

TOWN OF JAMESVILLE
MONTHLY BOARD MEETING 02/08/2021
MINUTES

The following is an account of the minutes taken at the scheduled Regular Monthly Board Meeting held between 7:00 p.m. & 8:23 p.m. on 02/08/2021 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

- Dennis Anton - Mayor
- Willis Williams - Mayor Protem
- Rachel Craddock - Commissioner
- Larris Tolson - 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 Willis Williams offered the prayer. Mayor Dennis Anton extended a welcome to all visitors and citizens.

II. Adoption of Agenda

- Mayor Dennis Anton asked for approval of the agenda. Commissioner Carolyn Martin requested the addition to item VI. Old Business, F. Veteran Memorial. Commissioner Willis Williams moved to approve the agenda as amended. Commissioner Carolyn Martin seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

III. Approval of Minutes

Commissioner Larris Tolson moved to approve the following minutes as presented. Commissioner Carolyn Martin seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

- Regular Board Meeting & Closed Session Meeting – January 11, 2021

IV. Public Comments

1. Ms. Michele Clemmons requested an extension until Friday (February 12, 2021) to pay her water bill in full. Commissioner Mary Allen made the motion to grant Ms. Michele Clemmons an extension to pay her past-due water bill in full on Friday, as allowed in Water/Sewer Ordinance #81. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

V. Reports

A. Mayor

1. Mayor Dennis Anton stated he was glad to be back among the group. Members of the Board expressed gratitude for his being back after his brief illness.

B. Water/Wastewater Report - Samuel Lilley

1. Mr. Samuel Lilley provided pictures of the manhole located next to Highway 64 behind Dollar General near Cooper Swamp. Dirt had washed out making the ditch worse. Mr. Samuel Lilley requested permission to obtain quotes to repair the washout and bulkhead in the area. Commissioner Carolyn Martin questioned if dirt removed from the cemetery

could be used to repair this area. Mr. Samuel Lilley commented he would address this question to the bidder when a quote to repair was requested. Stating, the area was considered wetland and he was not sure. Commissioner Larris Tolson made the motion to accept the Water/Wastewater report as presented. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

C. Public Works Report - Charles Winstead

1. Mr. Charles Winstead was not in attendance at the meeting live nor via virtual.

D. Administrative Report - Kimberly Cockrell

1. Financial Statements – January 2021
Finance Officer Kimberly Cockrell presented the Financial Reports for January 2021.
2. Budget Amendment(s) – None
3. FY 19-20 Audit
Finance Officer Kimberly Cockrell reported the FY 19-20 Audit has been completed and submitted to the LGC (Local Government Commission) for approval. As of the meeting, LGC approval had not been received for the FY 19-20 Audit. Mrs. Karen Shook, of Cumbee, Taylor, & Shook planned to make a presentation at the monthly board meeting, once the LGC has approved the audit.
4. Comp-time Payout
Finance Officer Kimberly Cockrell requested permission to payout compensatory time for the 4th quarter ending December 31, 2020. Commissioner Carolyn Martin inquired about the amount of compensatory time for Mr. Samuel Lilley. To which Mr. Samuel Lilley responded, it was because of filling in for Mr. Charles Winstead, when he was out due to COVID. Mr. Samuel Lilley added he had documentation to support the compensatory time earned. After discussion, Commissioner Carolyn Martin made the motion to approve the payout of comp-time as presented. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

E. Mid-East

1. Commissioner Rachel Craddock commented the Mid-East Commission meeting concentrated on upcoming elections and other future business, as well as work being done to finalize 2020 business.

F. Planning Board

1. No Report

VI. Old Business

A. Water/Sewer Ordinance Enforcement

1. Town Clerk/Finance Officer Kimberly Cockrell presented the monthly water disconnect list to the Board, as per Water/Sewer Ordinance #81 for approval. Commissioner Larris Tolson stated with the amendment to the list regarding the extension for Ms. Michele Clemmons, he made the motion to follow the normal disconnect procedures for the remaining accounts on the list as presented. Commissioner Carolyn Martin seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

B. Water/Sewer Lines for Valentine Project

1. Commissioner Willis Williams commented he was waiting to hear back from Town of Jamesville Attorney Daniel Manning regarding the appropriate language to use in the letter to the Valentine people.

