

TOWN OF JAMESVILLE
MONTHLY BOARD MEETING 11/09/2020
MINUTES

The following is an account of the minutes taken at the Regular Monthly Board Meeting held between 7:00 p.m. & 9:03 p.m. on 11/09/2020 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 Commissioner Larris Tolson offered the prayer.

II. Adoption of Agenda

- Mayor Dennis Anton asked for approval of the agenda with the following additions: Old Business VI-F: Golden Leaf and to New Business VII-I: Sewer Dumping Policy and Fees. Commissioner Willis Williams moved to approve the agenda with the stated additions. 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 Including Public Hearing Meeting & Closed Session Meeting – October 12, 2020

IV. Public Comments

1. Dana Sloan, Town of Jamesville Water & Sewer customer, requested an extension on a past due Water & Sewer bill for September plus late fee. Ms. Dana Sloan stated she could pay the outstanding balance by Friday, November 13, 2020. Commissioner Willis Williams moved to approve the request. 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 the State sewer inspection took place two weeks ago and he thought it went successfully.

C. Public Works Report - Charles Winstead

1. Mr. Charles Winstead thanked Mr. Samuel Lilley and Mr. Wayne Thomas, staff of the Public Works Department, for keeping things going while he was out of work for about a month with COVID-19. Reportedly, Mr. Samuel Lilley had stated things were looking a lot better, with the regularity of flushing. Commissioner Mary Allen stressed the importance of accurate and detailed documentation, as required by the State.

D. Administrative Report - Kimberly Cockrell

1. Finance Officer Kimberly Cockrell read the Financial Report for October 2020, commenting that receipts were down because she was out of the office for two weeks with COVID-19.
2. Budget Amendment(s)
Commissioner Willis Williams moved to accept and approve Budget Amendment #2 Water & Sewer Fund, as presented. Commissioner Carolyn Martin seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

W/S BUDGET AMENDMENT #2 - 11/9/2020		
	<u>CREDIT</u>	<u>DEBIT</u>
3071837 Advertising (S)		\$500.00
3071830 Sludge Removal (S)		\$500.00
3039300 Fund Balance Appropriated	\$1,000.00	
	\$1,000.00	\$1,000.00
*** Advertising for Sewer Grant Applications and for sludge removal		

E. Mid-East

1. Meeting Update
Commissioner Rachel Craddock stated the Mid-East meeting was scheduled for Thursday, November 12, 2020.
2. Zoning Ordinance
Town Clerk/Finance Officer Kimberly Cockrell reported Executive Director Brian Buck, of the Mid-East Commission, had informed the Town that due to new laws the Zoning Ordinance needed to be updated to comply with present regulations. The approximate cost was estimated to be \$5000.00 for a complete overhaul of the Zoning Ordinance. Maps would be included as well. For locations without a zoning ordinance, the deadline for completion was stated to be January 1, 2021. Locations such as the Town of Jamesville with a zoning ordinance in place, were given a deadline of July 1, 2021 to bring the ordinance up to standards. Town Clerk/Finance Officer Kimberly Cockrell commented a budget amendment would be needed for this fiscal year to cover this line item, if approved. Commissioner Willis Williams moved to allow Mid-East Commission to proceed with updating the Zoning Ordinance at the estimated cost of \$5,000.00. Commissioner Rachel Craddock seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

F. Planning Board

1. No Report

G. Herring Festival

1. Commissioner Rachel Craddock, Chairman of the NC Herring Festival, reported the next meeting was scheduled for November 17, 2020 at 7 p.m. to make decisions and to take care of things for the 2021 NC Herring Festival.

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, except for Ms. Dana Sloan. Commissioner Mary Allen seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

B. Water/Sewer Lines for Valentine Project

1. Commissioner Larris Tolson expressed concern about the delay of the Valentine Project due to Zoning Ordinance restrictions as well as commitments made at the beginning of the project negotiations. Presently, the Town has sewer access and not water access to the project. Management of the Valentine Project have water access from another source and would like a variance from the Zoning Ordinance requirement. Commissioner Carolyn Martin suggested creating an agreement whereas the requirement to connect to the water would be waived at the present time. The agreement would state that the Town would be relieved of all related responsibilities because of this variance. Commissioner Willis Williams suggested contacting Mid-East Commission Executive Director Bryant Buck for the appropriate language for the document and to have Town Attorney Daniel Manning to give it his final approval. Commissioner Larris Tolson made the motion to proceed with the creation of the document for final approval by Town Attorney Daniel Manning. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

