

TOWN OF JAMESVILLE
MONTHLY BOARD MEETING 05/10/2021
MINUTES

The following is an account of the minutes taken at the Regular Monthly Board Meeting held between 7:00 p.m. & 8:43 p.m. on 05/10/2021 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 everybody to the meeting.

II. Adoption of Agenda

- Finance Officer Kimberly Cockrell requested an addition to Reports Item V-D.5: Comp Time Payout and to New Business Item VII-D: Gasoline Shortage. Commissioner Larris Tolson requested the addition to New Business Item VII-E: Trash Receptacle Ordinance. Commissioner Larris Tolson moved to approve the agenda as amended. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

III. Approval of Minutes

Commissioner Willis Williams moved to approve the following minutes as presented. Commissioner Rachel Craddock seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

- Budget Workshop Meeting – April 13, 2021
- Regular Board Meeting & Closed Session Meeting – April 13, 2021
- Special Board Meeting & Closed Session – April 26, 2021
- Budget Workshop Meeting – April 27, 2021

IV. Public Comments

1. Mr. Darron Wells stated on behalf of the Mary Ethel Williams estate, it was discovered that a hole in the hot water heater had caused considerable damage to the home and a higher than normal water bill. Mr. Darron Wells requested an adjustment to the water bill for this resident. Commissioner Larris Tolson made the motion to amended the water bill. Commissioner Rachel Craddock seconded. Motion unanimously passed. 5 Ayes - 0 Nays.
2. Mr. Thomas Schwieterman, owner of Suncreek Apartment, explained standing water on top of the ground led to the discovery of an underground split pipe. Mr. Thomas Schwieterman requested an adjustment to his water bill. Mr. Thomas Schwieterman commented on having talked to Town Clerk/Finance Officer Kimberly Cockrell and finding out he needed to make his request to the Town Board. Commissioner Larris Tolson made the motion to amended

- the water bill. Commissioner Rachel Craddock seconded. Motion unanimously passed. 5 Ayes - 0 Nays.
- On another matter, Mr. Thomas Schwieterman asked for permission to install seventeen (17) individual water meters to apartments at the Sun creek Apartment location. Mr. Thomas Schwieterman commented on his willingness to pay the cost of the meters and installation. Commissioner Willis Williams commented the Board would need to consult the Town Engineer on the feasibility of this request. Adding, water pressure may be an issue, depending on the way the system was designed.

V. Reports

A. Mayor

- None

B. Water/Wastewater Report - Samuel Lilley

- None

C. Public Works Report - Charles Winstead

- Hardison Drive Sinkhole
In the absence of Mr. Charles Winstead, Mr. Samuel Lilley commented reportedly, Mr. John Cox, of Cox-Edwards Company had examined and would be sending in a quote to repair the sink hole on the other side of Hardison Drive, which was approved by the Board at the April 13, 2021 meeting.
- Commissioner Carolyn Martin asked if Public Works was aware of another sink hole across the street for her house. Mr. Samuel Lilley replied yes, they were aware, a smoke test had been done and reported to the state.
- Commissioner Carolyn Martin inquired about an old bent street sign for Smithwick Street lying up against a building and its intended use. Mr. Samuel Lilley would look into the matter and let her know.

D. Finance Officer - Kimberly Cockrell

- Financial Statements – April 2021
Finance Officer Kimberly Cockrell presented the Financial Reports for April 2021.
- Budget Amendment(s)
Commissioner Willis Williams made the motion to approve the following budget amendments for the General Fund #4 and the Water/Sewer Fund #3. Commissioner Rachel Craddock seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

GF BUDGET AMENDMENT #4 – 5/10/21

		CREDIT	DEBIT
1039300	Appropriated Fund Balance	\$4,445.00	
1040101	Salary Clerk		\$550.00
1040109	FICA MATCH		\$300.00
1040110	Retirement Expense		\$155.00
1040112	Bonus/Long/Commissioner Pay		\$2,300.00
1040102	Salary Maint 1		\$680.00
1040103	Salary Maint 2		\$210.00
1040106	Public Works Director Trainee		\$55.00
1045000	PB Salaries		\$180.00
1045001	PB FICA Expense		\$15.00
		\$4,445.00	\$4,445.00

Amendment is to include Elected Officials increase in salary, overtime salaries, extra FICA And Retirement Expenses.