C. Vehicle Policy

1. Commissioner Willis Williams reported meeting with employees and discussing the Vehicle Policy as shown below. Commissioner Carolyn Martin motioned to approve the Vehicle Policy as presented. Commissioner Rachel Craddock seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

Date: January 1, 2021

Town of Jamesville Vehicle Policy

Rules, Regulations and Guidelines

1. Town of Jamesville vehicles will be equipped with hard-wired tracking devices. Monitoring the Town's vehicles will be by the Supervisor and relayed to the Board at the regularly monthly Commissioners' Meeting. Any un-authorized tampering with equipment will be cause for employment termination.
2. Town of Jamesville vehicles will be used for Town's business-related trips, such as town duties, taking the analytical testing for water/wastewater treatment plants required by NC Department Environmental Quality (NCDEQ), picking up supplies, taking exams, etc. Violation of any of these actions will be cause for employment termination.
3. The Town's vehicles are not to be used for personal business, such as transporting family members, using vehicles to produce personal income, generate personal income using vehicle for hire, and any usage other than Town of Jamesville operation. Violation of any of these actions will be cause for employment termination.
4. The Town's vehicles are not to be driven home at night by any town personnel. They should be locked inside the secure Town's fence. Any exceptions, such as 24-hour, seven day a week on call emergency response to water/wastewater plants and distribution system, respond to Sanitary Sewer Overflows, seasonal storms, and declared disaster events, should be conveyed in advance to the Town's Supervisor, who will in turn obtain approval from a quorum of Commissioners. In the case of a sudden emergency, this type of occurrence should be rare, preventing the opportunity to obtain prior approval, the event should be brought to the attention of the Supervisor or any Commissioner ASAP or at the earliest opportunity. Violation of any of these actions will be cause for employment termination.
5. The Town's vehicle operators will maintain an operator log that records all operational and maintenance activities. They will notify the Town of any permit violations or specific equipment issues immediately upon discovery. Violation of any of these actions will be cause for employment termination.

I have read and been informed about the content, requirements, and expectations of the Vehicle policy for the Town of Jamesville employees. I have received a copy of the policy and agree to abide by the policy guidelines as a condition of my employment and my continuing employment with the Town of Jamesville. I understand that if I have questions, at any time, regarding this policy, I will consult with my immediate supervisor.

Please read the Vehicle Policy carefully to ensure that you understand the policy before signing this document.

Employee Signature:

Employee Printed Name:

Receipt By:

Date:

D. Time Management Policy

1. Commissioner Willis Williams presented a draft copy of the Time Management Policy for review by the Board. During the presentation to employees, Commissioner Willis Williams commented the employees expressed concerns regarding out-of-town travel and the requirement to sign-in/sign-out (punch out) on the time clock. The Board took discussion. Afterwards, Commissioner Rachel Craddock made the motion to approve the Time Management Policy as amended below. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

Date: January 1, 2021

Town of Jamesville Time Management Policy

The Federal Fair Labor Standards Act provide the following exemption, only governmental employers and (public) agencies are allowed to give comp time based on one and one-half times the number of hours worked in excess of 40 in a workweek under certain conditions to its employees and are exempt from the wage payment provisions.

A salaried employee is a worker who is paid a fixed amount of money or compensation (also known as a salary) by an employer. For example, a salaried employee might earn \$50,000 per year.

To qualify for exemption under the Federal Fair Labor Standards Act, employees generally must meet certain tests regarding their job duties and be paid on a salary basis at not less than \$684* per week.

Compensatory Time: Under certain prescribed conditions, employees of State or local government agencies may receive compensatory time off, at a rate of not less than one and one-half hours for each overtime hour worked, instead of cash overtime pay. Law enforcement, fire protection, and emergency response personnel and employees engaged in seasonal activities may accrue up to 480 hours of comp time; all other state and local government employees may accrue up to 240 hours. An employee must be permitted to use compensatory time on the date requested unless doing so would “unduly disrupt” the operations of the Town of Jamesville.

