

TOWN OF JAMESVILLE
MONTHLY BOARD MEETING 06/14/2021
MINUTES

The following is an account of the minutes taken at the Regular Monthly Board Meeting held between 7:00 p.m. & 9:00 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

Absentee

- Mary Allen – Commissioner

Minutes Recorder – Kimberly Cockrell, Town Clerk/Finance Officer

I. Mayor Dennis Anton brought the meeting to order. Minister Samuel Lilley, Water/Wastewater ORC, offered the prayer. Mayor Dennis Anton welcomed everyone to the meeting.

II. Adoption of Agenda

- Finance Officer Kimberly Cockrell requested an addition to Reports Item V-D.7: Wholesale Water Refund and to New Business Item VII-N: Fortiline Quote. Commissioner Rachel Craddock moved to approve the agenda as amended. Commissioner Willis Williams seconded. Motion unanimously passed. 4 Ayes - 0 Nays.

III. Approval of Minutes

Commissioner Carolyn Martin moved to approve the following minutes as presented. Commissioner Larris Tolson seconded. Motion unanimously passed. 4 Ayes - 0 Nays.

- Regular Board Meeting & Closed Session Meeting – May 10, 2021

IV. Public Comments

1. Mrs. Francine Hines, accompanied by her husband, Mr. Eddie Hines, lives on Smithwick Street. Mrs. Francine Hines began by thanking Commissioner Carolyn Martin, who lives on the same street, for cutting hanging down bushes on Smithwick Street. Mrs. Francine Hines stated family and friends had complained about a portion (a hole) on Smithwick Street, which had gotten bigger since NCDOT examined it last year. The size of the hole could cause damage to tires, mess up rims or alignment of cars. Mrs. Francine Hines added a friend of hers who worked for NCDOT looked at the hole and suggested asking the Town to put gravel in the hole. Mrs. Francine Hines stated her therapist had also mentioned the overgrown bushes and two trees still hanging over the road that was preventing drivers from seeing the stop sign. Mrs. Francine Hines questioned who was responsible for the overgrowth where the fire hydrant was located on Smithwick Street. Mrs. Francine Hines talked about the water drainage on the streets due to debris blocking the drainage pipes. Mrs. Hines stated a neighbor had removed the pine needles from drainage pipes and suggested the community, as a whole could, remove the debris from their drains.

Commissioner Rachel Craddock stated the Board of Commissioners did not have the support of the community on matters such as this. Letters and pictures had been sent to owners regarding overgrown properties, with very little response. NC DOT was contacted on the streets needing repair before COVID-19. The project quote was costly to fix.

Commissioner Willis Williams assured Mrs. Francine Hines the Board was aware of the issues mentioned. Adding, later on the agenda, the Board would discuss a quote received for new asphalt. Commissioner Willis Williams encouraged citizens to contact local, state, and federal officials/congressman for financial support to address issues facing small communities. An attorney would have to handle condemnation proceeding and it would cost the towns more money to condemn property in town.

2. Later in the meeting, Ms. Marian Davis reminded the Board on the need for a new lawyer for the Town, commented the new chairs in the boardroom looked nice, and asked to have the following pictures added to the wall – pictures of Mayors Jane Wolfe and Bradley Davis, (past) pictures of Jamesville downtown, and pictures of the 1985 bicentennial celebration.

V. Reports

A. Mayor

1. Mayor Dennis Anton sympathized with Mrs. Francine Hines and her situation regarding the pothole. Stating, after purchasing a new set of tires and having his vehicle aligned, nothing aggravates him worse than running into a pothole. Adding, together maybe we can get something done.

B. Water/Wastewater Report - Samuel Lilley

1. None

C. Public Works Report

1. Mr. Samuel Lilley stated the issues mentioned by Mrs. Francine Hines had already been discussed at the weekly meeting. One of the goals of the Public Works Department was to work on limbs, roads and potholes. Commissioner Willis Williams, Employee Supervisor, agreed the goal was to address these issues as soon as feasibly possible. At the time of the meeting, the Public Works Department was short one employee.

