

TOWN OF JAMESVILLE
MONTHLY BOARD MEETING 2/10/2020
MINUTES

The following is an account of the minutes taken at the Regular Monthly Board Meeting held between 7:00 pm & 8:34pm on 2/10/2020 at the Town Hall Conference Room -1211 Water Street, Jamesville, North Carolina.

Attendees

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

Minutes Recorder – Kimberly Cockrell

I. Mayor Anton brought the meeting to order and asked Commissioner Willis Williams if he would say a prayer.

II. Adoption of Agenda

- Commissioner Larris Tolson moved to approve the agenda as presented. Mayor Protem Willis Williams seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

III. Review & Approval of Minutes

- Minutes for the Regular Board Meeting on November 11, 2019 was presented to the board for approval. Commissioner Mary Allen moved to approve the minutes as presented. Commissioner Carolyn Martin seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

IV. Public Comment

1. Dana Sloan came before the board and asked for an extension on her water bill until Friday February 14, 2020. Commissioner Larris Tolson moved to approve and extension on her account. Mayor Protem Willis Williams seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

V. Reports

A. Mayor

1. Mayor Anton stated that he attended the UNC SOG meeting Essentials of Municipal Government class and will be attending another meeting in Greenville on Wednesday for New Mayors.
2. Mrs. Karen Shook with Cumbee, Taylor & Shook presented the FY 18-19 Audit to the board. She asked that any board members with any questions to give her a call or email her and she will provide the answers. Mayor Protem Willis Williams was serving as Mayor for the fiscal year. Mayor Protem Willis Williams and Town Clerk Kimberly Cockrell received draft financial statements to review and approve before submitting to the LGC. The audit has been approved by the LGC. She stated that the audit received an unmodified opinion which a clean opinion on the basic financial statements and supplemental schedules. Mrs. Shook stated that is the highest level of assurance that the

financial statements are presented fairly and in all material respects.

There were no new accounting principles that had to be adopted during the fiscal year and there were no changes in the prior year principles. For June 30, 2018 the town was required to have an actuarial study to book the OPEB Liabilities. She continued that the OPEB Liability at fiscal year end was \$493,142 and that is booked on the financial statements between the General Fund and Water/Sewer Fund. The Pension Liability for the town is \$47,448.

For financial highlights the town had an overall increase in the General Fund by approximately \$23,000. Total fund balance at June 30, 2019 was \$552,427 which is a healthy fund balance. The General Fund balance that is available for appropriation is a percentage of the expenditures for the General Fund and is approximately \$498,000 which is about 200% of the General Fund expenditures.

The overall property tax collection for the current levy is approximately 92% which was an increase by 2.17% from the prior year.

The overall increase in the Water/Sewer Fund was \$945.00 which includes depreciation. Taking out all of the different accruals (Non-Gap Statement) the overall fund balance increased a little over \$22,000. Mrs. Shook asked if there were any questions or comments from the board.

Mayor Protem Willis Williams stated that it is a great improvement from where the town once was. He thanked Mrs. Shook for her work and stated that there are a lot of regulations that are coming down from the state which makes it difficult for small town to keep up with.

Town Clerk Kimberly Cockrell asked Mrs. Karen about the new rules that are coming and asked if she could explain them to the board.

Mrs. Karen stated that the new standards require for any entity that receives and expends over \$100,000 in Federal or State funds to have an elevated audit which is referred to as the Yellow Book audits. The rules based on independence have changed. They have to determine if the entity has SKE (skills, knowledge and expertise) to know that if there was an error in the financial statements the entity could recognize the error and ask questions about it. Writing the financial statements is not part of the audit; it called a non-audit service. The entity has to have someone with the SKE then those services would have to be outsourced.

Mrs. Karen stated that they will continue to review all of the forthcoming changes and will inform the town if any of those services would need to be outsourced.

The board thanked Mrs. Karen for her hard work.

B. Water/Wastewater report - Samuel Lilley

1. Town Clerk Kimberly Cockrell stated that Mr. Lilley was unavailable to be present. She stated that Mr. Lilley wanted the board know that the town received 4.2" of rain over the past several days. Mr. Lilley and maintenance employee Wayne Thomas had to come out on Thursday night for two hours to watch over the facilities and keep them going during the torrential rainfall that fell. She continued stating that he had a mechanical seal to go out but he had a backup on hand to put in. The new motor for the aerator has come in and will be put in soon. The F150 Gray truck is back down and has been taken back to Feyer Ford for repair. Owner Chad Feyer said that they have not diagnosed the problem but are working on it. When the town receives a diagnosis the board members will be called with an update.

Mayor Protem Willis Williams stated that he had talked to Mr. Lilley and Mr. Winstead. He continued that the employees are doing the best they can with the equipment that they have to keep the system from going down. New requirements are coming in from the state and the town still has to meet those requirements regardless of the amount of staff that they have.

D. Public Works report - Charles Winstead

1. No report

E. Administrative Report - Kimberly Cockrell

1. Financial reports were given for January 2020. Commissioner Larris Tolson moved to accept the financial reports as presented. Commissioner Rachel Craddock seconded. Motion unanimously passed. 5 Ayes - 0 Nays.
2. No Budget Amendments

F. Mid-East

1. The Mid East Commission met on Thursday January 16, 2020. There was no information that was given in the form of new grants or opportunities. Each of the Mid East Departments gave their reports. There was a representative there from ECU that spoke about an upcoming Community Flooding Seminar that will be held in Greenville on February 26, 2020. All elected officials are encouraged to go especially if they are in flood prone areas. This seminar has been added to the agenda to be discussed under New Business.

