

TOWN OF JAMESVILLE
MID MONTH BOARD MEETING 06/29/2021
MINUTES

The following is an account of the minutes taken at the Mid-Month Board Meeting held between 7:00 p.m. & 8:07 p.m. on 06/14/2021 at the Jamesville Town Hall, 1211 Water Street, Jamesville, NC 27846. Due to the COVID-19 Pandemic, social distancing measures were made available to all. Virtual meeting attendance was provided for public access through Zoom meeting.

Attendees - Live

- Dennis Anton - Mayor
- Willis Williams - Mayor Protem
- Larris Tolson - Commissioner
- Rachel Craddock - Commissioner
- Carolyn Martin – Commissioner
- Mary Allen – Commissioner

Minutes Recorder – Kimberly Cockrell, Town Clerk/Finance Officer

I. Mayor Dennis Anton brought the meeting to order. Commissioner Larris Tolson offered the prayer. Mayor Dennis Anton welcomed everyone to the meeting.

II. Adoption of Agenda

- Commissioner Carolyn Martin made the motion to amend and approve the agenda with moving the Closed Session agenda item to the beginning of the meeting and to allow employees to stay for the closed session. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

III. Closed Session – N C G. S. §143-318.11(a) (6) Personnel

Around 7:07 p.m., Commissioner Larris Tolson made a motion to enter Closed Session in pursuant of NC G.S. §143-318.11(a) (6) Personnel. Commissioner Carolyn Martin seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

Around 7:17 p.m., Commissioner Larris Tolson made the motion to end Closed Session in pursuant of NC G. S. §143-318.11(a) (6) Personnel. Commissioner Carolyn Martin seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

Open Session

Commissioner Larris Tolson made the motion to vote to approve Attorney Evan Lewis for attorney for the Town of Jamesville. Commissioner Mary Allen seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

IV. Approval of Minutes

- Commissioner Carolyn Martin moved to approve the following minutes, with noted amendment to Closed Session minutes. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes - 0 Nays.
 - Budget Workshop Meeting – May 13, 2021
 - Special Board Meeting/Closed Session – May 13, 2021

V. **Public Comments** - None

VI. **Reports**

A. **Mayor**

1. None

B. **Water/Wastewater Report - Samuel Lilley**

1. None

C. **Public Works Report**

1. None

D. **Finance Officer - Kimberly Cockrell**

1. FY 20-21 Final Budget Amendments

Finance Officer Kimberly Cockrell presented the following FY 20-21 final budget amendments for approval by the Board. Commissioner Carolyn Martin made the motion to approve the FY 20-21 final budget amendments as presented below. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

				Final Budget Projected through	Final Budget
		Jul '20 - Jun 21	Budget	June 30, 2021	Amendment
Income					
Ad valorem taxes					
	1030112 · 2012 Taxes	\$0.00	\$0.00	\$0.00	\$0.00
	1030113 · 2013 Taxes	\$123.86	\$0.00	\$123.00	\$123.00
	1030114 · 2014 Taxes	\$96.73	\$0.00	\$96.00	\$96.00
	1030115 · 2015 Taxes	\$0.00	\$0.00	\$0.00	\$0.00
	1030116 · 2016 Taxes	\$580.32	\$1,000.00	\$580.00	-\$420.00
	1030117 · 2017 Taxes	\$564.61	\$1,000.00	\$560.00	-\$440.00
	1030118 · 2018 Taxes	\$657.40	\$3,000.00	\$650.00	-\$2,350.00
	1030119 · 2019 Taxes	\$4,589.14	\$8,000.00	\$4,600.00	-\$3,400.00
	1030120 · 2020 Taxes	\$100,944.06	\$110,000.00	\$101,000.00	-\$9,000.00
	1030200 · PENALTIES AND INTEREST	\$1,951.91	\$3,500.00	\$2,100.00	-\$1,400.00
	1031000 · VEHICLE TAX	\$22,462.40	\$20,000.00	\$26,000.00	\$6,000.00
	Total Ad valorem taxes	\$131,970.43	\$146,500.00	\$135,709.00	-\$10,791.00
Other governmental revenues					
	1032900 · INTEREST	\$78.21	\$2,400.00	\$100.00	-\$2,300.00
	1032901 · CEMETERY INTEREST	\$29.64	\$960.00	\$29.00	-\$931.00
	1033104 · COPIES & FAX COLLECTIONS	\$217.00	\$300.00	\$220.00	-\$80.00
	1033200 · CEMETERY LOT SALES	\$12,600.00	\$2,000.00	\$12,600.00	\$10,600.00
	1033300 · Scrap Metal/Equipment sale	\$0.00	\$5,000.00	\$0.00	-\$5,000.00
	1035800 · MISCELLEANOUS	\$3,715.19	\$3,705.00	\$3,715.00	\$10.00
	1037900 · ELECTIONS	\$0.00	\$25.00	\$0.00	-\$25.00
	1038200 · HERRING FESTIVAL REVENUE	\$0.00	\$11,000.00	\$0.00	-\$11,000.00
	1038400 · FEMA proceeds	\$0.00	\$0.00	\$0.00	\$0.00
	1038500 · ZONING REVENUE	\$255.00	\$200.00	\$255.00	\$55.00