D. Finance Officer - Kimberly Cockrell

1. Financial Statements – May 2021

Finance Officer Kimberly Cockrell presented the Financial Reports for May 2021.

2. Budget Amendment(s) – None

3. American Rescue Plan

Finance Officer Kimberly Cockrell gave an update on American Rescue Plan (ARP) monies. 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. Another virtual meeting was planned for Wednesday, June 16, 2021 from 2 p.m. to 3 p.m., being conducted by the NCLM and School of Government. Finance Officer Kimberly Cockrell hoped there would be more clarification on what the ARP funding may be spent for. After conversations with Martin County Finance Officer Cindy Ange, Finance Officer Kimberly Cockrell understood that the state would provide a portal for Q & A's whereby local government entities could provide their intended purpose before submittal. At that point, the portal would inform whether the expense would be an allowable use of ARP funds.

4. 2010 Tax Write off

Finance Officer Kimberly Cockrell explained state statutes allow government entities to write-off uncollected taxes, after ten (10) years. Finance Officer Kimberly Cockrell

requested approval to write-off \$742.85 in uncollected taxes for 2010. Commissioner Willis Williams made the motion to approve the write-off as presented. Commissioner Larris Tolson seconded. Motion unanimously passed. 4 Ayes - 0 Nays.

5. Mr. Charles Winstead – Comp. Time & Vacation Payout 3/14/21-5/13/21

Finance Officer Kimberly Cockrell requested the official approval by the Board to pay Mr. Charles Winstead compensatory time and vacation for 3/14/2021-5/13/2021. Commissioner Willis Williams made the motion to approve the payout of comp. time and vacation to Mr. Charles Winstead for the period stated. Commissioner Carolyn Martin seconded. Motion unanimously passed. 4 Ayes - 0 Nays.

6. First National Bank Merchant Processing Service Fee Program

Finance Officer Kimberly Cockrell presented a proposal from FNB offering a service fee program at no cost to the Town of Jamesville to pass on a fee to customers who pay with credit/debit cards or electronic checks. Finance Officer Kimberly Cockrell explained the service compared to the Point & Pay system the Town of Jamesville now used. There would be an upfront fee (\$125) to purchase the optional equipment. However, transactions could be hand keyed or swiped by the machine. A service fee of 2.95% of the credit/debit card payment or a minimum of \$2.50 would be added to each transaction processed by the Town of Jamesville and passed on to the customer. A service fee of \$2.00 would be added to each electronic check transaction collected by the Town and passed on to the customer. Commissioner Larris Tolson motioned to approve going with FNB for the merchant processing service and to purchase the USB card reader machine. Commissioner Willis Williams seconded. Motion unanimously passed. 4 Ayes - 0 Nays.

7. Wholesale Water Refund

Finance Officer Kimberly Cockrell explained a resident, who live outside of the town limits on Barber Road, entered a verbal agreement with the fire department to pump 16,000 of water into his swimming pool. The customer prepaid the Town of Jamesville \$112.00 for the water. According to Finance Officer Kimberly Cockrell, the conversations went back and forth between the resident and the fire department. Subsequently, the delivery was not made because of issues regarding access to the pool. The resident decided to fill the pool with a water hose and had requested a refund. Commissioner Willis Williams made the motion to refund the wholesale water purchase in the amount stated; also, to put a policy in place whereas the Town would get preapproval from the Fire Department before the money was paid to the Town. Commissioner Carolyn Martin seconded. Motion unanimously passed. 4 Ayes - 0 Nays.

E. Mid-East

1. Commissioner Rachel Craddock reported the Mid-East Commission Board had a meeting scheduled for Thursday night, June 17, 2021.

Planning Board

1. None

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 June 2021 customer cut-off list for delinquent accounts. Commissioner Willis Williams seconded. Motion unanimously passed. 4 Ayes - 0 Nays.

