

**TOWN OF JAMESVILLE**  
**MONTHLY BOARD MEETING 1/13/2020**  
**MINUTES**

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The following is an account of the minutes taken at the Regular Monthly Board Meeting held between 7:00 pm & 8:20pm on 1/13/2020 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. Commissioner Carolyn Martin seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

**III. Review & Approval of Minutes**

- Minutes for the following meetings were presented to the board for approval: Regular Board Meeting 9/9/19; Special Meeting 9/30/19; Special Meeting 10/14/19 and Regular Board Meeting 10/14/19. Commissioner Willis Williams moved to approve all four minutes that were presented. Commissioner Rachel Craddock seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

**IV. Public Comment**

1. Town Resident Ms. Marian Davis commended the town and all of the hard work that they do. She continued that the New Lights put up this year looked really good. She stated that Tom Holiday made some clean up improvements to his property. The Food pantry has opened in Jamesville and is good for the community.

**V. Reports**

**A. Mayor**

1. Mayor Anton stated that he attended the grand opening and ribbon cutting for the Library and Food pantry today. They will be a great asset for the Jamesville Town and Community residents.

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

1. Mr. Lilley stated that he took Commissioner Larris Tolson and Commissioner Rachel Craddock on tours of the WWTP. He extended a invitation to the other elected officials to come and take a tour also. He continued stating there are several items with regards to pumps and motors that he really needs at the Treatment plant.

The town is starting to have a grease problem in the collection pipes. The town does have an ordinance against the grease. He stated that the town has three restaurants/grills in town and one does not have a grease trap. He will be going around over the next month or so and talking to them and give fliers regarding the grease and how it can cause problems. Commissioner Willis Williams stated that the board is the responsible parent. The board need to set policies to protect the town. He recommended the town board hold a grease workshop to come up with something to reiterate what Mr. Lilley was speaking of. The board took discussion. Commissioner Rachel Craddock moved to have a Grease workshop on January 28, 2020 at 7:00pm. Commissioner Mary Allen seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

#### **D. Public Works report - Charles Winstead**

1. Mr. Winstead mentioned that the old Yellow Town Truck and the asphalt reclaimer were sold on Govdeals.com. He stated that there were several other items that the town doesn't need and asked permission from the board to sell. The town has a Ford 3000 tractor that they do not use and an old sewer rod. He continued stating that the town needs a jet machine to clean out pipes. There are several aerators at the WWTP that were given to the town. These aerators are too big for the plant. He asked the board if they would approve letting the town sell the items mentioned. Commissioner Carolyn Martin moved to sell the Ford 3000 tractor, old sewer rod and Aerators at the WWTP. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

#### **E. Administrative Report - Kimberly Cockrell**

1. Financial reports were given for December 2019. Commissioner Rachel Craddock moved to accept the financial reports as presented. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes - 0 Nays.  
Commissioner Willis Williams stated that the town is still in need of looking for an assistant for the town clerk. The board took discussion. The board asked the Clerk to call Hartwell Wright with the NCLM for guidance.
2. No Budget Amendments
3. The board was presented an Audit contract amendment modifying the due date from October 31, 2019 to January 31, 2020. Commissioner Willis Williams moved to approve the contract amendment as presented. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

#### **F. Mid-East**

#### **G. Planning Board**

### **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. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes - 0 Nays.
- B. Williams Fire Sprinkler completed backflow inspections for the town. They successfully completed a backflow inspection at the Marco Pumping Station. The other inspection at the WWTP failed. They completed work trying to fix the backflow at the WWTP. The work was invoiced at \$483.50. Commissioner Willis Williams moved to approve payment of the invoice. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes - 0 Nays.  
Commissioner Willis Williams stated that moving forward the town needs to make sure that all/any work done needs to be approved before doing the work.
- C. The Board took discussion of the Zoning/Planning Board Recommendations alternates.

