

**TOWN OF JAMESVILLE**  
**MONTHLY BOARD MEETING 06/08/2020**  
**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 & 8:38pm on 6/08/2020 at the Jamesville Town Hall, 1211 Water Street, Jamesville, NC 27846. The COVID-19 Pandemic and Governors executive orders for Social Distancing were in place. Public notices were posted on the Town Hall front entrance door and side meeting room door.

**Attendees**

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

Minutes Recorder – Kimberly Cockrell, Town Clerk/Finance Officer

**I.** Mayor Dennis Anton brought the meeting to order and asked Commissioner Willis Williams to offer prayer.

**II. Adoption of Agenda**

- Finance Officer Kim Cockrell requested an addition to agenda item V. Reports D. Finance Officer – Reimbursement Request. Commissioner Carolyn Martin moved to approve the agenda as revised. Commissioner Rachel Craddock seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

**III. Approval of Minutes**

Commissioner Rachel Craddock moved to approve the following minutes as written. Commissioner Carolyn Martin seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

- Regular Board Meeting February 10, 2020
- Regular Board Meeting March 9, 2020
- Regular Board Meeting April 14, 2020 (Remote/Electronic)
- Special Meeting – May 5, 2020
- Budget Workshop Meeting May 11, 2020 (Remote/Electronic)
- Regular Board Meeting May 11, 2020 (Remote/Electronic)
- Budget Workshop Meeting May 26, 2020

**IV. Public Comment**

1. Mayor Dennis Anton read a letter submitted by Mr. Justin Handy wherein he was requesting an adjustment to his water bill. Due to an apparent water leak on his side of the meter, Mr. Justin Handy used 9,000 gallons and 12,000 gallons, respectively, over a span of two months. Mr. Handy provided an invoice from David Cooks Plumbing showing the leak had been repaired. Town Clerk/Finance Officer Kimberly Cockrell quoted the section in Water/Sewer Ordinance #81 that pertained to this situation. Town Clerk/Finance Officer Kimberly Cockrell added based on the 12,000-gallons leak, the adjustment would be \$38.57, if approved. Commissioner Larris Tolson made a motion to credit the

Water/Sewer bill for Mr. Justin Handy \$38.57. Commissioner Carolyn Martin seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

2. Mrs. Carolyn Thompson, Martin County Adult and Aging Services, Jamesville Senior Center Site Manager, thanked the Board for their support and participation on putting a smile on the face of Mrs. Marian Davis for her birthday. Adhering to the COVID-19 social distancing standard, a parade of family, friends and local officials greeted and wished Mrs. Davis well on her special day. On behalf of the Board, Mayor Dennis Anton thanked Mrs. Carolyn Thompson for her service to the seniors in the community.

**V. Reports**

**A. Mayor**

1. No report

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

1. Water/Wastewater ORC Samuel Lilley commented the aerator purchase approved by the Board had come in.

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

1. No Report

**D. Administrative Report - Kimberly Cockrell**

1. Finance Officer Kimberly Cockrell read the financial report for May 2020 and was commended on her continued hard work.
2. Budget Amendments #5  
Commissioner Willis Williams made a motion to approve the budget amendments below as presented. Commissioner Mary Allen seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

**GF BUDGET AMENDMENT #5 - 6/8/2020**

	<u>CREDIT</u>	<u>DEBIT</u>
1040132 Christmas Decorations	\$88.00	
1040118 Attorney Fees		\$88.00
1040175 Mid East Commission Service	\$360.00	
1048200 Herring Festival Expense		\$360.00
	\$448.00	\$448.00

\*\*\* Advertisements/Sponsorship board and attorney fees

**W/S BUDGET AMENDMENT #5 - 6/8/2020**

	<u>CREDIT</u>	<u>DEBIT</u>
3038200 Operating Transfer	\$50,000.00	
3071796 Transfer to Reserve (S)		\$25,000.00
3071396 Transfer to Reserve (W)		\$25,000.00
	\$50,000.00	\$50,000.00

3. Power Bill Transfer (NCCMT to PNC)  
Finance Officer Kimberly Cockrell requested permission to transfer \$1,100.00 from the Powell Bill NC Capital Management Trust account to the Powell Bill checking account at PNC bank. This transfer would cover the cost to purchase the concrete saw requested at the May 11, 2020 meeting. Commissioner Mary Allen made the motion

the approve the transfer. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

4. 2009 Taxes – Write Off

Finance Officer Kimberly Cockrell requested permission to write off the following 2009 delinquent taxes, in accordance to NC G.S. §105-373(g). Commissioner Larris Tolson made the motion the approve the 2009 taxes – write off. Commissioner Mary Allen seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