VII. New Business

A. Viable Utility Reserve Study/Resolution

The Town of Jamesville was determined by state departments to not be a distressed water infrastructure system financially. Martin County was urging the Town of Jamesville to adopt a resolution supporting the Viable Utility Reserve Study, as a number of areas in Martin County have been determined distressed. Engineer Bobby Blowe, of Municipal Engineering Services attended the meeting via Zoom to address concerns and questions on the matter. Engineer Bobby Blowe explained being there were a number of distressed water infrastructure areas across the state, the Treasury and Water Infrastructure Departments were examining all areas. One, the Town of Robersonville, was ruled distressed financially and had been taken over by the state. Engineer Bobby Blowe stated it was not certain the grant would be awarded. However, The Town had nothing to lose by becoming a part of the study but a lot to gain, if the grant was approved. The Town would be under no obligations to enter a regional merger. The study would be done by a consulting firm independent to all entities. Engineer Bobby Blowe assured the Board the AIA grant, a separate grant in itself, Municipal Engineering Services proposed to apply for in September on the behalf of the Town of Jamesville for the Wastewater Treatment Plant would not be affected by this proposed grant/study. Engineer Bobby Blowe commended the Town officials for not being in the same situation some other areas were finding themselves in financially.

Commissioner Willis Williams agreed the Board had done a good job. However, he cautioned the Board that the Town of Jamesville was only one disaster away from being a distressed area. Commissioner Willis Williams explained the Viable Utility Reserve Study/Resolution, the Viable Utility Short Term Plan and Viable Utility DWI Application in depth. Commissioner Willis Williams stated the County needed the towns to participate and the study would only enhance things the Town of Jamesville already had in place. Commissioner Willis Williams stated the County did not have a 3rd water district and suggested the Town of Jamesville could sell water. Another possibility would be to consider annexation to an area which had been a sore subject over the years, to provide water and sewer services because that area is having problems with ground water. Thus, providing growth and possibly doubling or almost tripling water/sewer revenue. Commissioner Willis Williams added the Town needed 5-year and 10-year strategic plans as well as a mission statement. After the Board took discussion, Commissioner Larris Tolson made the motion to approve the Resolution of Support for the Viable Utility Reserve Study as presented below. Commissioner Rachel Craddock seconded. Motion unanimously passed. 4 Ayes - 0 Nays.

RESOLUTION OF SUPPORT FOR VIABILITY STUDY

The Town of Jamesville does hereby support the efforts of Martin County Government and the municipalities of Williamston, Hamilton, Everetts, Parmele and Robersonville.

The Town of Jamesville further acknowledges that it is a town not included by virtue of being a part of the Martin County Water System listed as distressed as reported on a list determined by the Department of Environmental Quality Division of Water Infrastructure. We understand that this grant can only be made available when the State Water Infrastructure Authority and Local Government Commission (LGC) have designated a local government water and sewer utility system as “distressed”; however, as a Tier I county our town is just a disaster (hurricane 4 or

5, flood, or collection disruption) waiting to happen to place us in the “distressed” status. The Town may apply by completion of application for the Viable Utility Reserve Grant. The grant will provide a study in three areas: (1) Asset Inventory Assessment, (2) Merger Regionalization Feasibility and (3) Rate Study.

Adopted this 14th day of June 2021 by the Town of Jamesville Board of Commissioners.

Dennis Anton, Mayor

Attest:

Kimberly Cockrell, Town Clerk

B. Viable Utility Short Term Plan

Commissioner Larris Tolson made the motion to approve the Viable Utility Short Term Plan. Commissioner Rachel Craddock seconded. Motion unanimously passed. 4 Ayes - 0 Nays.

Viable Utility Short-Term Plan 2021-2023 for the Town of Jamesville Infrastructure Repair, Maintenance and Management

(Last updated: June 2021)

Background

The Town of Jamesville currently serves 176 connections with a utility bill for 5,000 gallons of \$47.67 for water and \$53.05 for wastewater. The recent assessment conducted by the State Water Infrastructure Authority (Authority) and the Local Government Commission (LGC) indicate that our utility and many others across the state face several challenges. We need to implement planning efforts to evaluate infrastructure assets and rate structures, and as well as any additional studies recommended by the Authority and LGC. These studies will enable us to develop a long-term action plan (LTAP) and long-term financial plan to ensure that our water and / or wastewater system will generate sufficient revenues to cover all operating, maintenance, and capital expenditures, as well as funding reserves for unexpected events for the long term.