W/S BUDGET AMENDMENT #3 – 5/10/21

	CREDIT	DEBIT
3039300 Fund Balance Appropriated	\$3,164.00	
3071437 Advertising		\$600.00
3071701 Clerk (S)		\$225.00
3071301 Clerk (W)		\$225.00
3071702 Maint.1 (S)		\$375.00
3071302 Maint.1 (W)		\$375.00
3071703 Maint.2 (S)		\$16.00
3071303 Maint.2 (W)		\$16.00
3071705 Trainee (S)		\$38.00
3071305 Trainee (W)		\$38.00
3071710 Retirement Expense (S)		\$73.00
3071310 Retirement Expense (W)		\$73.00
3071309 FICA Match (W)		\$110.00
3071433 Electricity (W)		\$400.00
3071439 Water Analysis (W)		\$600.00
	\$3,164.00	\$3,164.00

Amendment is to include overtime salaries, extra FICA/Retirement Expenses, increase in electricity for water facilities and for extra lab tests for Notice of Deficiency.

3. American Rescue Plan

Finance Officer Kimberly Cockrell reported on a letter received recently from the U.S. Department of Treasury regarding the American Rescue Plan (ARP) monies and on what it can be spent on. The Town of Jamesville was to received \$130,000 total from the ARP, with the first installment to be sent in May 2021 and the second installment a year later. Two virtual meetings being conducted by the School of Government, the NCLM, the U.S. Treasury Office and an Association outside of the state of North Carolina were scheduled for May 11, 2021 and May 12, 2021. Finance Officer Kimberly Cockrell felt she would have a better understanding of the allowable use of the funding by attending these meetings. After reviewing the list, Commissioner Larris Tolson suggested the Town purchase a backhoe with the funding. Commissioner Willis Williams suggested there would be a little money for the revenue shortfall.

4. Bank Account Transfers and Update

Finance Officer Kimberly Cockrell provided a spreadsheet showing as of May 7, 2021, the progress in the transfer of funds to First National Bank Checking and Money Market accounts from PNC Bank Checking and NCCMT. All funds except for the Herring Festival have been transferred from PNC. Eventually, the PNC Herring Festival account and BB&T Checking accounts will be closed out once all checks have cleared. Ten thousand dollars (\$10,000) or a little more was left in the NCCMT accounts, in case interest rates rise and exceed the interest rates at FNB Money Market accounts. Finance Officer Kimberly Cockrell noted that the total amount in all banking accounts matched the Town of Jamesville financial statements.

When Finance Officer Kimberly Cockrell mentioned that the credit card would be the only account left at BB&T, Commissioner Larris Tolson suggested closing out the credit card

at BB&T and opening a credit card account with First National Bank. The rest of the Board seems to agree.

The Board commended Finance Officer Kimberly Cockrell for being fiscally responsible and for looking out for the Town's best interest. Finance Officer Kimberly Cockrell thanked the Board and stated hopefully by the end of June all transactions will be completed from BB&T.

5. Comp. Time Payout

Finance Officer Kimberly Cockrell requested approval to payout compensatory time for 1st Quarter 2021 (1/1/2021-3/13/2021). Commissioner Willis Williams made the motion to approve the payout of comp. time for the period stated. Commissioner Rachel Craddock seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

E. Mid-East

1. Commissioner Rachel Craddock reported the Mid-East Commission discussed in depth the American Rescue Plan. On May 4, 2021, a workshop was held to discuss public infrastructure for the local resiliency effects of COVID-19 for ARP grants, etc. Planning opportunities were also discussed as well as the specifications that must be met to qualify for help.

Commissioner Rachel Craddock commented on the ways the Economic Development Division of Mid-East Commission had helped various counties. The Town of Robersonville (Martin County) over \$661,000 was secured to support the construction of a new lab building and sludge infrastructure. Beaufort County Community College (over \$1 million), Bertie County (amount not stated), and Pitt Community College (over \$2 million) were all helped to secured funding. Commissioner Rachel Craddock added like everyone else, Mid-East operations have been hindered by the pandemic. However, Mid-East Commission continuously tries to help communities within its region. The annual social was canceled because of COVID-19. Hopes were to resume in person meetings soon. Commissioner Willis Williams encouraged talking to local congressmen, local senators and political nudging on funding possibilities. Adding, this could also help the Town.

Planning Board

1. No Report

VI. Old Business

A. Water/Sewer Ordinance Enforcement

1. Town Clerk/Finance Officer Kimberly Cockrell provided the monthly customer cut-off report for consideration by the Board, in accordance to Water/Sewer Ordinance #81-enforcement section. Commissioner Larris Tolson made the motion to approve the May customer cut-off list for delinquent accounts. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

B. Water/Sewer Lines for Valentine Project

1. Commissioner Willis Williams commented talks were ongoing with owners of the Valentine project. Adding, the big impediment now was not having an attorney, which is a statutory requirement (NC G.S. §160A-173). Most documents require a signature of an attorney.

