

**TOWN OF JAMESVILLE**  
**MONTHLY BOARD MEETING 12/07/2020**  
**MINUTES**

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The following is an account of the minutes taken at the rescheduled Regular Monthly Board Meeting held between 7:00 p.m. & 9:22 p.m. on 12/07/2020 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 and welcomed all to the meeting. Commissioner Willis Williams offered the prayer.

**II. Adoption of Agenda**

- Mayor Dennis Anton asked for approval of the agenda. Commissioner Mary Allen moved to approve the agenda as presented. Commissioner Carolyn Martin seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

**III. Approval of Minutes**

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

- Regular Board Meeting & Closed Session Meeting – November 9, 2020

**IV. Public Comments**

1. Mr. Jim Williams speaking in general as well as for personal reasons, commented that he felt the proposal to have a livestock yard in the Town of Jamesville on NERSBA (Northeastern Regional School of Technology and Agriscience) was a bad idea. Mr. Jim Williams stated he has always been a proponent of NERSBA. That it was a good thing for the school to come to Jamesville. Adding, over the years, he had expressed his opposition to a livestock farm. When southernly winds prevailed, Mr. Jim Williams said he would be the first to be affected and he did not care to live by a pigsty. Mr. Jim Williams suggested land a quarter of a mile down the road the school might acquire for this purpose. Should the proposed livestock farm be allowed, Mr. Jim Williams strongly suggested the school should be severely limited as to what type and quantity of livestock would be permissible. Mr. Jim Williams asked the Board not to approve the request.
2. Ms. Stephanie Keel requested an adjustment to her water bill, which had increased due to a leak discovered at the beginning of the month. Ms. Stephanie Keel commented she had a receipt showing the leak was fixed. Commissioner Carolyn Martin made the motion to approve the request for the adjustment. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

3. Mr. Chester Davis requested an adjustment to his higher-than-normal water bill because of a pin-hole sized water leak. Mr. Chester Davis stated the leak had been repaired. Commissioner Willis Williams made the motion to approve the adjustment. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

**V. Reports**

**A. Mayor**

1. No Report

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

1. Mr. Samuel Lilley reported three (3) manholes were damaged by NC Department of Transportation (NCDOT) contractors cutting grass using bushhogs. Staff will continue to coordinate with NCDOT to have the manholes repaired and to remove any remaining substances that may have fallen into the manholes when the damages occurred.

**C. Public Works Report - Charles Winstead**

1. Mr. Charles Winstead distributed and explained data/tabulations on a flushing report which covered December 2018 to the present. Mr. Charles Winstead commented a digital meter had been purchased. Adding, the process takes longer now. Mr. Charles Winstead acknowledged that with controlled flushing, iron (FE) levels were declining, positive results were being realized, and progress was being made.

**D. Administrative Report - Kimberly Cockrell**

1. Finance Officer Kimberly Cockrell read the Financial Report for November 2020.
2. Budget Amendment(s)  
Commissioner Willis Williams moved to accept and approve General Fund Budget Amendment #2, for Zoning Ordinance as presented. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

<b>Budget Amendments FY 2020-2021</b>		
<b>GF BUDGET AMENDMENT #2 - 12/7/2020</b>		
	<u>CREDIT</u>	<u>DEBIT</u>
1039300 - Appropriated Fund Balance	\$5,000.00	
1040175 - Mid East Commission Service		\$5,000.00
	\$5,000.00	\$5,000.00
Amendment is for Mid-East Commission to update the zoning ordinance per state requirements.		

3. Comp-Time Quarterly Payout  
Finance Officer Kimberly Cockrell reported and requested approval to payout compensatory time accrued from July 1, 2020 to September 30, 2020. (Overtime hours had been converted to regular hours to be paid at the employees’ regular hourly rates.) Finance Officer Kimberly Cockrell added the Board had wanted to payout compensatory time on a quarterly basis. Commissioner Willis Williams made the motion to payout accrued comp-time for third quarter 2020. Commissioner Mary Allen seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

**E. Mid-East**

1. Commissioner Rachel Craddock commented she had nothing to report from the meeting.

**F. Planning Board**

1. No Report

## **G. Herring Festival**

1. Commissioner Rachel Craddock, Chairman of the NC Herring Festival, recommended due to low participation and the uncertainties surrounding COVID-19 that the NC Herring Festival be disbanded at this time. Commissioner Rachel Craddock suggested having another event once the weather warmed up. Following discussion on the matter, Commissioner Larris Tolson made the motion that the NC Herring Festival be disbanded until further notice. Commissioner Carolyn Martin seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