System Challenges

Scores for our water and / or wastewater system are on the attached scorecard sent by the Division of Water Infrastructure (Division). As indicated by the scorecard, we received points for: (1) Service Population; (1) DW Pop/Mile; (1) Sewer Pop/Mile; (1) No debt DSCR Test; (1) % Depreciated; (1) Operating Margin. Of these points we recognize that Service Population, DW Pop/Mile and Sewer Pop/Mile are challenges that all small towns face. The Town of Jamesville’s Water and Sewer Infrastructure is over 40 years old. We have applied for numerous grants and are currently seeking additional funding for a new Reverse Osmosis Water Plant. The Town Board has diligently raised the water and sewer rates over the past decade to keep the town financially solvent. In addition, the Town will be increasing the water and sewer rates by 10% effective July 1, 2021. The Town of Jamesville has been determined to have an area-wide LMI (Low to Moderate Income) of 64.2%. However, we recognize that we can take steps to address other challenges we face, and possibly mitigate the effects of those that we cannot control.

Completed Work

As of June 2021, we have completed the following studies since 2016:

- Asset Management Plan & Capital Improvement Plan – Wastewater Treatment & Collection - March 2020 – Municipal Engineering Services
- Collections Smoke Test – October 24, 2019 – NC Rural Water Association
- Utility Rate Study – October 9, 2019 – NC Rural Water Association
- Spill Response Plan – August 2019 – NC Rural Water Association
- Water Tank Maintenance – Repainted Tank Inside and Out – May 2019 - Suez
- Well Head Protection Plan – September 2018 – NC Rural Water Association
- Utility Rate Study – May 9, 2018 – NC Rural Water Association
- Collections Smoke Test – April 2018 – NC Rural Water Association

Work Currently Underway

As of June 2021, the following studies are underway:

- New Reverse Osmosis Water Plant – Bids have been received. Town is waiting on approval of additional funding due to dramatic increase in cost of raw materials.

Anticipated Work

Based upon discussions with Division of Water Infrastructure and / or LGC staff, we will apply for funding for the following studies:

- Asset Inventory Assessment Water;
- Asset Inventory Assessment Wastewater (include GIS mapping and CCTV);
- File application for WWTP replacement

Action Items for Systems

If our system receives funding related to the above-listed studies, we commit to the following:

- Monthly meetings with contractors completing these studies;
- Monthly updates to our elected officials or governing board;
- Monthly updates attached to reimbursement requests to the Division; and
- Attendance by at least two elected officials, Utility Director, and Finance Officer (or those that fulfill these duties) at an initial education training either sponsored by the Division or offered as part of the NC League of Municipalities’ Advanced Municipal Leaders (ALM) self-directed education program. If attending the ALM training, we will provide certificates to the Division upon completion of this portion of the ALM training.

SIGNATURE OF AUTHORIZED REPRESENTATIVE

TYPED NAME

TYPED TITLE

DATE

C. Viable Utility DWI Application

Commissioner Larris Tolson made the motion to approve the submittal of the Viable Utility DWI Application as stated by the resolution below. Commissioner Rachel Craddock seconded. Motion unanimously passed. 4 Ayes - 0 Nays.

RESOLUTION BY GOVERNING BODY OF APPLICANT

WHEREAS, Session Law 2020-79 was signed into law on July 1, 2020 to improve viability of the water and wastewater systems of certain units of local government; the Viability Reserve was established in the Water Infrastructure fund to be used for grants to include the study of rates, asset inventory and assessment and/or merger and regionalization options; the State Water Infrastructure Authority and the Local Government Commission have developed criteria to assess local government units and identify distressed units, and

WHEREAS, The Town of Jamesville intends to conduct a Water and Wastewater Asset Assessment Study, and

WHEREAS, The Town of Jamesville has need for state grant assistance for the project.