Compensatory time (Comp time), referred to as comp time, is paid time off given to an employee instead of overtime pay. Rather than paying employees time and a half in overtime pay, the Town of Jamesville operates a Comp Time Policy that gives paid time off from work, for the amount of time equivalent to the extra hours worked.

Comp time, or compensatory time off, is time off the Town of Jamesville give employees for working overtime hours instead of paying time-and-a-half overtime wages. Overtime hours are typically any hours an employee works beyond 40 hours in a week.

Overtime compensatory time off earned must be used no later than 180 days from the date the compensatory time off was earned.

Compensatory time may be accrued for a maximum of 12 months or 240 hours. If at any point that compensatory time exceeds 240 hours, the excess must be paid in the next payroll cycle.

Employees cannot accumulate more than 240 hours of compensatory time. Any compensatory time earned in excess of 240 hours must be paid in cash as earned.

Overtime compensatory time off earned but not used within 180 days from its being earned must be paid for in cash in the first pay period following the expiration of the 180 days.

Compensatory leave is requested from the Town of Jamesville Supervisor and coordinated through the Jamesville Town Clerk for personnel folder, recorded, and records are maintained. Timecards must match request.

Regulations and Guidelines

1. Town of Jamesville Workday hours, as approved by the Board of Commissioners, are: 7:00 AM – 3:30 PM. This schedule is to be strictly observed and adhered too by all maintenance personnel. The Town of Jamesville Clerk and office hours will be set by the Commissioners. Any exceptions should be discussed with the Supervisor, in advance, and if approved by the Board, documented on a Request Per Leave Form or some other format for hours worked and compensation (Comp) time to correlate with time clock records. Any overtime should also be prior approved and documented. If circumstances, (leaks, breakdowns, etc.) do not allow for prior approval, it should he documented ASAP or at the earliest opportunity for compliance with NC state hourly wage laws and regulations.
2. Upon return from exams, work related errands, continuing education workshops, etc., personnel are expected to return to work. They are not to take the rest of the day off unless the request form has been preapproved by the Supervisor.
3. Town of Jamesville uses a time clock for time management. Employees are expected to clock in at 7:00 AM., in and out for lunch (except when job prohibits and documented on timecard) and clock out at 3:30 PM. Any variations from the normal work hours should be documented on the timecard. The Town’s time clock must be used to keep an accurate record of work activity to satisfy state audit purposes and document accurate comp time.
4. Working two jobs is not prohibited by Jamesville Town’s policy; however, working more than one job may adversely impact job performance at both Town of Jamesville and the second job. An employee who is tired, burned out, or otherwise unmotivated may be of little use to the Town of Jamesville, limiting the potential for bonuses, promotions, and pay raises – and perhaps even increasing the likelihood of termination. Finally, working two jobs or starting a business simultaneously, is the allegation of time-card fraud levied against the employee by the Town of Jamesville or the other employer. Unless the employees have clearly defined, non-overlapping work hours for both positions he/she may find themself facing some serious questions about how they are accounting for and billing their time.
5. During the Town of Jamesville workday schedule, there will be no communication by phone, fax, text, verbal, nor work performed for the second job or private owned business. The employment with the Town of Jamesville is the employee’s primary responsibility and the time schedule listed is for the operation of the Town’s business. Violation of any of these actions will be cause for employment termination.

I have read and been informed about the content, requirements, and expectations of the Time Management Policy for the Town of Jamesville employees. I have received a copy of the policy and agree to abide by the policy guidelines as a condition of my employment and my continuing employment with the Town of Jamesville. I understand that if I have questions, at any time, regarding this policy, I will consult with my immediate supervisor.

Please read the Time Management Policy carefully to ensure that you understand the policy before signing this document.

Employee Signature:

Employee Printed Name:

Receipt By:

Date:

E. GPS Devices/Subscription

1. Commissioner Willis Williams recalled at the January 11, 2021 meeting the Board approved the purchase of GPS devices for Town equipment. Previous minutes reflect that the stipulation was the Board would be canvassed should the cost exceed the preapproved amount. Commissioner Willis Williams summarized procedures had been followed, the wired GPS devices had been ordered and installed, and have been working properly.

