

# *TOWN OF JAMESVILLE*

## **MONTHLY BOARD MEETING 10/8/2018 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 & 8:17pm on 10/8/2018 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

### **Absent**

- Mary Allen - Commissioner

Minutes Recorder – Kimberly Sutton

**I.** Mayor Protem Willis Williams called the meeting to order. Commissioner Larris Tolson opened with a prayer.

### **II. Adoption of Agenda**

- Mayor Protem Willis Williams requested to add under VI. Old Business D. Mayor and under VII. New Business G. Christmas Party; H. Orkin. Commissioner Carolyn Martin moved to approve the Agenda with the additions. Commissioner Rachel Craddock 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 September 10, 2018 as written. Commissioner Carolyn Martin seconded. Motion unanimously passed. 4 Ayes - 0 Nays.
- Commissioner Carolyn Martin moved to approve the minutes for the Special Meeting held on August 20, 2018. Commissioner Larris Tolson seconded. Motion unanimously passed. 4 Ayes - 0 Nays.

### **IV. Public Comment**

- Resident Denise Mizelle came before the board asking for an extension on her water bill. The board took discussion with her regarding her account. Commissioner Rachel Craddock moved to approve an extension with the agreement that she would pay 108.24 on 10/24/18 and the remaining balance of \$143.50 on 10/10/18. Commissioner Larris Tolson seconded. Motion unanimously passed. 4 Ayes - 0 Nays.

### **V. Reports**

#### **A. Mayor**

1. No report

#### **B. Liaison**

1. No report

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

- 1. No report

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

- 1. No report

**E. Administrative Report - Kimberly Sutton**

- 1. Financial reports were given for September 2018.
- 2. Commissioner Carolyn Martin moved to approve the budget amendments as presented. Commissioner Rachel Craddock seconded. Motion unanimously passed. 4 Ayes - 0 Nays.

**GF BUDGET AMENDMENT #2 - 10/8/18**

	<u>CREDIT</u>	<u>DEBIT</u>
1040190 Capital Outlay	\$2,050.00	
1039300 Appropriated Fund Balance		\$2,050.00
	\$2,050.00	\$2,050.00

\*\*Purchase of Stihl weedeater & Town Hall Security Wall



**W/S BUDGET AMENDMENT #1 - 10/8/18**

	<u>CREDIT</u>	<u>DEBIT</u>
3071829 Miscellaneous		\$1,000.00
3071796 Transfer to reserve	\$1,000.00	
	\$1,000.00	\$1,000.00

\*\*Trees cut at WWTP

**F. Mid East**

- 1. No report

**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 given for account#70. Commissioner Carolyn Martin seconded. Motion unanimously passed. 4 Ayes - 0 Nays.
- B. Commissioner Carolyn Martin will be meeting with Bill Lucas to finalize ordering of the monument for Robert Staton. She continued that she would meet with Joyce Moore regarding the exact wording for the monument. She asked the board if anyone was interested in running the fundraiser for the memorial? Commissioner Larris Tolson stated that he would head it up the fundraiser. Commissioner Martin stated that she will also meet with the Domtar representative regarding the memorial for all soldiers. She also asked Commissioner Rachel Craddock if she could give her a number of trees that were

needed at the cemetery that she would talk to the Domtar representative about them both at the same time.

- C. The board was presented with a quote from Bill Lucas for a Bronze plate to replace a plate that was damaged at the Jamesville cemetery from the mowers. The plate will have a cost of \$500 plus tax. Commissioner Larris Tolson moved to approve the quote from Bill Lucas. Commissioner Carolyn Martin seconded. Motion unanimously passed.  
4 Ayes - 0 Nays.
- D. Mayor Protem Williams brought up the Mayors position for the board to discuss. Commissioner Rachel Craddock stated that she would like to recommend Roy Cooper for the position. She stated that he is willing to fill the position and has experience in grant writing. Mayor Protem Williams stated that the board would need to advertise the position and have a process set on how the board will proceed. The board took discussion.  
An notice will be published in the Enterprise giving any interested individuals until October 26<sup>th</sup> to sign up for the position. Commissioner Larris Tolson moved to approved the process. Commissioner Rachel Craddock seconded. Motion unanimously passed.  
4 Ayes - 0 Nays.

## VII. New Business

- A. A cell phone contract renewal (2 year period) was presented to the board along with a proposal of equipment expenses. The board took discussion. Commissioner Rachel Craddock moved to approve the contract renewal (\$84.00) with the purchase of two Samsung J7 phones and accessories. Commissioner Carolyn Martin seconded. Motion unanimously passed. 4 Ayes - 0 Nays.
- B. The Town Clerk stated that the town can purchase gasoline from Jernigans Oil under the state contract pricing. The town would need a tank for the fuel purchased. The board was presented with quotes for new tanks and a pump as well as fuel contract prices. Commissioner Larris Tolson stated that he has looked at the tank and reported that it is holding fuel. His recommendation is to have a tank that is housed here at the town hall pumped and cleaned out, inspected and raised off the ground. He continued that the town would need to purchase a new pump for the tank. He he has contacted Drew Industries and they are submitting a quote to clean and seal it. He will bring the information back to the board at next month's board meeting. Commissioner Carolyn Martin moved to approve to proceed to look for options of recommendations for a fuel tank. Commissioner Larris Tolson seconded. Motion unanimously passed. 4 Ayes - 0 Nays.
- C. The board was presented with a letter of appreciation for NCRWA. Commissioner Rachel Craddock moved to approve the letter as written. Commissioner Larris Tolson seconded. Motion unanimously passed. 4 Ayes - 0 Nays.
- D. The board was presented with a quote from Lavallette Techonology Services for the creation and upkeep of a website for the town in the amount of \$144 per year. Commissioner Carolyn Martin stated that within in the quote it stated that he could offer the services at a discounted rate for struggling communities. Commissioner Martin would like to ask if they would offer a discount for the town. Commissioner Rachel Craddock moved to approve the quote as presented. Commissioner Larris Tolson seconded. Motion unanimously passed. 4 Ayes - 0 Nays.
- E. The board reviewed a quote from Lavellette Technology Services for cloud data backup of the towns records. Commissioner Rachel Craddock moved to approve the quote as presented. Commissioner Carolyn Martin seconded. Motion unanimously passed.  
4 Ayes - 0 Nays.
- F. The Partners for Progress sent an invitation to a luncheon they will be hosting on Thursday November 1<sup>st</sup> at 11:30 am. The board took discussion. Mayor Protem Willis Williams stated that he would attend if he was available.

- G. The board discussed options available for this years annual town's christmas party. The town was interested in receiving quotes from caterers for the event. Information will be brought back to the board at next month's meeting.
- H. A representative with Orkin stopped by the town hall inquiring if the town was interested in receiving quotes for their services. The board discussed and decided to table it for a future meeting.

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

- A. At 7:57 pm Commissioner Larris Tolson moved to go into closed session. Commissioner Carolyn Martin seconded. Motion unanimously passed. 4 Ayes - 0 Nays.
- B. At 8:15pm Commissioner Larris Tolson moved to come out of closed session. Commissioner Carolyn Martin seconded. Motion unanimously passed. 4 Ayes - 0 Nays.

Commissioner Carolyn Martin moved to approve an addendum to the personnel memo of 3/28/18. Commissioner Larris Tolson seconded. Motion unanimously passed. 4 Ayes - 0 Nays.

**IX. Board Comments**

- A. None

**X. Adjourn**

Commissioner Rachel Craddock moved to adjourn at 8:17pm. Motion unanimously passed.

Respectfully submitted by:  
Kimberly Sutton – Town Clerk