C. Cemetery – Trees Planted by NERSBA FFA

1. Commissioner Carolyn Martin expressed high praise for the way NERSBA FFA handled the installation process of the two crepe myrtles at the Town of Jamesville Cemetery. Commissioner Carolyn Martin commended the group on being well organized and professional. Commissioner Carolyn Martin presented a thank you card to Principal Hal Davis to be given to the group. An invoice for the cost of installation was presented to Town Clerk/Finance Officer Kimberly Cockrell for reimbursement. Commissioner Carolyn Martin motioned to reimburse NERSBA for the cost. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

D. Veteran Memorial

1. The Woodmen of America and the Jamesville Ruritans had expressed interest in moving forward with the proposed Veteran Memorial project to Commissioner Rachel Craddock and Commissioner Larris Tolson. Commissioner Carolyn Martin contacted and received a cost estimate from Mr. Bill Lucas, designer, similar, if not the same, as the cost estimate received when requested several months before. The cost 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 made a motion to donate a portion of land for placement of the Veteran Memorial. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

E. NCDEQ Notice of Deficiency – Town Response Letter

1. The Board was asked to ratify the response letter sent to NCDEQ Regional Director Jamie Midgette detailing an action plan to address the letter received from NCDEQ highlighting deficiencies in iron and manganese concentration. Town Clerk/Finance

Officer Kimberly Cockrell explained a letter was drafted and sent to each Commissioner as well as the Mayor for review. Individually, the content of the letter was agreed upon. Therefore, the letter was mailed to adhere to the deadline. Commissioner Willis Williams motioned to ratify the response letter as presented. Commissioner Carolyn Martin seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

F. Golden Leaf

1. Commissioner Willis Williams reported that he had submitted a survey to Gold Leaf regarding request for funding. Commissioner Willis Williams commented the response was very favorable and wanted to proceed with acquiring assistance from Mid-East Commission in applying for funding. Commissioner Willis Williams sought the blessings of the rest of the Board to move forward. Commissioner Larris Tolson motioned for Commissioner Willis Williams to proceed with the Golden Leaf process. Commissioner Mary Allen seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

VII. New Business

A. NERSBA – Hal Davis – Animal Control Ordinance

1. 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. Mr. Hal Davis asked for consideration in the form of a variance to allow a small school farm with a limited number of animals such as sheep, goats, feeder pigs and one to two beef cows to enhance the educational experience of the students, not to make money. When questioned by the Board, Mr. Hal Davis commented certain upgrades would be put into place for the safety of the animals and the residents should the variance be approved. The Board took discussion. Commissioner Larris Tolson recommended, and the rest seemed to agree that it would be wise to receive input from the citizens. Mr. Hal Davis suggested a public hearing. On the request to amend the Animal Control Ordinance to include a variance for educational institutions, a response would be given later.

B. Jamesville Christmas Parade

1. After discussion on whether to cancel the annual Jamesville Christmas Parade, Commissioner Rachel Craddock made the motion to cancel the 2020 Jamesville Christmas Parade due to COVID-19 mass gathering restrictions. Commissioner Mary Allen seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

C. Annual Christmas Party – December 15, 2020

1. The Board took discussion on holding the annual Christmas Party. It was agreed to have the party and to cook the food in-house, rather than catering. The suggestion was made to move the December 14th Regular Town Board meeting to December 7th and to have the Christmas Party on December 8th or 10th. Town Clerk/Finance Officer Kimberly Cockrell would coordinate, while various ones agreed to provide supplements to the main course. Commissioner Larris Tolson motioned to reschedule the December 14th Regular Town Board meeting to December 7th. Commissioner Rachel Craddock seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

D. Old Town Cell Phones

1. During the October 12, 2020 Regular Town Board Meeting, the Board approved the renewal contracts and to purchase new cellphones for two (2) staff meetings. A request was made by staff to purchase the old Town cellphones. After discussion and acknowledging the cellphones would be little to no value to the Town at this point, Commissioner Larris Tolson made the motion to give the old Town cellphones to the employees who wanted them. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

E. Water Flushing Program

1. Seeking suggestions from the rest of the Board, Commissioner Willis Williams provided a copy of the water flushing plan/program put in place for weekly backwashing and bi-weekly flushing of the water lines as part of the action plan submitted to NCDEQ. Samples of forms for documentation purposes were provided as well. Commissioner Willis Williams suggested making the plan part of the operational policy to keep the system operating smoothly as required. Commissioner Larris Tolson motioned to approve the plan. Commissioner Rachel Craddock seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