The individuals recommended were Robbie Cockrell, Pam Evans and Jane Perry. Commissioner Rachel Craddock stated that the town needs to put an advertisement in the Enterprise for any Jamesville resident interested. Commissioner Larris Tolson moved to appoint Pam Evans and Robbie Cockrell as members of the zoning board. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

- D. Commissioner Rachel Craddock mentioned that the Herring Festival Committee met on January 6<sup>th</sup> and went over information that Commissioner Larris Tolson had provided. Commissioner Craddock gave the board an update on what was being done. She stated that it was recommended by Commissioner Larris Tolson to ask for a \$15,000 loan to get the festival going. The board took discussion. The clerk contacted the auditor and found out that many towns give money to help support town festivals. Commissioner Rachel Craddock moved to approve a \$15,000 loan for the 2020 Herring festival. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes - 0 Nays. Commissioner Rachel Craddock stated that the Jamesville Fire & Rescue are still planning on doing the fireworks Saturday evening. The Herring Festival Committee has discussed and are willing to help with the cost of the fireworks if there is money available.

Commissioner Willis Williams stated that he would like to see the Herring Festival Committee create a long-term mission statement.

## VII. **New Business**

- A. The town board reviewed and discussed the 2020 Meeting schedule. The meeting dates discussed are:

January 13, 2020	7:00 PM	Regular Board Meeting
February 10, 2020	7:00 PM	Regular Board Meeting
March 9, 2020	7:00 PM	Regular Board Meeting
April 14, 2020	7:00 PM	Regular Board Meeting
April 30, 2020	5:00 PM	Budget Workshop Meeting
May 11, 2020	5:30 PM	Budget Workshop Meeting
June 8, 2020	7:00 PM	Regular Board Meeting
July 13, 2020	7:00 PM	Regular Board Meeting
August 10, 2020	7:00 PM	Regular Board Meeting
September 14, 2020	7:00 PM	Regular Board Meeting
October 12, 2020	7:00 PM	Regular Board Meeting
November 9, 2020	7:00 PM	Regular Board Meeting
December 14, 2020	7:00 PM	Regular Board Meeting

The town board also took discussion of a date for the town's annual Christmas party. Commissioner Willis Williams moved to approve the dates as discussed. Commissioner Carolyn Martin seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

- B. Mr. Bobby Blowe with Municipal Engineering spoke to the board regarding preliminary plans for the upcoming new Water Plant for the town. He stated that the state schedule requests that the plans to be submitted in July 2020 which he ensured that they would be submitted before that. He asked the board if they would be interested in looking for grants to improve their wastewater infrastructure. The deadline for the applications is April 30, 2020 with the notification of decision would be sometime in July. The preliminary reports that he ran showed that the town scored very well on the rating and would qualify for a 100% grant based on the 2016/2017 town numbers. He mentioned

that even if the town qualified for a 100% grant doesn't mean that you would be awarded that amount.

He stated that the town would score even higher if you had an Asset Management Plan in place. The Asset Management Plan gives an assessment of each piece of equipment in your wastewater system (pumps, lines, size, condition) and includes the estimated remaining life of each item. It would also include a 10-year Capital Improvement Plan. A draft contract was presented to the town for their review and approval. The cost of both plans would be \$10,000. The board took discussion. Commissioner Willis Williams moved to approve Municipal Engineering to compile an Asset Management and Capital Improvement Plan for the Town of Jamesville. The money to be taken out of savings to fund the plans. Commissioner Rachel Craddock seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

- C. Information was given to the board regarding FY 2020 Rural Business Development Grant Program. The board took discussion with no action being taken.
- D. Mayor Anton stated that he would like to attend the NCLM New Mayors School that will be held on Wednesday February 12, 2020 in Greenville, NC. Commissioner Willis Williams moved to approve the mayor to attend the school. Commissioner Carolyn Martin seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

**VI. Board Comments**

- 1. None

**X. Adjourn**

Commissioner Mary Allen moved to adjourn at 8:20pm. Motion unanimously passed.

Respectfully submitted by:  
Kimberly Cockrell – Town Clerk