

TOWN OF JAMESVILLE

MONTHLY BOARD MEETING 2/11/2019 MINUTES

The following is an account of the minutes taken at the Regular Monthly Board Meeting held between 7:00 pm & 8:16pm on 2/11/19 at the Town Hall Conference Room -1211 Water Street, Jamesville, North Carolina.

Attendees

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

Absentees:

- Mary Allen - Commissioner

Minutes Recorder – Kimberly Sutton

- I.** Mayor Protem Willis Williams called the meeting to order. Commissioner Larris Tolson opened with a prayer. He continued with a moment of silence for the passing of Walter B. Jones.
- II. Adoption of Agenda**
- Mayor Protem Willis Williams requested to add under VII. New Business F. Broadband 101 and E. Herring Festival. Commissioner Larris Tolson moved to approve the agenda with the additions. Commissioner Carolyn Martin seconded. Motion unanimously passed. 4 Ayes - 0 Nays.
- III. Review & Approval of Minutes**
- Commissioner Larris Tolson moved to approve the minutes for the Regular Board Meeting held on January 14, 2019 as written. Commissioner Carolyn Martin seconded. Motion unanimously passed. 4 Ayes - 0 Nays.
- IV. Public Comment**
- None
- V. Reports**
- A. Mayor**
1. Mayor Protem Williams introduced Karen Shook with Taylor, Cumbee & Shook. Mrs. Shook presented the audited financials for FY 17-18 to the board. She began by stating that the town received an unmodified opinion (which is a clean opinion) on the basic financial statements and supplemental schedules. This is the highest level of assurance that the financial statements are fairly statement in all material respects. Highlighting the audit the overall Fund Balance for the town increased by \$18,000, with a total fund balance of \$530,000 for the General Fund. Of this amount \$165,000 are restricted funds, which is primarily made up of Powell Bill Funds. The LGC compares the towns to others in their peer group. Jamesville’s peer group would be a town with 500 or less and not having an electric system. The states average peer group’s fund balance is around \$132,000 and Jamesville is at \$530,000. She commended the town on adhering to the budget that they had set. She reported that the town didn’t have any budget violations

during the year.

She stated that another key ratio is looking at your fund balance that can be appropriated from year to year as your percentage for overall expenditures for the General Fund.

Jamesville's percentage is around 196% and for the peer group it was 118%.

The water and sewer fund is showing a loss of about \$20,000 which includes accruals for depreciation, retirement and OPEB expenses. These accruals are not included on the non-gap statement with showed that the water and sewer fund had a profit of around \$5,000.

The property tax collection rate was just shy of 90% which was up by 1.27% from the previous year. She stated that the audit was good overall.

2. Mayor Protem Williams brought some of the town needs up to the board for their review. He continued stating items needed is another truck for the employees to use and there are several potholes on Astoria road by the WWTP. He continued that the town needs to be thinking of how the town can get some grants for water and sewer infrastructure.

B. Liaison

1. None

C. Water/Wastewater report - Samuel Lilley

1. Mr. Lilley stated that on February 3rd a drive chain broke on one of the sewer bridges. Repairs were made on February 4th. He continued stating the Dwight Lancaster with NCRWA visited on February 7th and had several ideas of projects that needed to be completed to improve the performance at the sewer plant.

D. Public Works report - Charles Winstead

1. Mr. Winstead stated that he didn't have anything to report at that time.

E. Administrative Report - Kimberly Sutton

1. Financial reports were given for January 2019.
2. No Budget Amendments

F. Mid East

1. Mayor Protem Williams read a resignation letter from Mary Allen resigning her position as the town's Mid East Representative effective immediately. The board took discussion. Mayor Protem Williams stated that Town Clerk Kimberly Cockrell has volunteered to represent the town. Commissioner Carolyn Martin moved to accept Mary Allen's resignation and to appoint Kimberly Cockrell as Jamesville's Mid East Representative effective immediately. Commissioner Larris Tolson seconded. Motion unanimously passed. 4 Ayes – 0 Nays.