F. Resolution CDBG – Authorized Official

1. Town Clerk/Finance Officer Kimberly Cockrell commented that one of the CDBG grant funding requirement for the Wastewater Treatment facility was the passage of a resolution designating an authorized official to execute, to file an application and to furnish needed information to the State of North Carolina on behalf of the Applicant, in this case the Town of Jamesville. Commissioner Larris Tolson motioned to approve Commissioner Rachel Craddock as the authorized official (shown on the resolution below). Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

RESOLUTION BY THE BOARD OF COMMISSIONERS OF THE TOWN OF JAMESVILLE

WHEREAS Title I of the Federal Housing and Community Development Act of 1974, as amended, has established the U.S. Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Program, and has authorized the making of grants to aid eligible units of government in funding the cost of construction, replacement, or rehabilitation of water and wastewater infrastructure, and that the North Carolina Department of Environmental Quality (NCDEQ) Division of Water Infrastructure (DWI) was delegated the authority by the state legislature to administer the water and wastewater infrastructure portion of the state grant monies received from the U.S. HUD CDBG program by Session Law 2013-360, Section 15.15(a) as amended by Section 5.3 of Session Law 2013-363, and

WHEREAS The **Town of Jamesville** has need for and intends to construct a wastewater treatment works, the project described as the rehabilitation of the existing Jamesville WWTP, and

WHEREAS, The **Town of Jamesville** intends to request state grant assistance for the project,

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

That **Town of Jamesville**, the **Applicant**, will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system.

That the **Applicant** will provide for efficient operation and maintenance of the project on completion of construction thereof.

That **Rachel Craddock, Commissioner**, 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 construction 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 and loans pertaining thereto.

Adopted this the 9th day of November at Jamesville, North Carolina.

(Signature of Chief Executive Officer)

Mayor

(Title)

G. CDBG – Citizen Participation Plan

1. During the public hearing at the October 12, 2020 Meeting, Mr. Michael McAllister, Principal Project Manager with Municipal Engineering Services Company, PA., read and discussed the requirement and importance of making citizens aware of their right to participate throughout the Community Development Block Grant (CDBG) process. The following CDBG-Citizen Participation Plan was provided for the Board’s consideration and approval. Commissioner Willis Williams moved to approve the Citizen Participation Plan as presented. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

CITIZEN PARTICIPATION PLAN

This plan describes how the Town of Jamesville will involve citizens in planning, implementing, and assessing the Community Development Block Grant (CDBG) program. The funds must be used for projects that benefit low and moderate-income persons and aids in the elimination and prevent slums and blight. The program is intended to assist governments in understanding neighborhood improvement programs. The regulations give ultimate responsibility for the design and implementation of the program to local elected officials and require that citizens be given an opportunity to serve in a key advisory role to these elected officials.

SCOPE OF CITIZEN PARTICIPATION

Citizens will be involved in all stages of the CDBG program, including program implementation, assessment of performance, and design of changes in the Citizen Participation Plan. There will be three (3) general mechanisms for their involvement:

1. To serve as an advisory committee to the project;
2. To attend or hold public hearings or community meetings; and
3. To provide individual citizen efforts in the form of comments, complaints or inquiries submitted directly to the Program Administrators or designated Town official.

PROGRAM IMPLEMENTATION

Citizen participation in program implementation will occur primarily through consultation with the Town. The Town will be asked to review and comment on specific guidelines for approved projects. They will also meet to review any program amendments, budget revisions, and program modifications. All such changes will be discussed with the Town and their comments considered prior to acting. If program amendments require approval from the North Carolina Department of

Commerce or North Carolina Department of Environmental Quality-Division of Water Infrastructure, a public hearing shall be held, specifically on the amendment. Citizens may also be involved in the implementation of projects specifically requiring citizen participation, such as self-help projects. Their roles will be defined as the project develops. Technical Assistance will be available as needed.

PROGRAM ASSESSMENT

Program assessment activities by citizens will occur in a variety of ways. A performance hearing will be held thirty to sixty (30 to 60) days prior to the start of planning for the next program year. The Program Amendment will be asked to provide citizen commentary for the Grantee Performance Report.