NOW THEREFORE BE IT RESOLVED, BY THE TOWN BOARD OF THE TOWN OF JAMESVILLE:

That the Town of Jamesville, the **Applicant**, will complete the viable utility requirements in §159G-45(b) if Viable Utility Reserve study grant funding is awarded by:

- (1) Conduct a Water and Wastewater asset inventory assessment.
- (2) Participate in a training and educational program.
- (3) Develop a short-term and long-term action plan considering all of the following:
 - a. Infrastructure repair, maintenance, and management.
 - b. Continuing education of the governing board and system operating staff.
 - c. Long-term financial management plan.

That the Applicant will work with other units of government in conducting the asset assessment and rate studies including Martin County, Robersonville, Williamston, Parmele, Everetts, and Hamilton.

That the **Applicant** will provide adequate access to staff, documents, equipment, and other resources pertinent to complete the project, and upon completion of the project provide good faith effort to implement the short-term and long-term plan to achieve viable utility infrastructure measures.

That **Dennis Anton, Jamesville Mayor**, the **Authorized Official**, and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a (grant) to aid in the completion of the project described above.

That the **Authorized Official**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants pertaining thereto.

Adopted this the 14th day of June, 2021 at the Jamesville Town Hall, 1211 Water Street, Jamesville, North Carolina.

(Signature of Chief Executive Officer)

(Title)

D. FY 2020-2021 Audit Contract

Town Clerk/Finance Officer Kimberly Cockrell presented the FY 2020-2021 audit contract as submitted by the firm, Cumbee, Taylor and & Shook PA. for approval by the Board. Commissioner Larris Tolson made the motion to approve the Cumbee, Taylor and & Shook PA. audit contract for the Town of Jamesville as presented. Commissioner Willis Williams seconded. Motion unanimously passed. 4 Ayes - 0 Nays.

E. Zoning Ordinance 160A Update

Town Clerk/Finance Officer Kimberly Cockrell updated the Board on the Zoning Ordinance being revised 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 even though there had been numerous communications with Mid-East over the months, the ordinance would not be available for approval by July 1st. Town Clerk/Finance Officer Kimberly Cockrell stated when questioned, Executive Director Bryant Buck responded a lot of towns were in the same situation. Town Clerk /Finance Officer Kimberly Cockrell explained in an effort to speed up the process, the Town Clerk and Assistant Town Clerk spent numerous hours over the weekend reviewing 15 years of minutes- May 2006 to 2021 for zoning changes by the Board such the ordinance was first adopted. Mid-East previously stated this would be done by their office. Town Clerk /Finance Officer Kimberly Cockrell continued to say hopefully, the revised ordinance would be ready for approval sometime in July because conflicting information regarding procedures was be given by Mid-East.

F. Proposed FY 2021-2022 Budget Message/Budget Ordinance

Finance Officer Kimberly Cockrell presented the following FY 2021-2022 Budget message for the Town of Jamesville. The FY 2021-2022 Budget Ordinance was also provided.

“The Honorable Mayor Anton, 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 2021-2022 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, 2021 is \$15,438,987 and an estimated collection rate of 85% was used for real and personal taxes. The estimated assessed tax valuation for the Town of Jamesville as of January 1, 2021 is \$3,381,751 and an estimated collection rate of 95% was used for motor vehicle taxes.

This budget includes:

- A 11% Merit in Administration and 6% COLA salary increase for employees.
- 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 \$3.76 Base / \$1.27 per 1,000 gallon.

Jamesville Water Rates FY 2021-2022

Flat Rate		Per 1,000 gallons	
<u>Water</u>	<u>Sewer</u>	<u>Water</u>	<u>Sewer</u>
\$19.73	\$21.52	\$6.55	\$7.37
Total Flat Rate \$41.25		Total Per Thousand Gallon Rate \$12.65	

Summary of the 2021-2022 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 **\$599,812.00**.

Departmental Budget	FY 2021- 2022
Cemetery	\$2,500.00
General Government	\$255,960.00
Public Safety/Police	\$8,000.00
Sanitation	\$64,000.00
Transportation	\$36,452.00
Water & Sewer	\$232,900.00
TOTAL	\$599,812.00

The budget recommendation includes a 11% Merit in Administration salaries and 6% COLA salary increase for all employees of the Town.