C. FY 2020 CDBG Grant Application Update

- 1. As authorized signer of the Wastewater Treatment Plant project, Commissioner Rachel Craddock received a notice from the North Carolina Department of Environment Quality, Water Infrastructure Division regarding a FY2020 application for a Community Development Block Grant (CDBG) and its denial for funding. In the letter, the Town was offered technical assistance and encouraged to apply again by the next deadline, September 30, 2021. Town Clerk/Finance Officer Kimberly Cockrell assured the Board another grant was already being worked on by Mr. Bobby Blowe and Mr. Michael McAllister of Municipal Engineering Services on behalf of the Town of Jamesville.

D. Water Treatment Plant – Agreement to Extend the Bid Acceptance Date

- 1. The Town of Jamesville had received an offer to extend the bid acceptance date from Jones and Smith Contractors, LLC. Mayor Dennis Alton read inserts from the following document titled “Agreement to Extend the Bid Acceptance Date”. If approved by the Board, the agreement would be extended an additional 30-days or until August 14, 2021, for a total of 120 days from the date of the bid to allow the Town of Jamesville more time to secure funding for the entire project. The lowest bid provided by Jones and Smith Contractors, LLC of \$1,727,330.00 exceeded the funds available to the Town of Jamesville from NCDEQ-DWI. Commissioner Willis Williams made the motion to approved the agreement offering to extend the bid acceptance date. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

Agreement to Extend the Bid Acceptance Date

OWNER: Town of Jamesville, NC
1211 Water Street
Jamesville, NC 27846

CONTRACTOR: Jones and Smith Contractors, LLC
112 W. Fire Tower Road
Winterville, NC 28590

PROJECT: Town of Jamesville Water Treatment Plant Improvements
NCDEQ-DWI Project Number WIF 1958

Whereas: The Town of Jamesville (a Municipal Corporation in the State of North Carolina situated in Martin County) publically advertised the Water Treatment Plant Improvements project, and bids were received and read aloud at 11:00 AM on Thursday, April 15, 2021, in accordance with the North Carolina General Statute.

Whereas: The Town received a Letter of Intent to Fund for a 20-year, zero percent interest loan from the North Carolina Department of Environmental Quality — Division of Water Infrastructure, of which 75% of the said loan is considered Principal Forgiveness.

Whereas: Jones and Smith Contractors, LLC (a Limited Liability Company in the State of North Carolina) submitted the lowest responsive/responsible bid for \$1,727,330.00 to undertake the construction of the said project.

Whereas: Jones and Smith Contractors, LLC provided a properly executed "Bid Bond" for five (5)% of the total bid or \$86,366.50 as surety should the bidder withdraw their bid within the 90-days from the bid date or July 14,2021, as defined in Article 2.01 of the executed bid form. The Surety Company being:

Frankenmuth Mutual Insurance Company

One Mutual Avenue
Frankenmuth, MI 48787-0001

- Whereas: The lowest bid provided by Jones and Smith Contractors, LLC of \$1,727,330.00 exceeds the funds available to the Town of Jamesville from NCDEQ-DWI.
- Whereas: The Town of Jamesville has made an application for additional funds through NCDEQ-DWI before the application deadline of April 30,2021. The availability of additional funds will not be known until the July meeting of the State Water Infrastructure Authority (estimated).
- Whereas: The Town of Jamesville intends to award the construction contract to Jones and Smith Company, LLC for the bid amount mentioned above when funding becomes available. The contract award is subject to final approval by the NCDEQ-DWI and the North Carolina Local Government Commission.
- Whereas: The Contractor, Jones, and Smith Construction, LLC has offered to extend the time for acceptance of the bid an additional 30-days or **August 14, 2021**, for a total of **120-days** from the date of the bid.
- Whereas: The Town of Jamesville accepts the Contractor's offer for the said time extension and understands, if the project cannot be awarded within 120 days, the Contractor can withdraw their bid without penalty unless another extension is agreed to in writing before the expiration of the 120-days.

IN WITNESS WHEREOF, Owner and Contractor have signed this Agreement which shall become effective on May 12, 2021, unless modified in writing.

State of North Carolina
County of Martin

Town of Jamesville

Dennis Anton, Mayor Date
Attest:

Kimberly Cockrell, Town Clerk Date

State of North Carolina
County of _____

Jones and Smith Contractors, LLC

Barton A. Horne, Managing Member Date

I, _____ certify that Barton A. Horne personally appeared before me this _____ day of May, 2021, acknowledging to me that he signed the foregoing document.