As a part of the orientation to the program offered at the public hearing, citizens will be invited to submit comments on all aspects of program performance through the program year. Comments should be submitted in writing to Kimberly Cockrell, Town Clerk/Finance Officer. She will respond in writing within ten (10) days. If the response is unsatisfactory, the complainant should write directly to Dennis Anton, Mayor. He shall respond within ten (10) days.

If the citizen is still dissatisfied, he/she should write to the NC Department of Environmental Quality, Division of Water Infrastructure CDBG Program, 1633 Mail Service Center, Raleigh, NC 27699-1633, Attention: Citizen Participation Matter. Program staff will also be available during normal business hours to respond to any citizen inquiries or complaints at 919-707-9189

The Citizen Participation Plan will be subject to annual review and proposed revision, to occur in the period between the performance hearing and the public hearing on the subsequent year's application.

TECHNICAL ASSISTANCE

Technical Assistance will be provided to citizen organizations and groups of low/moderate-income persons or target area residents upon request to the Town of Jamesville. Such Assistance will support citizen efforts to develop proposals, define policy, and organize to implement the program. It is expected that such Assistance will be provided directly to the Town in response to their request. Assistance could be provided in the form of local presentations, informational handouts, research of a specific issue, or other short-term efforts.

PUBLIC INFORMATION

The Town of Jamesville will also undertake public information efforts to promote citizen participation. These efforts will include the following:

1. Public Notice of all Public Hearings will be published in the non-legal section of the local newspaper at least ten (10) days before the scheduled hearing. These notices will indicate the date, time, location, and topics to be considered. These notices will also be made available in the form of press releases, as a public service announcement to local radio stations and will be provided to churches within the target area of distribution.
2. Orientation Information will be provided at the first public hearing. The Program Administrator(s) will make a presentation which covers: (a) the total amount of CDBG funds available and the competitive basis for the award; (b) the range of eligible activities; (c) the planning process and the schedule of meetings, and hearings; (d) the role of citizens in the program and (e) a summary of other program requirements, such as the environmental policies, fair housing provisions, and contracting procedures.
3. A Public File containing program documentation will be available for review at the Town of Jamesville Town Hall during normal business hours. Included will be copies of the Application, Environmental Review Record, the Citizen Participation Plan, and the Annual Performance Report. Other program documents are also

available for citizen review on request at the Jamesville Town Hall consistent with applicable State and local laws regarding personal privacy and confidentiality obligations.

4. Public Hearings an interpreter will be provided for all non-English speaking individuals and/or deaf individuals.

ADOPTED, this the 9 th day of November 2020.

Dennis Anton, Mayor
Town of Jamesville

Kimberly Cockrell, Clerk
Town of Jamesville

H. Root Cutter for Town Pipes

1. Mr. Charles Winstead withdrew his request for the Board to consider purchasing a root cutter to cut multiple roots in the 6” pipeline near Mr. Ricky Dobson’s home. Adding, a commercial cutter was estimated to cost thousands of dollars. Mr. Charles Winstead commented he would first try to cut the roots using a less expensive solution.

I. Sewer Dumping Policy and Fees

1. Commissioner Willis Williams expressed concern for the need to adopt a policy and fees for companies dumping into the Town sewer system as well as to establish limits on contractor fees to the Town for the removal of sludge. Commissioner Willis Williams suggested having Mid-East to survey other systems for their policies and fees. Adding, the Town was already over the \$200.00 budgeted for the fiscal year for the removal of sludge. Also, Commissioner Willis Williams was concerned, if limits were not set for companies dumping into the system, the Town could be sited for dumping raw sewage into the Roanoke River. Commissioner Willis Williams reiterated the decrease in water flow into the system due to loss of industry and school has heightened the situation. Mr. Charles Winstead, ORC, suggested having the fire departments dump water into the Town system during water shuttle training to liquify solid in the sludge. Commissioner Larris Tolson made the motion for Commissioner Willis Williams to research other sewer dumping policies and fees to serve as a model plan for the Town. Commissioner Carolyn Martin seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

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

Around 8:48 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 Rachel Craddock seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

Around 9:02 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 for Commissioner Willis Williams to continue to work on the plan for the Water ORC, Wastewater ORC and the General Maintenance job descriptions, to finalize the plan and to bring it back to the Board for approval. Commissioner Rachel Craddock seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

IX. Board Comments

1. None

X. Adjourn

Commissioner Mary Allen moved to adjourn at 9:03 p.m.

Respectfully submitted by:

Kimberly Cockrell – Town Clerk/Finance Officer