

TOWN OF JAMESVILLE

MONTHLY BOARD MEETING 3/11/2019 MINUTES

The following is an account of the minutes taken at the Regular Monthly Board Meeting held between 7:00 pm & 8:19pm on 3/11/19 at the Town Hall Conference Room -1211 Water Street, Jamesville, North Carolina.

Attendees

- Willis Williams - Mayor Protem
- Rachel Craddock - Commissioner
- Mary Allen - Commissioner
- Carolyn Martin - Commissioner

Absentees:

- Larris Tolson - Commissioner

Minutes Recorder – Kimberly Cockrell

I. Mayor Protem Willis Williams called the meeting to order and opened with a prayer.

II. Adoption of Agenda

- Mayor Protem Willis Williams requested to add under VI. Old Business I. Herring Festival Power Pole and under VII. New Business F. Sewer Use Ordinance and G. River's Edge Pump Station. Commissioner Carolyn Martin moved to approve the agenda with the additions. Commissioner Mary Allen seconded. Motion unanimously passed. 4 Ayes - 0 Nays.

III. Review & Approval of Minutes

- Commissioner Mary Allen moved to approve the minutes for the Regular Board Meeting held on February 11, 2019 as written. Commissioner Carolyn Martin seconded. Motion unanimously passed. 4 Ayes - 0 Nays.

IV. Public Comment

- Resident Brenda Core asked the board if they would give her an extension of paying her water bill until Wednesday as she was on the cut off list for this month. Commissioner Mary Allen moved to approve the extension. Commissioner Carolyn Martin seconded. Motion unanimously passed. 4 Ayes - 0 Nays.

V. Reports

A. Mayor

1. Mayor Protem Williams stated that the items that he had are listed for discussion later on the agenda.

B. Liaison

1. Commissioner Carolyn Martin stated that she had spoken with Charles Winstead regarding the need of another town truck for the employees. She continued that discussion also was made about completing the brick columns at the cemetery. Commissioner Martin had spoken with Phillip Modlin and he informally quoted a couple thousand dollars for the work. Commissioner Mary Allen mentioned that Larry

Bembridge could provide a quote for the town.

C. Water/Wastewater report - Samuel Lilley

1. Mr. Lilley mentioned that Allen Clark with NCDENR came by and did a pre-inspection of the collection system for the town. He stated that he had switches repaired at the WWTP and repairs are needed at the River's Edge Pump Station.

D. Public Works report - Charles Winstead

1. Mr. Winstead has been in contact with Suez regarding the painting of the water tower. They are looking at having a temporary tank set within a week. Mr. Winstead inquired about changing the color and logo when the tank is being overhauled. Tony with Suez stated that a new color and logo is not in the contract and there would be additional costs if the board wanted them changed. Suez will do a mockup logo and send paint samples for the board to review.

Mr. Winstead stated that he has not heard a response from TA Loving regarding the Washington street repairs. He has contacted Cox & Edwards regarding getting a quote for the repair. He stated that they are needing drawings, specs, and pictures before they can submit a quote. He continued that the town could ask NC Rural Water Association if they would camera the pipes to check their condition. Mr. Winstead stated that the rock they filled the hole with is currently staying in place.

Commissioner Rachel Craddock mentioned that there was a hole on Sunset street that needed to be repaired.

E. Administrative Report - Kimberly Cockrell

1. Financial reports were given for February 2019.
2. Commissioner Mary Allen moved to approve the budget amendments as presented. Commissioner Carolyn Martin seconded. Motion unanimously passed. 4 Ayes - 0 Nays.

W/S BUDGET AMENDMENT #2 - 3/11/2019

	<u>CREDIT</u>	<u>DEBIT</u>
3071711 Employee Insurance		\$2,463.00
3071311 Employee Insurance		\$2,463.00
3071717 Audit Fees		\$105.00
3071317 Audit Fees		\$105.00
3071425 Salt	\$292.00	
3071396 Transfer to reserve	\$2,922.00	
3071796 Transfer to reserve	\$1,922.00	
	\$5,136.00	\$5,136.00

**Employee Insurance correction for FY 18-19 and FY 17-18 Audit

3. Mrs. Cockrell asked the board for approval to upgrade the Quickbooks program to QB Pro 2019. She explained that Intuit requires all customers that utilizes payroll features to upgrade their software every three years. The cost for the upgrade would be \$219.95. Commissioner Rachel Craddock moved to approve the request. Commissioner Mary Allen seconded. Motion unanimously passed. 4 Ayes - 0 Nays.

F. Mid East

1. Mrs. Cockrell reported that there are grant opportunities for the town in areas of employee certification schools. Commissioner Carolyn Martin moved to pursue any grant reimbursements available for the town. Commissioner Mary Allen 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 with the exception of the extension that was given earlier in the meeting. Commissioner Carolyn Martin seconded. Motion unanimously passed. 4 Ayes - 0 Nays.
- B. Commissioner Carolyn Martin showed the board the donation jugs for Robert Staton's Memorial and suggested possibly placing them at several locations within town (ie. River's Edge, Cypress Grill, Town Hall, Senior Center).
- C. Commissioner Martin stated that she had left a message for the Domtar Rep and hadn't spoken to her as of meeting time. The voicemail included that the town would like to have Domtar's name on the veterans monument. She is waiting to hear back about the donation of trees from Domtar for the Jamesville Cemetery.
- D. Bryant Buck has been in contact with Martin County and Val Valentine getting information to all parties that are involved with the project in Jamesville. He continued that Mr. Valentine has agreed to submit voluntary annexation papers to the town. More information will come at next month's meeting.
Mayor Protem Williams stated that this is a very good opportunity for all parties

involved.