	<u>Debit</u>	<u>Credit</u>
101909 T/R 2009 Tax Rec.		\$937.17
1027300 Deferred Rev - Taxes Rec.	\$937.17	

5. Reimbursement Request

Finance Officer Kimberly Cockrell requested reimbursement of \$50.00 for two (2) replacement bathroom sinks purchased for the Town Hall. Commissioner Larris Tolson made the motion to approve the reimbursement of \$50.00. Commissioner Mary Allen seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

**E. Mid-East**

1. No Report

**F. Planning Board**

1. No Report

**G. Herring Festival**

1. No Report

**VI. Old Business**

**A. Water/Sewer Ordinance Enforcement**

The Board was presented the monthly water disconnect list, as per Water/Sewer Ordinance #81. Due to the COVID-19 Pandemic and Governor Cooper’s Executive Order#142 signed on May 30, 2020, utility disconnections and late penalties are prohibited for 60 days as of the date the executive order was signed. This was an extension of a previous executive order from Governor Roy Cooper. Commissioner Larris Tolson moved to accept the disconnect list and stated that no disconnections would occur at this time. Commissioner Carolyn Martin seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

**B. Ratification of Actions Taken at April 14, 2020, May 5, 2020 & May 11, 2020 Remote/Electronic Meetings**

The April 14, 2020 Regular Board Meeting, May 5, 2020 Special Board Meeting as well as the May 11, 2020 Board Budget Workshop and Regular Meetings was held remotely/electronically using Webex.com services. Changes were necessary to location and meeting method, due to the COVID-19 Pandemic and Governors executive orders for Mass Gatherings and Social Distancing.

Under the advisement of Town Attorney Daniel Manning, the Town Board was asked to ratify all actions taken at the remote/electronic meetings held April 14, 2020, May 5, 2020, and May 11, 2020.

*Commissioner Larris Tolson made a motion to ratify the actions listed below for the electronic meetings held on April 14, 2020, May 5, 2020, and May 11, 2020. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes – 0 Nays.*

**• Regular Board Meeting Minutes 12/9/19 & 1/13/20, Special Meeting 1/28/20**

Mayor Protem Willis Williams moved to approve the Regular Board Meeting Minutes for 12/9/19 and 1/13/20 as presented. Commissioner Carolyn Martin seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

Commissioner Rachel Craddock moved to approve January 28, 2020 Special Meeting minutes as written. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

- **CMH Septic Solutions for Cleaning the Wet Well Units & Grease Removal**

Commissioner Carolyn Martin motioned to approve CMH Septic Solutions for cleaning the wet well units and grease removal. Commissioner Rachel Craddock seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

- **Storage Boxes for Cemetery**

Mayor Protem Willis Williams motioned to approve boxes to be placed at the cemetery to put flowers and material blown off headstones for families to reclaim. Commissioner Larris Tolson seconded. Motion unanimously passes. 5 Ayes – 0 Nays.

- **Budget Amendments GF #3 & #4, W/S #3 & #4**

Mayor Protem Willis Williams moved to approve GF Budget Amendment #3 in the amount of \$1,140.00 and W/S Budget Amendment #3 in the amount of \$10,330.00. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

Commissioner Willis Williams moved to approve the GF Budget Amendments #4 in the amount of \$1,950.00 and W/S Budget Amendment #3 in the amount of \$9,000.00, as presented. Commissioner Larris Tolson seconded. Motion unanimously passed 5 Ayes – 0 Nays.