## **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 moved to approve and to follow the normal disconnect procedures for the list presented. Commissioner Carolyn Martin seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

### **B. Water/Sewer Lines for Valentine Project**

1. When asked about the status of the delay of the Valentine Project due to Zoning Ordinance restrictions, Commissioner Willis Williams commented there had been no movement. Presently, the Town has sewer access to the project. Approximately 400 feet of pipeline development was needed to have water access to the project. Commissioner Willis Williams stated the process of securing Community Development Block Grant (CDBG) or Gold Leaf funds for the development extension have been hampered by COVID-19. Commissioner Rachel Craddock added the Town cannot afford to cover the cost. Commissioner Carolyn Martin suggested sending a letter to Mr. Valentine informing him on the status. Commissioner Willis Williams commented Town Attorney Daniel Manning needed to be contacted for the language of the letter. Commissioner Larris Tolson made the motion for Commissioner Willis Williams to contact Town Attorney Daniel Manning for assistance with the wording of the letter, as soon as possible. Commissioner Mary Allen seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

### **C. Veteran Memorial – Update**

1. Commissioner Carolyn Martin continued to work to finalize details for the Veteran Memorial with the help of the Board and Mr. Bill Lucas, designer. The Woodmen of America submitted a donation (\$3,500.00) in November 2020. The Jamesville Ruritans had expressed interest in moving forward with the proposed project as well. Town Clerk/Finance Officer Kimberly Cockrell stated of the donations received for memorials, the Staton Memorial costs had been paid and a balance of \$4,086.79 remained. Previously, the cost quoted by Mr. Lucas was \$3,733.00 (taxes were not included) for the monument, four (4) flag emblems, seven (7) military branches, eight (8) branches with the inclusion of the space force, and a granite pad. Commissioner Carolyn Martin suggested wording and recommended a revision to the number of military branches from eight to six. Commissioner Larris Tolson added that any cost overruns (within a couple of hundred dollars), if any, for the Veteran's monument would be covered by the Jamesville Ruritans. Commissioner Larris Tolson made a motion to go ahead with the order of the Veteran Memorial monument. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

#### **D. Water Flushing Program**

1. The Board consensually agreed this agenda item was discussed under reports for Public Works by Mr. Charles Winstead.

#### **E. Corona Virus Relief Plan - Revised**

1. Town Clerk/Finance Officer Kimberly Cockrell explained the 2020 CARES ACT allowed revisions to the plan before the final submittal date of December 31, 2020. Town Clerk/Finance Officer Kimberly Cockrell commented the Coronavirus Relief Plan needed to be revised to reflect the total expended amount as \$10,514.00 before sending detail information along with invoices to the county to be submitted to the State. Commissioner Larris Tolson made the motion to accept and to approve the revision to the Coronavirus Relief Plan. Commissioner Rachel Craddock seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

#### **F. Sewer Dumping Policy & Fees**

1. After the Board took discussion, Commissioner Rachel Craddock made the motion to table the agenda item Sewer Dumping Policy & Fees to allow Commissioner Willis Williams additional time to research other locations' sewer dumping policies and fees to serve as a model plan for the Town. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

### **VII. New Business**

#### **A. Potential Educational Farm in Town Limits – Discussion/Public Hearing**

1. During the November 9, 2020 meeting, Mr. Hal Davis, Principal of Northeastern Regional School of Technology and Agriscience (NERSBA) requested that the Animal Control Ordinance be amended to allow a variance for educational institutions. Currently, Article 1 makes it “unlawful for any person, firm or corporation to keep within the Town limits the following animals: cows, oxen, bison, sheep, swine, goats, horses, ponies, mules, donkeys, chickens, turkeys, alpacas, llamas, or any other livestock or poultry”. Also, said ordinance, along with another exemption in Article 2 states: “There is also exempted from the provisions of the Ordinance the keeping of poultry by an educational institution for educational purposes.

Mayor Dennis Anton referenced comments made by Mr. Jim Williams during the public comments period earlier in the meeting stating opposition to a livestock yard in the Town. Commissioner Carolyn Martin commented Mrs. Vicky Chapman, Mr. Clifton and Mrs. Barbara Lee, and Mrs. Sandra Davenport were against the animal farm, as well. Commissioner Larris Tolson and Commissioner Rachel Craddock added several residents had voiced their complaints and opposition to the proposed project. Commissioner Rachel Craddock commented many agree with the farm concept, just not in the city limits. When asked by Commissioner Rachel Craddock if land outside of the Town limits had been sought, Mr. Hal Davis replied he was not aware of any opportunities.

