

TOWN OF JAMESVILLE
MONTHLY BOARD MEETING 01/11/2021
MINUTES

The following is an account of the minutes taken at the scheduled Regular Monthly Board Meeting held between 7:00 p.m. & 8:37 p.m. on 01/11/2021 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

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

Absent

- Dennis Anton – Mayor- due to illness

Minutes Recorder – Kimberly Cockrell, Town Clerk/Finance Officer

I. Mayor Protem Willis Williams brought the meeting to order. Commissioner Larris Tolson offered the prayer. Mayor Protem Willis Williams extended a welcome to all.

II. Adoption of Agenda

- Mayor Protem Willis Williams asked for approval of the agenda. Commissioner Carolyn Martin requested the addition to item VI. Old Business, E. NERSBA Request for Animals. Commissioner Larris Tolson moved to approve the agenda as amended. 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 Racheal Craddock seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

- Regular Board Meeting & Closed Session Meeting – December 7, 2020

IV. Public Comments

1. No one in attendance signed the log for public comments. Mayor Protem Willis Williams acknowledged those on virtual attendance and asked for a roll call. No public comments were made by those on virtual attendance.

V. Reports

A. Mayor

1. Valentine Project Letter – Mayor Protem Willis Williams stated the letter to the Valentine people had not been sent. Due to COVID-19 restrictions and the holidays, he was not able to contact the necessary people for assistance with the language.
2. Staff Meeting, Mayor Protem Willis Williams commented that earlier in the day a meeting was held with Staff. Mayor Protem Willis Williams described the meeting as frank and open. To address the concerns of the Board as well as the employees, all job descriptions were being reviewed, revised, updated and/or created, pay scales with minimum and

maximum amounts were being created, personnel policy to include necessary changes/updates, and phone and vehicle policies were being suggested. All of which would be subject to Board approval. At such time, each employee would need to sign forms acknowledging such polices and expectations.

3. Citizen to Volunteer - Mayor Protem Willis Williams reported that Mr. Ted Nehrenberg expressed a willingness to volunteer his services in any capacity to the Town of Jamesville such as serve on the Planning/Zoning Board, etc.

B. Water/Wastewater Report - Samuel Lilley

1. Mr. Samuel Lilley reported he observed dirt surrounding a manhole had washed away at the canal going to Cooper Swamp. Due to water in the area from recent rainfalls, Mr. Samuel Lilley was not able to take a picture to show to the Board, as planned.

C. Public Works Report - Charles Winstead

1. Mr. Charles Winstead presented 2020 4th quarter reports detailing the frequency, location and amounts for backwashing and hydrant flushing. Those reports were submitted to the regional office of NCDEQ (North Carolina Department of Environmental Quality) as well. Mr. Charles Winstead commented on the bi-weekly test results received for tests now required by NCDEQ regarding the iron and manganese deficiency notification. Mayor Protem Willis Williams questioned whether additional time had been allotted in the job description for the required bi-weekly tests. Mr. Charles Winstead estimated approximately two (2) additional hours would be needed per month to take the necessary samples.

D. Administrative Report - Kimberly Cockrell

1. Finance Officer Kimberly Cockrell presented the Financial Reports for December 2020.
2. Budget Amendment(s) - None

E. Mid-East

1. Commissioner Rachel Craddock commented she had nothing to report.

F. Planning Board

1. No Report

G. Herring Festival

1. Item removed from agenda. The Town of Jamesville Commissioners voted unanimously at the December 7, 2020 Regular Board Meeting to disband the NC Herring Festival until further notice.

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. The Board took discuss on the water bill on the disconnect list for Jamesville Christian Church. After discussion, Commissioner Larris Tolson made the motion to adjust the water bill for Jamesville Christian Church within the guidelines of Water/Sewer Ordinance #81. Commissioner Mary Allen seconded. Motion unanimously passed. 5 Ayes – 0 Nays. Commissioner Larris Tolson moved to approve and 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. The Board consensually agreed the item was discussed under Reports – Mayor by Mayor Protem Willis Williams.

C. Veteran Memorial – Update

1. During the discussion on the Veteran Memorial, Commissioner Carolyn Martin sought the opinion of the Board on several options. With the blessings and support of the Board, Commissioner Carolyn Martin was advised to proceed. In the absence of Mayor Dennis Anton, the Board consensually authorized Town Clerk/Finance Office Kimberly Cockrell to sign the contract upon receipt.

D. Water Flushing Program

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

E. NERSBA Request for Animals

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. Public comments were received in opposition of the request during the November 9, 2020 meeting.

The item was discussed at the December 7, 2020 Regular Board Meeting as well. At that time, Board members reported additional opposition from the community had been expressed to the request for animals in the city limits.

The concern was how to be support NERSBA, while working on behalf of the Town residents. Commissioner Willis Williams and Commissioner Carolyn Martin suggested that the Town take it upon itself to contact a property owner outside the city limits for possible land to donate to NERSBA. Commissioner Carolyn Martin commented she was not suggesting the Town be a part of the negotiations. Only to act as a liaison. The Board consensually agreed to act upon the suggestion. A potential donor would be contacted by the Town.

VII. New Business

- A. None

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

Around 7:51 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 8:23 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

1. Commissioner Carolyn Martin made the motion to authorize researching and purchasing GPS trackers, at a cost of \$500.00 for all trucks, with the understanding the Board was to be canvassed for additional approval if the cost exceeded \$500.00. Commissioner Mary Allen seconded. Motion unanimously passed. 5 Ayes – 0 Nays.
2. Commissioner Carolyn Martin made the motion that upon having sufficient evidence of vehicle misuse, a written warning be done, and documentation added to employee file. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes – 0 Nays.
3. Commissioner Larris Tolson made the motion for Commissioner Willis Williams to continue with the proposed changes to the personnel policy. Commissioner Mary Allen seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

IX. Board Comments

1. Commissioner Carolyn Martin questioned the timing of evaluations as it relates to the budget process. Commissioner Willis Williams responded recommendations would be made as part of the personnel policy revisions/updates. Commissioner Willis Williams commented a draft copy would be presented to the Board of Commissioners for review, before seeking final approval.

X. Adjourn

Commissioner Mary Allen moved to adjourn at 8:37 p.m.

Respectfully submitted by:

Kimberly Cockrell – Town Clerk/Finance Officer