- **Powell Bill Transfer of \$3,200.00 from Powell Bill Savings to Checking Account**

Mayor Protem Willis Williams moved to approve a transfer of \$3,200.00 from the Powell Bill NCCMT account to the PNC Powell Bill Checking Account. Commissioner Carolyn Martin seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

- **2020 Herring Festival Road Closure Ordinance**

Mayor Protem Willis Williams moved to approve the proposed revised 2020 Road Closure Ordinance (changing the rescheduled festival dates to 8/28/20-8/29/20) contingent upon the regulations regarding COVID-19 in place at that time. Commissioner Carolyn Martin seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

- **Utility Services Disconnection List 4/14/20 & 5/11/20**

Mayor Protem Willis Williams moved that Governor Cooper's Executive Order #124 effective March 31, 2020 banning any utility services be disconnected, no late penalties be charged to delinquent accounts and payment plans be offered to pay delinquent amounts over a 6 month period, be addressed in the form of a policy and put on the water/sewer bill. Commissioner Mary Allen seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

Commissioner Larris Tolson moved to accept the disconnect list and stated that no disconnections would occur at this time. Commissioner Mary Allen seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

- **Assistant Town Clerk Job Description**

Mayor Protem Willis Williams moved to accept the Assistant Town Clerk job description as presented and that it be an addendum to the personnel policy. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

- **Asphalt Hot Box & Supplies**

Commissioner Rachel Craddock stated the Town would benefit and motioned to approve the purchase of a 4-ton Hotbox including supplies at an estimated cost of \$35,000. Commissioner Carolyn Martin seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

- **PB Budget Amendment for Up for \$40,000 and Transfer of Money from Saving for Expenses**

Mayor Protem Willis Williams moved to approve a budget amendment for up to \$40,000 and to authorize the transfer of Powell Bill money from savings for the equipment and supplies. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

- **Wastewater ORC Samuel Lilley Authority to Sign for Removal of Sludge**  
Mayor Protem Willis Williams moved to give Wastewater ORC Samuel Lilley the authority to sign off on the septic company's removal of sludge as well as authority to submit the appropriate paperwork and applications pertaining to the tracking of sludge removal. Commissioner Rachel Craddock seconded. Motion unanimously passed. 5 Ayes – 0 Nays.
- **Utility Service Co., Inc. Contract Termination**  
Commissioner Larris Tolson moved to approve terminating the contract with Utility Service Co., Inc., effective October 2020. Mayor Protem Willis Williams seconded. Motion unanimously passed. 5 Ayes – 0 Nays.
- **Southern Corrosion Contact**  
Commissioner Larris Tolson moved to accept the contract with Southern Corrosion, as presented. Mayor Protem Willis Williams seconded. Motion unanimously passed. 5 Ayes – 0 Nays.
- **Use of Town Equipment**  
Mayor Protem Willis Williams moved to table the use of town equipment item to allow Town Clerk Kimberly Cockrell time to research the current policy/procedure. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes – 0 Nays.
- **May 5, 2020 Meeting Exempt from Calculation of Elected Official's Salary for 2020**  
Mayor Protem Willis Williams moved to make the meeting for May 5, 2020 exempt from the calculation of elected officials' salary for the 2020 calendar year. Commissioner Larris Tolson seconded. Motion unanimously passed. 3 Ayes – 0 Nays.
- **Purchase Stihl Concrete Saw \$1100**  
Commissioner Rachel Craddock moved to approve the purchase of the Stihl concrete saw at a cost of \$1,100.00. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes – 0 Nays.
- **Table Discussion of Cemetery Headstone**  
Commissioner Larris Tolson moved to table the agenda item regarding Headstones at the Cemetery and to add on the next meeting agenda. Commissioner Rachel Craddock seconded. Motion unanimously passed. 5 Ayes – 0 Nays.
- **Workshop Meeting May 26, 2020, 5:30 pm**  
Commissioner Larris Tolson moved to have a budget workshop on May 26, 2020 at 5:30 pm. Mayor Protem Willis Williams seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

### C. Headstones Cemetery

After questions arose as to who was responsible for the headstones in the Town cemetery, Town Clerk Kimberly Cockrell contacted Town Attorney Daniel Manning. His response was that the Town owned the cemetery and has the authority to set guidelines for the property (NCGS §160A Article 17). For reference, Town Clerk Kimberly Cockrell provided a copy of an adopted cemetery ordinance for the Town of Williamston, as advised by Attorney Daniel Manning. Following discussion, Commissioner Rachel Craddock moved to have a workshop on July 7, 2020, 7 pm. at the Town Hall to review and revise the Cemetery Ordinance, where applicable. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