This could allow us to extend our water line and discuss interconnection with Martin County in the future. He continued that this could open up grant possibilities.

- E. The town has received insurance money for the replacement of the fire hydrant that was damaged on Washington Street in July 2018. The town received a check for \$7272.00 and the town has a \$1,000 deductible. Commissioner Rachel Craddock moved to approve payment of the \$1,000 insurance deductible. Commissioner Mary Allen seconded. Motion unanimously passed. 4 Ayes - 0 Nays.
- F. The board was presented with quotes for the over haul of a pump at the WWTP. Commissioner Carolyn Martin moved to approve repair of the pump not to exceed \$1500.00. Commissioner Rachel Craddock seconded. Motion unanimously passed. 4 Ayes - 0 Nays.
- G. Mayor Protem Williams informed the board that the town has been selected to receive a grant from the state to build a new water R/O system. The town was number three on the list of receiving grant monies. The total grant amount was for \$906,066.
- H. Mayor Protem Williams stated that he had attended a Broadband 101 meeting at Martin Community College. Mid East Commission will be bringing in a Broadband representative from the state to reside in their Washington office one day per month.
- I. The Herring Festival Committee has asked the town if they would place a power pole to an area by the old texaco station where more vendors are located. The board took discussion. Charles Winstead receive a quote from Chuck Hough to place a new pole with a cost of around \$1,700 and relocating the existing Stewart street pole would cost \$500.00. Commissioner Carolyn Martin moved to relocate the existing Stewart street pole to a location that would be more usable. Commissioner Mary Allen seconded. Motion unanimously passed. 4 Ayes - 0 Nays.

VII. New Business

- A. Commissioner Mary Allen moved to approve a 2019 Herring Festival Road Closure Ordinance. Commissioner Carolyn Martin seconded. Motion unanimously passed. 4 Ayes - 0 Nays.

**TOWN OF JAMESVILLE
An Ordinance Declaring A Road Closure for the Annual Herring Festival**

WHEREAS, the Jamesville Board of Commissioners acknowledges a tradition that began in 1949 of providing an Annual Herring Festival for the pleasure of its citizens and visitors; and

WHEREAS, the Jamesville Board of Commissioners acknowledges the Annual Herring Festival requires approximately 36 hours for setup/break down, traffic control, sign removal and litter cleanup;

NOW THEREFORE IT BE ORDAINED by the Jamesville Board of Commissioners pursuant to the authority granted by G.S. 20-169 that they do hereby declare a temporary road closure during the day(s) and times set forth below on the following described portion of a State Highway System route:

Date(s) & Times: Road Closure begins Friday April 19, 2019 @ 12:00pm
Road Closure Ends Saturday April 20, 2019 @ 12:00am

Road Closure Description: Main Street/Business U.S. 64 from the intersections of
Main/Stewart Street to Main/Sunset Avenue.

This ordinance to become effective when signs are erected giving notice of road closure.

Adopted this 11th day of March, 2019.

Willis Williams, Mayor Protem

Attest:

Kimberly Cockrell, Town Clerk

- B. The board took discussion regarding publicizing a cemetery ad for Easter weekend. Commissioner Carolyn Martin moved to approve placing the cemetery ad in the Enterprise, Facebook and town’s website. Commissioner Rachel Craddock seconded. Motion unanimously passed. 4 Ayes - 0 Nays.
- C. The town took discussion of the Herring Festival Parade and route. The route would stay the same. Mayor Protem stated that he can drive his vehicle for anyone that would be willing to ride.
- D. The town took discussion of scheduling a budget workshop meeting. They decided to table it until next month’s meeting.
- E. Mayor Protem stated that him and Kim did attend a meeting regarding the Regional Hazard Mitigation Plan. He went over an email that was received from HCP Planning asking for any recommendations to be added to the plan. He stated that he would like to see Hwy 171 Sewer Pumping Station, drain lines under Hwy 64/RR tracks and Stewart Street drainage ditches added to the plan. Commissioner Carolyn Martin moved to add the concerns mentioned. Commissioner Mary Allen seconded. Motion unanimously passed. 4 Ayes - 0 Nays.
- F. The town has received a recommendation from NCDENR to adopt a Sewer Use Ordinance for the town. Commissioner Carolyn Martin moved to adopt the Sewer Use Ordinance for Jamesville as presented. Commissioner Rachel Craddock seconded. Motion unanimously passed. 4 Ayes - 0 Nays.
- G. River’s Edge Pumping Station is needing repairs made to the horn and dialer system. Mr. Samuel Lilley stated that the system dialer is down and would not call out if the system quit operating. He felt that the repairs would cost around \$1,500.00. Commissioner Carolyn Martin moved to approve repairs up to \$1,500.00. Commissioner Rachel

Craddock seconded. Motion unanimously passed. 4 Ayes - 0 Nays.

IX. Board Comments

A. None

X. Adjourn

Commissioner Mary Allen moved to adjourn at 8:19pm. Motion unanimously passed.

Respectfully submitted by:

Kimberly Cockrell – Town Clerk