	1039300 - APPROPRIATED FUND BALANCE	\$0.00	\$61,554.00	\$5,929.00	-\$55,625.00
	Total Other governmental revenues	\$16,895.04	\$87,144.00	\$22,848.00	-\$64,296.00
	Other taxes and license				
	1035000 - PRIVILEGE LICENSES	\$30.00	\$30.00	\$30.00	\$0.00
	Total Other taxes and license	\$30.00	\$30.00	\$30.00	\$0.00
	Restricted intergovernmental				
	1032902 - POWELL BILL INTEREST	\$33.56	\$1,200.00	\$45.00	-\$1,155.00
	1034300 - POWELL BILL REVENUE	\$14,148.07	\$15,000.00	\$14,148.00	-\$852.00
	1035100 - CARES Act Funding	\$10,514.00	\$10,514.00	\$10,514.00	\$0.00
	1035200 - AMERICAN RESCUE PLAN FUNDING	\$0.00	\$0.00	\$0.00	\$0.00
	1035300 - RECREATION	\$5,285.00	\$0.00	\$5,285.00	\$5,285.00
	Total Restricted intergovernmental	\$29,980.63	\$26,714.00	\$29,992.00	\$3,278.00
	Unrestricted intergovernmental				
	1033000 - PAYMENT IN LIEU OF TAXES	\$27.03	\$27.00	\$27.00	\$0.00
	1034400 - BEER AND WINE EXCISE TAX	\$1,942.10	\$2,100.00	\$1,940.00	-\$160.00
	1034401 - ABC REVENUE	\$1,279.51	\$1,500.00	\$1,250.00	-\$250.00
	1034500 - LOCAL OPTION SALES TAX	\$49,076.91	\$53,000.00	\$63,000.00	\$10,000.00
	1036701 - SALES TAX REFUND	\$923.54	\$400.00	\$920.00	\$520.00
	1037700 - FRANCHISE-TELECOM SALES TAX	\$19,818.03	\$25,000.00	\$25,000.00	\$0.00
	1037800 - SOLID WASTE DISPOSAL	\$261.66	\$300.00	\$260.00	-\$40.00
	Total Unrestricted intergovernmental	\$73,328.78	\$82,327.00	\$92,397.00	\$10,070.00
	Total Income	\$252,204.88	\$342,715.00	\$280,976.00	-\$61,739.00
	Expense				
	Cemetery				
	1040168 - CEMETERY EXPENSE	\$2,622.63	\$4,510.00	\$3,500.00	-\$1,010.00
	Total Cemetery	\$2,622.63	\$4,510.00	\$3,500.00	-\$1,010.00
	GENERAL GOVERNMENT				
	104010 - Assistant Town Clerk	\$3,146.24	\$4,680.00	\$3,147.00	-\$1,533.00
	1040101 - SALARY- CLERK	\$23,053.73	\$22,781.00	\$23,054.00	\$273.00
	1040108 - STATE UNEMPLOYMENT REIMBURSEMENT	\$0.00	\$200.00	\$200.00	\$0.00
	1040109 - FICA MATCH	\$6,785.94	\$7,200.00	\$6,786.00	-\$414.00
	1040110 - RETIREMENT EXPENSE	\$9,505.66	\$9,505.00	\$9,506.00	\$1.00
	1040111 - EMPLOYEE INSURANCE	\$34,108.50	\$38,000.00	\$34,109.00	-\$3,891.00
	1040112 - BONUS/LONG/COMMISSIONER PAY	\$11,660.00	\$11,610.00	\$11,660.00	\$50.00
	1040113 - WORKMEN'S COMP	\$2,280.46	\$3,300.00	\$3,300.00	\$0.00
	1040117 - AUDIT FEES	\$7,550.00	\$7,700.00	\$7,550.00	-\$150.00
	1040118 - ATTORNEY FEES	\$1,612.50	\$2,000.00	\$2,200.00	\$200.00
	1040124 - OFFICE SUPPLIES	\$1,355.54	\$1,500.00	\$1,600.00	\$100.00
	1040125 - MATERIAL & SUPPLIES	\$1,513.41	\$2,000.00	\$2,100.00	\$100.00
	1040128 - DONATIONS	\$0.00	\$0.00	\$0.00	\$0.00
	1040129 - MISCELLANEOUS	\$3,577.43	\$4,178.00	\$4,200.00	\$22.00
	1040131 - TRAVEL	\$0.00	\$1,000.00	\$300.00	-\$700.00
	1040132 - CHRISTMAS DECORATIONS	\$878.81	\$1,500.00	\$900.00	-\$600.00
	1040133 - ELECTRICITY- TOWN HALL	\$999.23	\$1,300.00	\$1,300.00	\$0.00