G. Planning Board

VI. Old Business

- A. The board took discussion of the water disconnect list that was presented to them. Commissioner Rachel Craddock moved to disconnect utility services on the proposed delinquent water/sewer list. Commissioner Carolyn Martin seconded. Motion unanimously passed. 4 Ayes - 0 Nays.
Mayor Protem Williams stated that he asks the board to revisit the town's water and sewer ordinance adding a fee schedule for work that the residents are requesting to be completed. He asked that it be placed on next month's agenda for the board to review.
- B. Commissioner Carolyn Martin spoke to the board regarding jugs that will be placed around town for donations to fund the Robert Staton Memorial that has been placed at the Jamesville Cemetery. She encourage everyone to stop by the cemetery and see the new memorial. She stated that it was awesome.

Commissioner Martin has met with Domtar's representative and has gone over what the town would like for the Veteran's Memorial. Ms. Martin expressed to Domtar's representative that the cost may be in the ballpark of around \$5,000.00. She asked the board if they would approve for Domtar's name to be placed on a small plaque and mounted on the Memorial. The board stated that they would expect that to happen. Commissioner Martin continued that Domtar's rep suggested cleaning up the wooded property located across the street from Dollar General. Domtar would send a group of individuals to clean the property. The board unanimously approved her cleaning the property with the owners permission.

She continued asking the board if they would approve for bricks to be purchased by soldiers families and having their names engraved on the bricks in honor of them. These bricks could be set around the veterans memorial in sand.

Mayor Protem Williams stated that maybe the local newspaper would be interested in publishing a story on the all veterans memorial. This would allow people from other areas to know what the town is doing and planning.

- C. Commissioner Larris Tolson stated that he didn't have any new information regarding a new/used backhoe at the meeting time.
- D. Commissioner Carolyn Martin stated that she spoke with the Domtar representative about funding for trees to be planted at the Jamesville Cemetery for beautification. She stated that any information that she received would be brought back to the board at next month's board meeting.
- E. Mayor Protem Williams stated that there was nothing to report at meeting time for Val Valentine's project. He stated that he has spoken with Bryant Buck and he will keep the town updated on any communication that is between the two. A memorandum of understanding is being written by the Mid East Commissioner for Mr. Val Valentine and The Town of Jamesville. Mayor Protem Williams stated that all documents will be reviewed by the town attorney before presented to the town board for final approval.
- F. The Jamesville Town Board reviewed and discussed a meeting policy for the town's meetings. Mayor Protem Williams read out loud a policy that had been adopted by The Town of Hamilton. Commissioner Larris Tolson moved to approve the policy effective immediately. Commissioner Carolyn Martin seconded. Motion unanimously passed. 4 Ayes - 0 Nays. The board discussed and decided to have a copy placed on the town's website and a copy be framed and placed on the table with the meeting agenda and Public Comment sign up sheet.



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INFORMATION CONCERNING JAMESVILLE BOARD MEETINGS

1. BOARD MEETINGS ARE HELD THE SECOND MONDAY OF EACH MONTH AT 7:00PM AT THE JAMESVILLE TOWN HALL.
2. IN ORDER TO BE PLACED ON THE AGENDA:
 - * YOU MUST CONTACT THE TOWN CLERK BY 12:00 PM ON THE DAY OF THE MEETING
 - EMERGENCY SIGNUP SHEET WILL BE AVAILABLE PRIOR TO THE MEETING.
 - * GIVE CLERK YOUR NAME, PHONE NUMBER AND YOUR TOPIC OF DISCUSSION
 - * IF YOU WOULD LIKE TO BE PLACED ON THE AGENDA BUT WILL BE UNABLE TO ATTEND THE MEETING, YOU MAY SUBMIT YOUR ITEM IN WRITING.
 - * IF YOU SUBMIT A WRITTEN ITEM, THE MAYOR WILL READ IT FOR YOU.
 - * AT THE APPROPRIATE TIME DURING THE BOARD MEETING, YOU WILL BE ALLOWED 10 (TEN) MINUTES TO SPEAK ON YOUR AGENDA TOPIC.

