines had complained about. He continued that he added rocks to Sunset street and leveled it out where the water main line break was back in July.

### **D. Finance Officer - Kimberly Cockrell**

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

2. **Budget Amendments** – None

3. **W/S Penalty Error** – Town Clerk/FO Cockrell explained to the board that a cash payment had come into the office in July and the payment receipt was not put into the payment folder. It slipped in between the payment folder and a clip board that is in the payment box. An adjustment for account#38 was proposed to the town board that would remove the \$25 late fee that accrued on 7/22/24 due to the payment not being posted timely to the account. Commissioner Preston Craddock moved to approve the adjustment as presented. Commissioner Mary Allen seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

**E. Mid-East Commission** – Commissioner Rachel Craddock stated that they had a called meeting in July to pass a resolution to request the de-federalization of the US Department of Commerce Economic Administration Revolving Loan Fund Program due to the prior one passed was misplaced by the federal government. The next meeting will be on September 19<sup>th</sup>.

### **F. Planning Board – None**

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

1. **WTP Meeting 9/18/24 at 10:00 a.m.** The next grant project meeting is scheduled for Wednesday, September 18, 2024 at 10:00 a.m. for the engineer and general contractor to provide updates regarding the town’s new water treatment plant.

2. **WTP Project Updates** – Mayor Tucker stated that he talked with a contractor on site and that once Well#2 was completed they will be able to start operating from the new water plant. Once the plant is in full operation the old plant would be disassembled so a new building could be installed over Well#1.

Town Clerk/FO Cockrell stated that David Bowen brought to the town’s attention that the new water treatment plant had no air conditioner in the main part of the building. Mr. Bowen mentioned that this had happened in Williamston during the construction of the new Martin County Water facility and an air conditioner had to be installed after the project was over at the County’s expense. Mr. Bowen stated that there could be problems with condensation in the building if that part of the building was not cooled. Mike Houston with NCRWA stated that he

knew of another new water facility that suffered issues with condensation, lot of rust and problem with their electronics when they did not have an air condition initially installed. Mike McAllister was made aware of the situation and stated that he had contacted NCDEQ and inquired about adding an air conditioner for the main portion of the building. Mr. McAllister was told that it would be approved he just need to submit a change order for the work to the done.

**H. Mideast Pro- TCC & TAC- Mary Allen-** Commissioner Mary Allen stated that they had no meeting to report on.

## **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 Rachel Craddock. Vote was unanimous. 5 Ayes - 0 Nays.

**B. Water/Sewer account holder / W/S Ordinance#81 Proposed Amendment –** Town Clerk/Finance Officer Kimberly Cockrell reported to the board what each surrounding towns handles deposits and accounts when the account holder passes away. The town board took discussion and would like to request a copy of Robersonville’s policy to review.

**C. Town Hall Foundation Repairs –** Town Clerk/FO Kimberly Cockrell went over a quote from Tarheel Basement Systems with the board that totaled \$20,229.00. The company is proposing a permanent foundation repair. The proposal consists of 2 projects; concrete lift and stabilization for the main floor and permanently stabilizing the perimeter slab with 7 helical piers. The cost includes acquiring a permit from the town and engineering approval, 7 helical piers and poly-injection for the entire main floor, repair and sealing of the crack. They are currently offering a 10% discount promotion of \$2,022.90. To receive the promotion a deposit of \$4,551.53 is required within a 7- day period. The total cost with the discount would be \$18,206.10. Commissioner Rachel Craddock moved to approve the quote with the discount from Tarheel Basement Systems as presented. Commissioner Mary Allen seconded. Motion unanimously passed. 5 Ayes – 0 Nays. Town Clerk/FO Cockrell asked the board if they would approve a budget amendment for this expense with ½ cost coming out of the General Fund and ½ the cost coming out of the Water and Sewer Fund. The proposed budget amendment would be allocating the costs out of Capital Outlay for both accounts, slit equally and offset by Appropriated Fund Balance for both accounts. Commissioner Mary Allen moved to approve the budget amendment as discussed so a deposit can be disbursed to take advantage of the discount offered. Commissioner Preston Craddock seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

**D. Dominion Energy Public Hearing for Rate Increase -** Mayor Tucker stated that Dominion will be having a public hearing for rate increases to be held at the Martin County Superior Court Room on December 1, 2024 @ 7pm.

## **VIII. New Business**

**A. Small/Mini/Tiny Homes –** Commissioner Rachel Craddock asked the board to start thinking about the mini homes. There are many people that are downsizing from larger homes to these tiny homes. She stated that we would need to speak with Mid East Commission to have something put together. The item has been tabled until a later meeting.