Mr. Hal Davis expressed his disappointment in the responses, while adding he still felt this was a good plan and relocation would be expensive. Mr. Hal Davis commented it was not his intent to divide the Town but to enhance educational opportunities for NERSBA as well as Jamesville Elementary, to give people something unique to expire to, and to add something to draw potential future students. Mr. Hal Davis also proposed a greenhouse project. Mr. Hal Davis presented these projects as a means of survival for NERSBA. Mr. Hal Davis humbly suggested the Board table this agenda item, due to opposition and to allow NERSBA an opportunity to present a vision to the Board and the community.

Commissioner Larris Tolson made the motion to table the agenda item Potential Educational Farm in Town Limits until further discussion. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

**B. Water/Sewer Annual Fees & Continuing Education**

1. Commissioner Larris Tolson commented in the past, former Public Works Supervisor Eric Martin had made his services available, as an emergency on-call backup source for the Public Works Department. Commissioner Larris Tolson recommended the Town of Jamesville cover the 2021 expenses (license and conference education) for Mr. Eric Martin, provided he was willing to continue in this role. Commissioner Larris Tolson made the motion to approve covering the 2021 cost for continuing education and license renewal expenses for the emergency on-call backup position for the Public Works Department. Commissioner Mary Allen seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

**C. NCDEQ Request for Additional Information for Water Treatment Plant Replacement**

1. A copy of a letter from the North Carolina Department of Environmental Quality (NCDEQ) was provided to the Board whereby additional information had been requested regarding the Water Treatment Plant Replacement project funding. Town Clerk/Finance Officer Kimberly Cockrell assured the Board this letter was for informational purposes only, as far as the Board was concerned. Municipal Engineering Services Co., PA, the project engineer was addressing the issue and the requested information was being sent to NCDEQ. Town Clerk/Finance Officer Kimberly Cockrell provided emails in which the Town had been copied, with the engineer's correspondences to NCDEQ.

**D. NCDEQ Notice of Deficiency Acknowledgement Letter**

1. Town Clerk/Finance Officer Kimberly Cockrell provided for the Board's information a copy of the response received for the NCDEQ regarding the Town of Jamesville plan to address the Notice of Deficiency in iron and manganese concentration. Commissioner Willis Williams commented NCDEQ agreed with the Town's plan with the existing water treatment plant to backwash and flush in the manner reported. NCDEQ stated that the plan, done with "appropriate diligence" should be sufficient to maintain compliance with rules .1511 & .1512 of the Rules Governing Public Water Supplies [15A NCAC 18 C]". Commissioner Willis Williams commented and as the letter stated, quarterly reports documenting procedural times and results must continue until the Town is reliable and consistent in compliance.

**VIII. CLOSED SESSION - N C G. S. §143-318.11(a) (6) Personnel**

Around 8:37 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. 5 Ayes – 0 Nays.

Around 9:13 p.m., Commissioner Carolyn Martin made the motion to end 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.

**Open Session**

1. Commissioner Larris Tolson made the motion to prohibit sewer dumping into the Town of Jamesville facility by any outside sources. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

2. Commissioner Carolyn Martin made the motion to make revisions/changes to the job descriptions as discussed. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes – 0 Nays.
3. Commissioner Larris Tolson made the motion for Commissioner Willis Williams to send a letter to the business doing excess dumping in the Town of Jamesville facility explaining why sewer dumping has been stopped for any outside sources. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

**IX. Board Comments**

1. Commissioner Rachel Craddock humbly requested Commissioner Carolyn Martin rescind her resignation from the Town of Jamesville Board of Commissioners. Commissioner Carolyn Martin stated if board members felt she was contributing; she would rescind her resignation. All encouraged her to stay on the board and agreed Commissioner Carolyn Martin was needed on the Jamesville Board of Commissioners.
2. Commissioner Larris Tolson wished all a Merry Christmas and prayed COVID-19 leaves. Commissioner Larris Tolson encouraged all to be safe. Adding, it has been a trying year. Commissioner Larris Tolson further stated with the issues presented, the Board does a pretty good job in maintaining the Town.
3. Commissioner Rachel Craddock questioned whether Town Clerk/Finance Officer Kimberly Cockrell would be looking into the PNC fees imposed. Town Clerk/Finance Officer Kimberly Cockrell assured the Board there was sufficient time to address the situation before the next fees would be charged and that the matter would not be dropped.

**X. Adjourn**

Commissioner Mary Allen moved to adjourn at 9:22 p.m.

Respectfully submitted by:

Kimberly Cockrell – Town Clerk/Finance Officer