Departmental Highlights

Cemetery: The proposed budget for Cemetery is **\$2,500**.

General Government: The proposed budget for General Government is **\$255,960**.

Public Safety/Police: The proposed budget for Public Safety/Police is **\$8,000**.

Sanitation: The proposed budget for Sanitation is **\$64,000**.

Transportation: The proposed budget for Transportation is **\$36,452**. This includes recommendations appropriated for patch and pave street repairs and new regulatory signs from Powell Bill Funds. Also included is street lighting in the amount of **\$15,500**.

Water & Sewer: The proposed budget for Water and Sewer is **\$232,900**. This recommendation is based on a rate increase of 10% across the board. The proposed rate

schedule effective July 1, 2021 will be Flat Rate Water \$19.73, Flat Rate Sewer \$21.52, Per Thousand Gallon Water Rate \$6.55 and Per Thousand Gallon Sewer Rate \$7.37.

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".

Commissioner Larris Tolson made a motion to accept the FY 2021-2022 Budget Message as presented. Commissioner Rachel Craddock seconded. Motion unanimously passed. 4 Ayes - 0 Nays.

Commissioner Carolyn Martin made a motion to accept the proposed FY 2021-2022 Budget Ordinance as presented. Commissioner Willis Williams seconded. Motion unanimously passed. 4 Ayes - 0 Nays.

G. Schedule FY 2021-2022 Budget Public Hearing – June 28, 2021

Commissioner Larris Tolson made the motion to advertise and schedule the FY 2021-2022 Budget Public Hearing for June 28, 2021, at 7 p.m. Commissioner Rachel Craddock seconded. Motion unanimously passed. 4 Ayes - 0 Nays.

H. Special Meeting – June 29, 2021

Commissioner Rachel Craddock made the motion to schedule a Special Meeting for June 29, 2021, at 7 p.m. to adopt the FY 2021-2022 Budget Ordinance and to approve comp. time payout for the 4th quarter. Commissioner Willis Williams seconded. Motion unanimously passed. 4 Ayes - 0 Nays.

I. Ordinance #81 Amendment – Water/Sewer Rate Increase

AMENDMENT TO ORDINANCE #81

The rates for water and sewer usage will have an increase of 10% across the board for flat rate and per 1,000 gallons used effective July 1, 2021. The new rates on July, 1, 2021 will be \$41.25 (Water \$19.73 / Sewer \$21.52) for a flat fee. The new rate for per 1,000 gallons will be \$13.92 (Water \$6.55 / Sewer \$7.37).

Motion made on June 14, 2021 by Commissioner Carolyn Martin to accept the above amendment as part of the FY 2021-2022 Budget. Commissioner Willis Williams seconded. Motion passed. 4 Ayes / 0 Nays

_____ Mayor _____ Date

Attested by:

_____ Town Clerk

_____ Date

J. Municipal Notice of Candidacy

The Martin County Board of Election published a press releases stating the filing period for municipal elections would start 12 noon on July 2, 2021. The filing period would close on July

16, 2021. The Town of Jamesville officials' terms would expire in November 2021. Town Clerk/Finance Officer Kimberly Cockrell provided NC G. S. §163-294.2. Notice of candidacy and filing fee in nonpartisan municipal elections for the Town officials as a reference.

K. David Cook Estimate – RPZ Backflow Preventer WWTP

During the November 11, 2019, Regular Board Meeting, The Town Board approved a quote from David Cook Plumbing for \$12,415.98 to install a new backflow preventer at the WWTP. Town Clerk/Finance Officer Kimberly Cockrell stated recently an updated quote had been requested from Ms. Sherri Cook. However, difficulty getting supply quotes from third-party vendors had delayed the process. Town Clerk/Finance Officer Kimberly Cockrell explained the RPZ backflow preventer at the Wastewater Treatment Plant was now leaking. Due to repairs needed, the preventer would have to be brought up to state regulations, which require the preventer be placed above ground. Mr. Samuel Lilley stated when the estimate was previously given and approved by the Board, he was told the preventer did not have to be above ground. Mr. Samuel Lilley explained he had reached out to Futrell Plumbing, had not received a response, and would try to provide a quote at the next regular meeting. Town Clerk/Finance Officer Kimberly Cockrell added ARP (American Rescue Plan) funds may be used to cover this expense.