	1040134 · TELEPHONE	\$2,021.49	\$2,000.00	\$2,100.00	\$100.00
	1040135 · ADVERTISING AND PRINTING	\$277.50	\$400.00	\$1,000.00	\$600.00
	1040140 · DUES	\$2,436.31	\$2,400.00	\$2,500.00	\$100.00
	1040142 · FIRE DISTRICT TAX	\$0.00	\$14,000.00	\$15,000.00	\$1,000.00
	1040145 · PROPERTY/LIABILITY INSURANCE	\$5,845.00	\$6,000.00	\$6,000.00	\$0.00
	1040146 · BONDS	\$175.00	\$175.00	\$175.00	\$0.00
	1040148 · REPAIRS	\$5,488.67	\$5,500.00	\$6,500.00	\$1,000.00
	1040149 · DIESEL FUEL	\$80.27	\$600.00	\$300.00	-\$300.00
	1040151 · ELECTIONS EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00
	1040152 · TRAINING	\$644.43	\$1,000.00	\$900.00	-\$100.00
	1040166 · TAX COLLECTIONS FEES	\$3,468.30	\$5,000.00	\$4,000.00	-\$1,000.00
	1040169 · MOSQUITO SPRAYING	\$2,700.00	\$2,700.00	\$2,700.00	\$0.00
	1040175 · MID EAST COMMISSION SERVICE	\$0.00	\$5,000.00	\$5,000.00	\$0.00
	1040190 · CAPTIAL OUTLAY	\$0.00	\$0.00	\$0.00	\$0.00
	1048200 · HERRING FESTIVAL EXPENSE	\$75.00	\$15,000.00	\$100.00	-\$14,900.00
	1048300 · COVID-19 Pandemic	\$11,097.84	\$11,114.00	\$11,100.00	-\$14.00
	1048400 · AMERICAN RESCUE PLAN EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00
	1048500 · RECREATION	\$5,285.00	\$0.00	\$5,285.00	\$5,285.00
	Total GENERAL GOVERNMENT	\$147,622.26	\$189,343.00	\$174,572.00	-\$14,771.00
	Public Safety				
	1043000 · PUBLIC SAFETY/SHERIFF DEPT	\$6,075.00	\$14,000.00	\$8,000.00	-\$6,000.00
	Total Public Safety	\$6,075.00	\$14,000.00	\$8,000.00	-\$6,000.00
	Sanitation				
	1040102 · SALARY MAINT 1	\$19,694.17	\$20,080.00	\$19,695.00	-\$385.00
	1040103 · SALARY MAINT 2	\$19,801.71	\$20,110.00	\$19,802.00	-\$308.00
	1040104 · SALARY SUPERVISOR	\$0.00	\$0.00	\$0.00	\$0.00
	1040106 · Public Works Director Trainee	\$13,519.32	\$14,705.00	\$13,520.00	-\$1,185.00
	1040107 · WATER/WASTEWATER OPERATOR	\$269.23	\$0.00	\$270.00	\$270.00
	1047026 · GARBAGE PICKUP	\$2,009.20	\$2,600.00	\$2,200.00	-\$400.00
	1047027 · DEBRIS REMOVAL (Landfill)	\$2,051.67	\$2,200.00	\$2,300.00	\$100.00
	1047049 · FUEL	\$3,139.85	\$2,800.00	\$3,300.00	\$500.00
	Total Sanitation	\$60,485.15	\$62,495.00	\$61,087.00	-\$1,408.00
	TRANSPORTATION				
	1045000 · PB Salaries	\$15,713.65	\$15,760.00	\$15,714.00	-\$46.00
	1045001 · FICA Expense	\$1,202.09	\$1,207.00	\$1,203.00	-\$4.00
	1045048 · STREET REPAIRS	\$0.00	\$40,000.00	\$1,500.00	-\$38,500.00
	1045069 · MAPS/SIGNS	\$360.00	\$400.00	\$400.00	\$0.00
	1045090 · CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	\$0.00
	Total TRANSPORTATION	\$17,275.74	\$57,367.00	\$18,817.00	-\$38,550.00
	Transportation - streets				
	1045036 · STREET LIGHTING	\$13,060.01	\$15,000.00	\$15,000.00	\$0.00
	Total Transportation - streets	\$13,060.01	\$15,000.00	\$15,000.00	\$0.00
	Total Expense	\$247,140.79	\$342,715.00	\$280,976.00	-\$61,739.00
	Net Income	\$5,064.09	\$0.00	\$0.00	-\$51,669.00