(PLEASE ADDRESS YOUR TOPIC ONLY)

3. NO TALKING, OUTBURSTS OR COMMENTS FROM THE AUDIENCE WILL BE ALLOWED WHILE THE BOARD IS CONDUCTING THEIR MEETING. IF THIS OCCURS, YOU MAY BE ASKED BY THE MAYOR AND COMMISSIONERS TO LEAVE THE MEETING.
4. MONTHLY BOARD MEETINGS ARE FOR THE MAYOR AND COMMISSIONERS TO CONDUCT BUSINESS FOR THE TOWN AND WILL BE HANDLED IN A PROFESSIONAL MANNER.

THANK YOU IN ADVANCE FOR YOUR COOPERATION.

THE TOWN OF JAMESVILLE MAYOR AND BOARD OF COMMISSIONERS

THESE GUIDELINES WILL BECOME EFFECTIVE FEBRUARY 11, 2019 AND WILL CONTINUE UNTIL AMENDED BY THE JAMESVILLE MAYOR AND BOARD OF COMMISSIONERS.

VII. New Business

- A. The Jamesville Fire Department has contacted the town and asked for permission to use the water tower as a training site for the fire fighters and EMS responders. The town board took discussion. Mayor Protem Williams asked the clerk to get into contact with the town attorney and ask him to draw up a hold harmless agreement for this request. Commissioner Carolyn Martin moved to approve the Jamesville Fire & EMS Departments to use the water tower for training once all required documentation has been submitted to the town. Commissioner Rachel Craddock seconded. Motion unanimously passed. 4 Ayes - 0 Nays.
- B. Mayor Protem Williams stated that the board needs to approve two people to serve as Committee Members for the Regional Hazard Mitigation Plan. He recommended himself and the town clerk unless someone else would like to volunteer. Commissioner Larris Tolson moved to appoint Mayor Protem Willis Williams and Town Clerk Kimberly Cockrell as Jamesville's Regional Hazard Mitigation Plan Committee Members. Commissioner Carolyn Martin seconded. Motion unanimously passed. 4 Ayes - 0 Nays.
- C. Mayor Protem Williams asked the board if they would like to approve two people to service as Mid East RPO TCC/TAC Committee Members for the Town of Jamesville. Commissioner Larris Tolson moved to appoint Mayor Protem Willis Williams and Town Clerk Kimberly Cockrell as the Committee Members for Jamesville. Commissioner Carolyn Martin seconded. Motion unanimously passed. 4 Ayes - 0 Nays.

- D. Mayor Protem Williams informed the board that there will be a Kerr Dam Flooding meeting to be held in Windsor on February 21, 2019 for anyone that wanted to attend. He stated that he would be attending for the town. Commissioner Larris Tolson moved to allow Mayor Protem Williams to attend the meeting on behalf of the town. Commissioner Willis Williams seconded. Motion unanimously passed. 4 Ayes - 0 Nays.
- E. Commissioner Larris Tolson spoke to the board about installing a new electrical outlet pole between the Antique shop and Texaco station on Main Street. He continued that there are more vendors that are requesting power. The additional pole would allow for more vendors to be located on the west end of the festival. Commissioner Carolyn Martin moved to approve for the town to install a new electrical outlet for the Herring Festival. Commissioner Rachel Craddock seconded. Motion unanimously passed. 4 Ayes - 0 Nays.
- F. Mayor Protem Williams spoke to the board regarding the importance of the Broadband technology east of I-95. He continued stating that Mid East Commission is putting on a meeting on February 13th from 9-1 at Martin Community College. Mayor Protem Williams asked the board if the town board would like to support the expansion of Broadband in our area. Commissioner Larris Tolson moved stating that the Jamesville Town Board is in support of Broadband expansion in the Town of Jamesville. Commissioner Carolyn Martin seconded. Motion unanimously approved. 4 Ayes - 0 Nays.

IX. Board Comments

- A. None

X. Adjourn

Commissioner Carolyn Martin moved to adjourn at 8:16pm. Motion unanimously passed.

Respectfully submitted by:
Kimberly Sutton – Town Clerk