G. Planning Board

H. Herring Festival Committee

1. Director Rachel Craddock stated the festival is coming along. A contract for the rides is in the works, the main 2 bands have been taken care of and the line-up of entertainment between the bands is being booked. The sponsor and vendor letters have been finalized and are ready to go out. The next meeting will be on Tuesday June 11, 2020. Mrs. Craddock stated that the town has been blessed with a grant from Martin County Tourism in the amount of \$3,700.00 and Barney Conway has gotten another \$1,000 donation from a business in Elizabeth City. Commissioner Larris Tolson stated that the Jamesville Ruritans will be a sponsor just unsure of the amount. The committee has talked to several companies about the t-shirts.
The amusement company has requested a letter from the Town Board giving him permission to bring rides into town, setup and operate for the Herring Festival. Mayor Protem Willis Williams moved to approve a letter to be written giving the amusement company permission to setup rides in town for the Herring Festival. Commissioner Carolyn Martin seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

VI. Old Business

- A. The board took discussion of the water disconnect list that was presented to them. Commissioner Larris Tolson moved to disconnect utility services on the proposed delinquent water/sewer list with the exception of the extension that was given to Dana Sloan at the beginning of the meeting. Mayor Protem Willis Williams seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

VII. New Business

- A. Commissioner Rachel Craddock stated that she had spoken with NCDOT employee Marshall Highsmith about the railroad track that was repaired on Hwy 171. Mr. Highsmith feels that the asphalt has settled and DOT will be fixing as soon as they begin making asphalt again. Commissioner Carolyn Martin asked if the railroad company left the pile of rock there for a reason. Commissioner Larris Tolson stated that they use it to fill holes.
- B. NERSBA has called and asked if they town would like to purchase an ad to be placed in their annual yearbook. The board was presented with two choices. The first includes a printed business card ad in the back of the yearbook for \$40.00. The second choice was a

business sponsorship that will list the name of the business only for \$20.00. The board took discussion. Mayor Protem Willis Williams moved to approve the town to purchase two \$40.00 ads, one for the Town and one for the Herring Festival. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

- C. The two-year term for the Mid East Representative needs reappointment by the Town Board. Commissioner Rachel Craddock stated that Town Clerk Kimberly Cockrell has enough on her plate and she volunteered to be the representative. Commissioner Larris Tolson moved to appoint Commissioner Rachel Craddock as the town's representative for January 2020 through December 2021. Commissioner Carolyn Martin seconded. Motion unanimously passed. 5 Ayes – 0 Nays.
- D. The town has received a waste container quote from GFL Environmental Inc. The current contract the town has with Republic Services ends June 30, 2020. Commissioner Larris Tolson moved to approve the quote from GFL Environmental, Inc. Mayor Protem Willis Williams seconded. Motion unanimously passed. 5 Ayes – 0 Nays.
- E. The town has received an invitation from Martin County Economic Development Corporation to attend the Annual Martin County Business and Industry Appreciation and Awards Banquet on Thursday, February 20, 2020. Commissioner Rachel Craddock stated that she feels that the town needs to be represented. The board took discussion. Commissioner Rachel Craddock and Town Clerk Kimberly Cockrell volunteered to attend. Mayor Protem Willis Williams moved to approve the town to sponsor Commissioner Craddock and Town Clerk Cockrell for the event. Commissioner Mary Allen seconded. Motion unanimously passed. 5 Ayes – 0 Nays.
- F. The board was presented an invitation to a seminar to be held on February 26, 2020 at ECU. The board took discussion but no one was able to attend.

VIII. Closed Session - Pursuant to G.S. 143-318.11(a)(6) Personnel

- A. At 8:00pm Commissioner Larris Tolson moved to go into closed session. Mayor Protem Willis Williams seconded. Motion unanimously passed. 5 Ayes - 0 Nays.
- B. At 8:24pm Commissioner Larris Tolson moved to come out of closed session. Mayor Protem Willis Williams seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

Commissioner Rachel Craddock moved to hire Mrs. Marion Thompson as Assistant Town Clerk with the salary of \$15.00 per hour for 12 hours per week. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

VI. Board Comments

1. Mayor Protem stated that Mrs. Delsie Williams would like to volunteer for the Planning/Zoning Board. The board took discussion of the Committee members. Commissioner Rachel Craddock stated that she would like for Mrs. Marian Davis to be added as an alternate. Commissioner Rachel Craddock moved to relieve Chris Bryant of his duties on the Jamesville Planning/Zoning board effective immediately. Commissioner Carolyn Martin seconded. Motion unanimously passed. 5 Ayes – 0 Nays. Commissioner Rachel Craddock moved to appoint Delsie Williams and Robbie Cockrell to serve on the Jamesville Zoning/Planning Board effective immediately and to add Mrs. Marian Davis and Pam Evans as alternates for the board. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

X. Adjourn

Commissioner Mary Allen moved to adjourn at 8:34pm. Motion unanimously passed.

Respectfully submitted by: Kimberly Cockrell – Town Clerk