2. Employee Comp-Time Payout

Finance Officer Kimberly Cockrell presented employee comp-time payout for 3/14/21 – 6/26/21 for approval by the Board. Events noted for the cause of comp. time – additional workload due to staff shortage, budget preparation and workshops, grant funding preparation/conference seminars, extra work to assist Mid-East Commission with Zoning Ordinance updates, etc. Finance Officer Kimberly Cockrell explained any additional comp. time earned through the remainder of the fiscal year would either be taken off or paid out in the FY 21-22 and reimbursed back to FY 20-2021. Commissioner Carolyn Martin made the motion to approve the employee comp. time payout for 3/14/21 – 6/26/21. Commissioner Rachel Craddock seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

E. Mid-East

1. Commissioner Rachel Craddock reported on the Mid-East Commission Board meeting held on June 17, 2021. Commissioner Rachel Craddock commented Mid-East had a seminar on the ARP (American Rescue Plan). The presenter was very knowledgeable, and the seminar was very informative. Big cities and counties are having to answer directly to the federal government. Smaller towns and municipalities answer to state. Entities have until 2024 to use the funds. Less problems/questions are being encountered when using the monies for infrastructure. Commissioner Rachel Craddock reported the rest of the meeting was about FY 2021-2022 budget. Commissioner Rachel Craddock mentioned it was noted that the Murfreesboro Watermelon Festival was taking place in August of this year, as well as the Williamston Stampede on September 24-25, 2021. Adding, things are slowly getting back to normal. Commissioner Rachel Craddock added the Town of Parmele got a grant for a new community center. Commissioner Larris Tolson motioned to accept the Mid-East Commission Board report. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

Planning Board

1. None

VII. Old Business

- A. None

VII. New Business

A. FY 21-22 Budget Ordinance

Town Clerk/Finance Officer Kimberly Cockrell presented the FY 21-22 Budget Ordinance for the Board's approval. Town Clerk/Finance Officer Kimberly Cockrell explained the budget included minor revisions for the budget ordinance presented at the June 14, 2021, Regular Board meeting and noted the changes. Commissioner Carolyn Martin made the motion to adopt FY 21-22 Budget Ordinance as presented below. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

**BUDGET ORDINANCE
FY 2021-2022**

BE IT ORDAINED BY the Board of Commissioners of Jamesville, North Carolina, pursuant to General Statute 159-181(c), meeting this 29th day of June 2021 that the following be the budget for FY 2021-2022:

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, 2021 and ending June 30, 2022 in accordance with the chart of accounts heretofore established for this Town:

General Fund

REVENUES:

Ad Valorem Taxes	\$120,500.00
Tax Penalties & Interest	\$3,500.00
Vehicle Taxes	\$22,800.00
Interest	\$2,000.00
Cemetery	\$8,000.00
Copies & Fax Collections	\$300.00
Miscellaneous	\$50.00
Herring Festival	\$11,000.00
Zoning	\$200.00
Appropriated Fund Balance	\$14,140.00
Privilege License	\$30.00
Powell Bill	\$14,600.00
American Rescue Plan	\$65,000.00
Recreation	\$5,285.00
Beer & Wine Tax	\$2,100.00
ABC Revenue	\$1,300.00
Local Option Sales Tax	\$69,000.00
Sales Tax Refund	\$400.00
Franchise Taxes	\$26,357.00
Solid Waste Disposal	\$350.00

TOTAL GENERAL FUND REVENUES **\$366,912.00**

EXPENSES

Cemetery	\$2,500.00
General Government	\$255,960.00
Public Safety / Police	\$8,000.00
Sanitation	\$64,000.00
Transportation	\$36,452.00

TOTAL GENERAL FUND EXPENSES **\$366,912.00**

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, 2021, 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 valuation of real property for the purposes of taxation of \$15,438,987 and an estimated collection rate of 85%.