## VII. New Business

### A. FY 20-21 Budget Proposal

Finance Officer Kimberly Cockrell reviewed the proposed 2020-2021 General Fund Budget (\$316,068.00) and proposed 2020-2021 Water/Sewer Fund Budget (\$211,620.00). Normally, in pursuant of NC G.S. §159-12-§159-13, at least 10 (ten) days after the public hearing advertisement, the budget ordinance may be considered for adoption. Finance Officer Kimberly Cockrell continued to state regulations under a state of emergency afford citizens

their right to comment on the budget and require waiting at least 24 hours after the public hearing before adopting the budget ordinance. Adding, under the present regulations the public hearing could be held June 22, 2020 or thereafter, and the budget adoption at least 24 hours after the hearing. Commissioner Rachel Craddock made a motion to accept the General Fund and the Water/Sewer budgets as proposed. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

**B. Amendment to Water/Sewer Ordinance #81**

Finance Officer Kimberly Cockrell recommended adoption of the Amendment to the Water/Sewer Ordinance #81 for increased rates incorporated into the 2020-2021 W/S budgets as shown below. Finance Officer Kimberly Cockrell continued to explain the rates had been increased to fund the Water Treatment Plant.

**AMENDMENT TO ORDINANCE #81**

The rates for water and sewer usage will have an increase of 8% across the board for flat rate and per 1,000 gallons used effective July 1, 2020. The new rates on July 1, 2020 will be \$37.49 (Water \$17.93 / Sewer \$19.56) for a flat fee. The new rate for per 1,000 gallons will be \$12.65 (Water \$5.95 / Sewer \$6.70).

Bulk / wholesale rate increase to \$7.00/thousand gallons effective July 1, 2020.

Motion made on June 8, 2020 by Mayor Protem Willis Williams to accept the above amendment as part of the FY 2020-2021 Budget. Commissioner Larris Tolson seconded. Motion passed. 5 Ayes / 0 Nays

**C. Public Hearing/Mid-Month Meeting**

Commissioner Larris Tolson made the motion to hold the public hearing on June 22, 2020 at 7 p.m. for purposes of discussing the budget proposal, and the mid-month meeting on June 23, 2020 at 7:30 p.m. to ratify items discussed. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

**D. Street Signs**

Commissioner Mary Allen commented on complaints received about double parking on Middle Street, St. Andrews Street and Smithwick Street. Adding, parking is taking place in the streets to avoid getting stuck in the yards, which need repair. Commissioner Mary Allen recommended no parking signs as a possible solution. The Board took discussion. Commissioner Larris Tolson made a motion to purchase the appropriate number of no parking signs and poles to be placed on the east side of the street. Commissioner Mary Allen seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

Commissioner Willis Williams commented on his previous request for the placement of a stop sign coming out of Roanoke Court. Public Works Supervisor Charles Winstead stated he had checked for the proper placement location. It was determined that permission was needed from Mid-East Housing Authority to cut a hole in the sidewalk and to place the stop sign. Commissioner Willis Williams also commented on trash being dumped on the street to the entrance to Roanoke Court. Continuing to say, the location was being used as a trash dump. Mid-East Housing Authority needed to be contacted for this, as well. Commissioner Willis Williams made the motion to contact Mid-East Housing Authority for permission to place the stop sign at Roanoke Court and to notify them about the trash being dumped there. Commissioner Mary Allen seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

**E. FY 19-20 Audit Contract – Cumbee, Taylor & Shook**

Finance Officer Kimberly Cockrell requested approval of the audit contract received from Cumbee, Taylor & Shook for fiscal year 2019-2020. Finance Officer Kimberly Cockrell stated the contract due date was changed to January rather than October because of COVID-19. Also, the cost increased \$400.00 over last year. Commissioner Willis Williams made the

motion to accept the contract as presented. Commissioner Rachel Craddock seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

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

Around 8:07 p.m., Commissioner Rachel Craddock 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 8:35 p.m., Commissioner Rachel Craddock made a 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**

##### **Concealed Weapons on Town Property – Employees & Commissioners**

Commissioner Rachel Craddock made the motion to allow Employees and Commissioners to carry concealed weapons on Town property; if concealed weapons class has not been taken, the Town would pay for the initial test and license; thereafter, the cost would be the responsibility of the Employee and Commissioner. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

### **IX. Board Comments**

1. None

### **X. Adjourn**

Commissioner Mary Allen moved to adjourn at 8:38pm. Motion unanimously passed.

Respectfully submitted by:

Kimberly Cockrell – Town Clerk/Finance Officer