

# **TOWN OF JAMESVILLE**

## **MONTHLY BOARD MEETING 10/14/2019 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 & 8:47pm on 10/14/19 at the Town Hall Conference Room -1211 Water Street, Jamesville, North Carolina.

### **Attendees**

- Dennis Anton - Mayor
- Willis Williams - Mayor Protem
- Rachel Craddock - Commissioner
- Carolyn Martin - Commissioner
- Larris Tolson - Commissioner
- Mary Allen - 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**
  - Items requested to add: V (D) Finance Officer 3. W/S Billing Adjustment; VII. New Business H. Region Q Managers Meeting, I. Kim Biggs - water complaint, J. HomeTown Strong Meeting, K. Regional Data Update and L. Census. Commissioner Willis Williams moved to approve the agenda with the additions. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes - 0 Nays.
- III. Review & Approval of Minutes**
  - Commissioner Larris Tolson moved to approve the minutes of the Regular Board Meeting held on July 8, 2019 as presented. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes - 0 Nays.
- IV. Public Comment**
  1. Jose Caceres spoke to the board regarding a leak that he had at his rental property located at 1030 New Street. He asked the board if they would give him an adjustment for the leak. Commissioner Willis Williams moved to approve an adjustment for only the water on the account. Commissioner Rachel Craddock seconded. Motion unanimously passed. 5 Ayes - 0 Nays.
- V. Reports**
  - A. Mayor**
  - B. Liaison**
  - C. Water/Wastewater report - Samuel Lilley**
    1. Mr. Lilley reported that NCRWA rep Dwight Lancaster came to town on 9/23 and inspected grease traps in town. He also reported that they inspected a manhole on Astoria Road that had signs of hydrogen sulfide deteriorating the concrete around the rim. He

continued stating that would need to be addressed at a later time.

Mr. Lilley mentioned that Mr. Lancaster performed a draw down at Hwy 171 pumping station that showed that the pumps are not working at full capacity.

He lastly reported that on 10/10 Williams Fire Sprinkler did a backflow inspection at Marco pump station and one at the Sewer plant. The backflow at the Sewer plant has been leaking and passed during prior inspections. According to the inspector the RPZ backflow did not pass the inspection. He will get quotes on how much it will cost to get it fixed. The new RPZ will need to be brought above ground when fixed per state law.

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

1. Mr. Winstead reported that the town had a water state inspection. The inspection went well. He reviewed a letter from the State Inspector Clif Whitfield with the board. The state explained that the town needs to go back to using permanganate with the town's Water treatment system. He asked the board if they would approve to purchase 2 metering pumps for the water plant. They are less than \$950 each. Commissioner Rachel Craddock moved to allocate \$2000 for the purchase of 2 metering pumps. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes - 0 Nays. The system is requiring the town to purchase a manganese test kit and record the levels on the monthly operating reports. Mr. Winstead stated that we could get a kit for around \$600.00. Commissioner Rachel Craddock moved to approve the purchase of the test kit. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

**E. Administrative Report - Kimberly Cockrell**

1. Financial reports were given for September 2019.
2. Mrs. Cockrell presented the budget amendments to the board for approval. Commissioner Willis Williams moved to approve the amendments as presented. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

**GF BUDGET AMENDMENT #1 - 10/14/19**

	<u>CREDIT</u>	<u>DEBIT</u>
1039300 Appropriated Fund Balance	\$2,600.00	
1040175 Mid East Commission		\$600.00
1040190 Capital Outlay		\$2,000.00
	\$2,600.00	\$2,600.00

\*\*\* Purchase of 2019 Hustler Fastrak Mower / Mid East aide with Zoning & Annexation

**W/S BUDGET AMENDMENT #1 - 10/14/2019**

	<u>CREDIT</u>	<u>DEBIT</u>
3039300 Fund Balance Appropriated	\$2,096.00	
3071890 Capital Outlay (S)		\$1,048.00
3071490 Capital Outlay (W)		\$1,048.00
	\$2,096.00	\$2,096.00

\*\*\* Purchase of 2019 Hustler Fastrak Mower

3. A W/S billing adjustment was presented to the board in the amount of \$35.13 due to a billing error. The adjustment would be for acct#447. Commissioner Willis Williams moved to approve the adjustment as presented. Commissioner Carolyn Martin seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

#### **F. Mid East - Kimberly Cockrell**

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

### **VI. Old Business**

- A. The board took discussion of the water disconnect list that was presented to them. Commissioner Mary Allen moved to disconnect utility services on the proposed delinquent water/sewer list. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes - 0 Nays.
- B. The board took discussion about creating a Herring Festival Committee. Commissioner Mary Allen mentioned that herself and her daughter Kristi Bess would like to volunteer to be on the committee. An ad was put on Facebook asking for any volunteers. The volunteers include Mary Allen, Kristi Bess, Rachel Craddock, Carolyn Martin, Kim Cockrell and Beth Winstead. Commissioner Larris Tolson moved to table the item until next month's meeting. Commissioner Rachel Craddock seconded. Motion unanimously passed. 5 Ayes - 0 Nays.
- C. Water Tank Maintenance Bids were opened at the meeting today at 5:30. The board had a question regarding Suez's proposal. Commissioner Rachel Craddock stated that she had spoke with Scottie Wilkins on the telephone prior to the start of this meeting. Mr. Wilkins stated that they would put in writing that the town would pay \$8,200.00 and there would be no retroactive fees for the prior months between the contract periods. The board took discussion. Commissioner Carolyn Martin made a motion for the town to approve the bid proposal from Suez in the amount of \$8,200.00 once the town has received the promised letter from Suez. She continued stating that they would be granted the contract once all documents were received by the town. Commissioner Mary Allen seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