This rate is based on a total valuation of motor vehicle for the purposes of taxation of \$3,381,751 and an estimated collection rate of 95%.

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, 2021 and ending June 30, 2022 in accordance with the chart of accounts heretofore established for this Town:

Water & Sewer Fund

REVENUES:

Water & Sewer Charges	\$226,000.00
Interest	\$2,000.00
Sales Tax Refund	\$600.00
Appropriated Fund Balance	\$4,300.00
TOTAL REVENUES	<u>\$232,900.00</u>

EXPENDITURES:

Insurance	\$6,600.00
Miscellaneous	\$1,500.00
Office Expense	\$7,100.00
Permits and Fees	\$3,500.00
Professional Fees	\$8,100.00
Salaries and Benefits	\$136,000.00
Salt	\$4,200.00
Sludge Removal	\$400.00
Supplies, materials and repairs	\$35,300.00
Utilities	\$18,700.00
Water & Sewer Analysis	\$11,500.00
TOTAL EXPENDITURES	<u>\$232,900.00</u>

Section 3: There is hereby established, for the Fiscal Year 2021-2022, a 11% Merit in Administration and 6% COLA salary increase for employees shall be available beginning with the first payroll on July 1, 2021.

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 29th day of June, 2021.

Dennis Anton - Mayor

Kimberly Cockrell – Town Clerk/Finance Officer

B. ABC Rock – 21 Tons

Commissioner Larris Tolson motioned to approve the purchase of 21 tons of ABC rock for pothole repairs. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

C. Sand – 16 Tons

Commissioner Larris Tolson motioned to approve the purchase of 16 tons of sand for pothole repairs. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

D. Mid-East Commission – Zoning Ordinance 160A Update

Town Clerk/Finance Officer Kimberly Cockrell updated the Board on the Zoning Ordinance being revised by Mid-East Commission to comply with NC G. S. §160A new regulations. The Town approved a budget of \$5,000 in December 2020 for the Mid-East Commission to bring the ordinance up to standard before the July 1st deadline. Town Clerk/Finance Officer Kimberly Cockrell explained Mid-East submitted a contract for a cost of \$3,500 to bring the Zoning Ordinance up to standards. The contract covered the period of June 21, 2021 through August 31, 2021. Previously agreed upon professional services (i.e. updated zoning map and inclusion of all amendments zoning ordinance since 2006) were left off the contract originally. Town Clerk/Finance Officer Kimberly Cockrell commented on bringing the matter to the attention of Mid-East and those items were now included in the contract presented to the Board. Commissioner Willis Williams made the motion to approve the contract with the Mid-East Commission to update the Town of Jamesville Zoning Ordinance, in accordance with NC G. S. § 160A. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

Commissioner Rachel Craddock made the motion to have contracts drawn up for any services rendered with Mid-East Commission. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

IX. Board Comments

Town Hall Surveillance

Mayor Dennis Anton noted it was brought to his attention that activities of the Board and staff at the Town Hall were being monitored. The Board encouraged the individual to come to the board meeting to voice their concerns.

Herring Festival

Commissioner Carolyn Martin suggested the Town Board serve in an advisory capacity only for the Herring Festival and for the Board to advertise/solicit individuals to serve on a 20 person Herring Festival Committee. Commissioner Rachel Craddock suggested the Board hire someone to manage the festival. Other things mentioned were to do something new and different, hold a one-day event, and/or hold the event when school was in session so bands would be available. Commissioner Carolyn Martin suggested a Fall Festival with square dancing, hayrides, cake walks, fishing pond, etc. Commissioner Larris Tolson recommended adding the Herring Festival to the July agenda for discussion.

Staff Meeting

Employee Supervisor/Commissioner Willis Williams commented on discussing the following items during the staff meeting:

- Scheduling training with NC Rural Water.
- Documenting areas of concern regarding manholes.
- Areas where concrete was breaking down.

- Inventorying tools. Water Plant Operator Robert Cockrell offered the use of his tools until an inventory could be built up.

X. Adjourn

Commissioner Mary Allen moved to adjourn at 8:07 p.m. Commissioner Rachel Craddock seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

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