**B. 2024 StRAP Grant Contract** – Town Clerk/FO Kimberly Cockrell stated that the town has received \$137,755.00 from NC Department of Agriculture and Consumer Services – Division of Soil & Water Conservation for the StreamFlow Rehabilitation Assistance Program. The grant monies will be used for stream debris removal to help reduce flooding during excessive rainfall events. The contract from NC Department of Agriculture was presented to the Town Board for approval. Commissioner Preston Craddock move to approve the contract as presented. Commissioner Rachel Craddock seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

**C. Trash Complaints – Sunset Avenue** – The town has received several complaints regarding trash accumulation and cans overrunning at the addresses of 1156 Sunset Avenue and 1030 New Street. The town has had problems with trash overflowing that draws in vultures from the smell. Commissioner Rachel Craddock stated that she feels that there are people in town that need to be cleaning up their yards. Commissioner Mary Allen agreed with Commissioner Craddock. After a discussion about town cleanup Commissioner R. Craddock stated that she would volunteer to ride around town with Commissioner Allen to make a list of the properties that need to be sent a letter for cleanup. They will take pictures to justify the cause of their concerns. Commissioner Rachel Craddock moved to send a letter to the property owners asking them to purchase additional trash cans to eliminate the trash overflow. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

**D. Hazen & Sawyer Regionalization Meeting** – Mayor Tucker stated that Hazen & Sawyer will be having the next Regionalization Meeting at the Telecenter in Williamston October 23, 2024 @ 6pm. Everyone is encouraged to be in attendance. There will be discussion with all that attend regarding the options for Martin County regionalization.

**E. 2024 NC Local Government Debt Setoff Program Resolution of Participation** – Town Clerk/FO Kimberly Cockrell stated that this Debt Setoff Program allows the town to submit debts from outstanding water and sewer bills for collection purposes. Commissioner Rachel Craddock moved to approve the NC Local Government Debt Setoff Program Resolution as presented. Commissioner Preston Craddock seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

### **NC Local Government Debt Setoff Program**

Whereas, NCGS Chapter 105A, Setoff Debt Collection Act, authorizes the North Carolina Department of Revenue to cooperate in identifying debtors who owe money to qualifying local agencies and who are due refunds from the Department of Revenue; and

Whereas, the law authorizes the setting off of certain debts owed to qualifying local agencies against tax refunds; and

Whereas, the North Carolina Association of County Commissioners and the North Carolina League of Municipalities have jointly established a clearinghouse to submit debts on behalf of the Local Agency, The Town of Jamesville, as defined in G.S 105A -2 (6), effective January 1, 2006 and thereafter as provided by law;

Now Therefore, be it Resolved that the local agency will participate in the debt setoff program and hereby designates the Town of Jamesville Board of Commissioners as to hold hearings and conduct necessary proceedings. The Governing Body Chair and Manager/Administrator/Director are hereby authorized to execute such documents and agreements as necessary to participate in the debt setoff program.

Adopted by the Town of Jamesville Board of Commissioners on September 9, 2024.

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Craig Tucker, Mayor

Attest:

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Kimberly Cockrell, Town Clerk

**F. Equity Films Bold Vision Invitation** – Mayor Tucker read off an invitation to Equity Films Bold Vision that will be holding a ceremony at the Pecan Pickling Film Festival to be held from Friday, September 13, 2024 thru Sunday, September 15, 2024 in Bertie County. There will be several different events that will take place at separate locations in Windsor. Commissioner Rachel Craddock stated that Mideast Commission is taking part of the festival.

**G. Old Water Plant Heat Pump** – Town Clerk/FO Kimberly Cockrell asked the board what they wanted to do with the old heat pump that is currently connected to the old water treatment building. The town contacted David Bowen to ask him if he could give a quote on moving it over to the shop. Mr. Bowen stated that the unit was 22 years old and asked if the town wanted to invest

money into moving and setting up the unit when it is so old. He stated the town could pay for the service to be moved and hooked up at the shop but there is no guarantee on how much more service you would get out of a unit that is that old and deteriorated. The board took discussion. Commissioner Rachel Craddock made a motion to get rid of the unit for scrap when it was no longer needed at the old water plant facility. Commissioner Preston Craddock seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

#### **IV. Closed Session Pursuant to G.S. 143-318.11(a)(6) Personnel**

Commissioner Preston Craddock moved to go into closed session, with the second given by Commissioner Mary Allen. Vote was unanimous. 5 Ayes – 0 Nays. Time was 8:15 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 9:05 p.m.

No actions were taken by the board.

#### **X. Board Comments – None**

**XI. Adjourn-** Commissioner Mary Allen moved to adjourn at 9:06pm. A second was given by Commissioner Preston Craddock. Vote was unanimous. 5 Ayes – 0 Nays

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