F. Veteran Memorial

1. Commissioner Carolyn Martin stated she had asked a person with military experience for advice on the proposed plans for the Veteran Memorial. Commissioner Carolyn Martin relayed to the Board the suggestions provided on behalf of the military. Additional input was given by the Board to finalize the plans. Commissioner Carolyn Martin explained it could take up to six (6) months to complete the monument due to granite mines being closed due to COVID. Commissioner Rachel Craddock made the motion to approve the proposed version of the Veteran Memorial. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

VII. New Business

A. Tim Manning – Speed Humps – Hardison Drive

1. Martin County Sheriff Tim Manning asked the Jamesville Commissioners to consider granting permission to install a speed hump on Hardison Drive. Grants funds would be provided through the Martin-Tyrell-Washington (MTW) District Health Department – Safe Kids Coalition to pay for asphalt & materials, as well as the installation of the hump by NC DOT (NC Department of Transportation). Reportedly, NC DOT can install but cannot provide the asphalt speed hump. Martin County Sheriff Tim Manning commented the suggestion for the speed hump had been made by a Jamesville School Resource Officer. Adding, Jamesville emergency personnel had been consulted and agreed the speed hump would not hinder response time. The proposed location for the speed hump was between Hayes Street and the entrance to the Jamesville Elementary School. Commissioner Mary Allen recalled a previous meeting where speed humps were discussed and there being a problem with placing speed humps on town streets. Commissioner Rachel Craddock commented the Town has the authority to install speed humps (*see NC G.S. §160A-296*). Adding, Commissioner Mary Allen was probably referring to the conversation that NC DOT would not provide the asphalt speed hump. This would leave the Town to absorb the total cost for purchase and installation. Commissioner Larris Tolson motioned to approve granting permission to install the speed hump on Hardison Drive. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

B. Sewer Manholes – Cooper Swamp

1. The Board consensually agreed the item was discussed under Reports – Water/Wastewater by Mr. Samuel Lilley.

C. F350 Repairs

1. Town Clerk/Finance Officer Kimberly Cockrell provided a quote for repairs on the F350 truck from Big Al's Garage for \$1,438.51 for review and approval by the Board. After review and discussion, Commissioner Rachel Craddock made the motion to approve proceeding with the repair to the F350 truck. Commissioner Carolyn Martin seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

D. Washout by Water Plant

1. On behalf of Mr. Charles Winstead, Town Clerk/Finance Officer Kimberly Cockrell explained the washout was located at the Water Plant fence and Hayes Drive. Reportedly, Mr. Charles Winstead had requested a quote to replace the pipe under the ground, which would be the worst-case scenario. Adding, we would not know until the area was dug up. Commissioner Carolyn Martin reiterated using dirt from the cemetery to repair the damage would prevent having to buy dirt.

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

Around 7:47 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 Willis Williams seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

Around 8:16 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 Rachel Craddock seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

Open Session

Commissioner Larris Tolson made the motion that Commissioner Willis Williams continue to pursue his supervisory position and authority; and to give Commissioner Willis Williams the authority to write disciplinary measures as needed and to insert such actions in the employee's file, which would be reviewed at the upcoming meeting by the Board. Commissioner Rachel Craddock seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

IX. Board Comments

1. Commissioner Carolyn Martin reiterated the need to control the location to place dirt removed in the cemetery. Commissioner Larris Tolson commented in the defense of those placing the dirt that recent rains have made it difficult to place the dirt further back or to stack the dirt. All seemed to agree the issue needed to be address sooner rather than later.
2. Commissioner Rachel Craddock commented the NC DEQ Septic/Water Collection Inspection report dated July 2019 recalled the Jamesville Chuckwagon had been informed at the time of the inspection the need to get a grease trap. Reportedly, the owner of Jamesville Chuckwagon had stated he would get a grease trap. Commissioner Willis Williams mentioned the FOG Ordinance unanimously approved by the Town Board. A follow-up visit was needed to confirm compliance.

X. Adjourn

Commissioner Mary Allen moved to adjourn at 8:23 p.m. Motion unanimously approved.

Respectfully submitted by:

Kimberly Cockrell – Town Clerk/Finance Officer