Notary Public

My commission expires:

VII. New Business

A. Personnel Policy – Memorial Contributions

1. Town Clerk/Finance Officer Kimberly Cockrell asked the Board to review Article XVI- Memorial Contribution for clarification as to whether the distribution of memorial contributions included in-laws as immediate family of an active employee or active Commissioner, when a family in-law dies. The Board took discussion and consensually agreed to leave the policy as it is. In-laws are not to be included.

B. Locks for Facilities

1. Commissioner Willis Williams explained while examining the locks on certain building for upgrades, it was discovered that several of the Town buildings were without locks. During the process of acquiring an estimate, Commissioner Willis Williams commented an estimate was requested to purchase new locks for all the buildings. The Board was asked to approve the purchase of the locks and supplies from Riverbank Building Supply at a cost of \$612.94. Commissioner Larris Tolson made the motion to approve the purchase of locks. Commissioner Rachel Craddock seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

C. Martin County Recreation Allocation

1. Town Clerk/Finance Officer Kimberly Cockrell reported on receiving a check for recreation funding in the amount of \$5,285.00 from Martin County. In the past, Martin County did not send the allocations to the Town for disbursement. However, the recreation department for each Town submitted invoices to Martin County for reimbursement, on behalf of each Town.

Commissioner Willis Williams commented many years ago countywide, the County was trying to put all recreation in the Town of Williamston. Other towns fought to get any form of athletics in their town. That's how the J. W. Willis Park came into existence. As a result, the County gave every municipality a small amount for recreation. The recreation in the towns are usually ran by private individuals. Commissioner Willis Williams added these funds are a percentage of taxes paid by town residents to the county.

Commissioner Carolyn Martin asked whether the ones who run the J. W. Willis Park in Jamesville were the main recipient of this money. To which Town Clerk/Finance Officer Kimberly Cockrell replied, Jamesville Athletic Association (made up of private individuals) totally manages and maintains recreation on the property owned 90% by the Town of Jamesville.

Commissioner Carolyn Martin questioned if it would be inappropriate to ask for some oversight before major purchases were made and invoices submitted for payment. Commissioner Willis Williams answered no. There was nothing statutory that would prevent the Town from making such a request. That the Town could create a recreation committee for oversight. Town Clerk/Finance Officer Kimberly Cockrell suggested one Commissioner could be assigned to review invoices before payment.

Commissioner Rachel Craddock suggested leaving things as is. The group managing recreation in the Town of Jamesville have been very responsible over the years, evident by the beautiful facility. Adding, she did not think the Town Board needed to interrupt what was being done on behalf of the children.

Commissioner Carolyn Martin commented she had no objections to continue things as there were as long as there had not been any evidence of impropriety.

Town Clerk/Finance Officer Kimberly Cockrell commented it was her understanding that new Martin County Manager James Bennett wanted the towns to know what the County

had been contributing for years for town recreation. Stating, she had not been aware of the contribution to town recreation by Martin County.

D. Gasoline Shortage

1. Not knowing to what extent or how long the gas shortage would be prolonged, Town Clerk/Finance Officer Kimberly Cockrell asked if the Town Board wanted to implement a plan for employees who cannot get gasoline especially those who lived out of town. Commissioner Larris Tolson and Commissioner Rachel Craddock suggested waiting awhile. Commissioner Larris Tolson added some pipeline operations have been restored. An emergency meeting could be called, if needed.

E. Trash Receptacle Ordinance

1. Commissioner Larris Tolson suggested amending the Trash Receptacle Ordinance to make residents pull trash cans to their homes after they have been emptied on trash pickup day. Commissioner Rachel Craddock commented there was not a way to make people pull their trash cans back into the yards. The Board took discussion. Town Clerk/Finance Officer Kimberly Cockrell was instructed to put something on the water bill to remind customers to pull the trash cans back to their homes after being emptied on trash pick-up day.

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

Around 8:02 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 8:40 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 Carolyn Martin made the motion to hold a Special Meeting on Thursday, May 13, 2021 at 3:30 p.m. for Closed Session – N C G. S. §143-318.11(a) (6) Personnel. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

Commissioner Larris Tolson made the motion to terminate the employment of Mr. Charles Winstead with the Town of Jamesville on Thursday, May 13, 2021. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

Commissioner Larris Tolson made the motion to offer to hire Mr. Eric Martin as a part-time employee of the Town of Jamesville as a backup for the Public Works Department at a salary of \$400/month, \$50/hr., until such time a replacement can be hired. Commissioner Mary Allen seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

IX. Board Comments - None

X. Adjourn

Commissioner Mary Allen moved to adjourn at 8:43 p.m. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

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