L. Hardison Drive – Sink hole

At the April 13, 2021, Regular Board Meeting, The Board approved up to \$5,000 for Mr. John Cox, of Cox-Edwards Co, to repair a second sink hole on Hardison Drive. Previous communications about the Hardison Drive sink hole in question had been with former employee Mr. Charles Winstead. Employee Supervisor Willis Williams commented he and staff had discussed street maintenance in the weekly meeting. Town Clerk/Finance Officer Kimberly Cockrell stated Cox had questioned the type and size of pipe. Cox has been asked to come back for (3) quotes - to reassess the sink hole already approved by the Board to repair, provide a quote on pipes by the bank on Hardison Drive, as well as give a quote for the infiltration taking place on Washington Street. Town Clerk/Finance Officer Kimberly Cockrell commented hopefully, ARP funds can be used for these repairs.

M. Ford 4000 – Repair Quote

Town Clerk/Finance Officer Kimberly Cockrell requested approval for a quote provided by Mark Chesson & Sons, Inc to repair the 4000 Ford Tractor (\$1,290.98). Commissioner Larris Tolson made the motion to approve the quote so the repairs could be done. Commissioner Willis Williams seconded. Motion unanimously passed. 4 Ayes – 0 Nays.

N. Fortiline Quote

Town Clerk/Finance Officer Kimberly Cockrell requested approval for a quote provided by Fortiline Waterworks for aquaphalt6 (\$1,425.24) for street repairs. The substance was described as new asphalt, top of the line for potholes patching, dries immediately, and resistant to hot and cold. Commissioner Larris Tolson added he researched the asphalt and found it to be sustainable and was being used by towns all over the country. Town Clerk/Finance Officer Kimberly Cockrell stated there was no funds in the current budget for this purpose. However, Town Clerk/Finance Officer Kimberly Cockrell assured the Board FY 2021-2022 budget contained a line-item amount of \$6,000 for street repairs. Commissioner Larris Tolson made the motion to purchase the asphalt as well as the tamper needed as part of the installation process. Commissioner Willis Williams seconded. Motion unanimously passed. 4 Ayes – 0 Nays.

Employee Supervisor/Commissioner Willis Williams stated during the meeting with staff on Monday morning, a list of tools for the Water plant would be discussed. Staff has a budget of \$500 to spend for tools. Adding, Mr. Samuel Lilley had spoken of the need for a water barrel on a trailer for asphalt installation.

Commissioner Carolyn Martin cautioned that the street repairs mentioned earlier for Smithwick Street would require more than an asphalt patch. Mr. Samuel Lilley agreed a whole section needed to be cut out and redone. Town Clerk/Finance Officer Kimberly Cockrell explained Commissioner Rachel Craddock and she met with Mr. Andy Moler, NCDOT several months ago on street repairs, including Smithwick Street. At that time Mr. Andy Moler gave a quote, NC DOT could not do the work because of restrictions placed on their finances. Town Clerk/Finance Officer Kimberly Cockrell added the COVID-19 pandemic played a part in the delay as well.

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

Around 8:48 p.m., Commissioner Carolyn Martin 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. 4 Ayes – 0 Nays.

Around 8:58 p.m., Commissioner Rachel Craddock made the motion to end Closed Session in pursuant of NC G. S. §143-318.11(a) (6) Personnel. Commissioner Larris Tolson seconded. Motion unanimously passed. 4 Ayes – 0 Nays.

Open Session

Commissioner Larris Tolson made the motion to invite Mr. Evan Lewis, Attorney-at-Law to the June 29, 2021, Special Called meeting for an interview for possible employment. Commissioner Rachel Craddock seconded. Motion unanimously passed. 4 Ayes – 0 Nays.

IX. Board Comments – None

X. Adjourn

Commissioner Rachel Craddock moved to adjourn at 9:00 p.m. Commissioner Carolyn Martin seconded. Motion unanimously passed. 4 Ayes – 0 Nays.

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