### **VII. New Business**

- A. The town has received two quotes for LED bulbs to be put in the Christmas fixtures that the Town of Williamston has donated. Commissioner Larris Tolson moved to approve the quote from Christmas Designers in the amount of \$443.48. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes - 0 Nays. Charles Winstead explained a quote from Sunbelt rentals for a man-lift to be used to put up the Christmas decorations in town. The town employees would provide the labor. Commissioner Larris Tolson moved to approve the rental as presented. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes - 0 Nays. Kim Cockrell spoke to the board about receptacles that are not working on the poles where Christmas light are to be hung. She asked the board if they would approve for repairing the receptacles. Commissioner Willis Williams moved to approve for the repair as requested. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes - 0 Nays.
- B. Mrs. Cockrell spoke to the board about a water/sewer internal adjustment policy. This policy would serve for adjustments to be made internally for billing errors that happened as a result of a town employees miscalculation or mishap. She continued stating that the adjustment would be reviewed and signed off on by the Water/Sewer Commissioner. Commissioner Willis Williams moved to approve the policy as discussed. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes - 0 Nays.
- C. Samuel Lilley spoke to the board about NCRWA conducting a sewer smoke test on

October 23 - November 7. The town will have to supply the chemicals and man power. It could be advertised via facebook, website and published in the newspaper. The board took discussion. Commissioner Willis Williams stated that the town needed to proceed with the test as it shows where the town is getting an infiltration of water into the system. Commissioner Larris Tolson seconded. Motion unanimously passed.  
5 Ayes - 0 Nays.

- D. Kim Cockrell updated the board on debris removal from Cooper Swamp via Martin County's with funds left from Hurricane Matthew and Florence. The contractor will be coming in this week. It will be cleaned (snatch and drag) from Hwy 64 bypass through Cooper Swamp. Commissioner Willis Williams moved to approve the work to be completed. Commissioner Larris Tolson seconded. Motion unanimously passed.  
5 Ayes - 0 Nays.
- E. The Jamesville Fire & EMS are unsure if they will have anyone that is interested in organizing the Town's Christmas parade this year. Kim Cockrell stated that if no one volunteers to organize the parade then she would take it on. Commissioner Willis Williams moved to accept the offer. Commissioner Carolyn Martin seconded. Motion unanimously passed. 5 Ayes - 0 Nays.
- F. Kim Cockrell stated that the Personnel Policy for Memorial Donations was tabled until next month.
- G. Mrs. Cockrell updated the board on a rate study that Mike Hill with NC Rural Water Association completed for the town. This rate study was performed to show how much money the town would need to cover the expense of the new water plant. The results showed that if the town did an 8% increase across the board in FY 20-21 and another 8% across the board in FY 21-22 the town would be in line to financially afford the new water plant. The schedule shows that it would be put out for bid in 2020 and the construction would start in March 2021. That was the state timeline. Municipal Engineering is saying that they are projecting to get it completed sooner than what North Carolina's requirements are.
- H. The board was informed of a Region Q City/County Managers meeting to be held on Wednesday, October 16, 2019 beginning at 12:00pm at the Hitchin' Post in Williamston. ECU will be presenting information for Mitigating Compound Coastal Water Hazards for Resilient Rural Communities. Commissioner Larris Tolson, Commissioner Rachel Craddock and Commissioner Mary Allen stated that they would be in attendance.
- I. The board was presented a letter that was received from Town resident Kim Biggs on September 30, 2019. The letter was regarding concerns that she had with the town's water service. The board took discussion. Commissioner Willis Williams stated that he feels that the town has done what was needed for explanation of her concerns. Commissioner Rachel Craddock moved to table further discussion until Ms. Biggs addresses the board directly. Commissioner Carolyn Martin seconded. Motion unanimously passed. 5 Ayes - 0 Nays.
- J. Governor Cooper will be holding a Hometown Strong meeting on October 28, 2019 from 11:30-1:00 at the Bob Martin Ag Center in Williamston. Commissioner Carolyn Martin, Commissioner Willis Williams, Commissioner Rachel Craddock and Charles Winstead are interested in attending. Commissioner Rachel Craddock moved to approve allowing any interested town employee to attend. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes - 0 Nays.
- K. Commissioner Rachel Craddock stated that she attended a UNC SOG meeting regarding Northeastern NC Resiliency for the town. She stated that Tom Tillis had an assistant there and they are willing to help with grants at no charge. She continued that she has several business cards and contacts that could help Jamesville. She said that the meeting was very informative.

- L. Commissioner Rachel Craddock stated that she has attended three Census 2020 meetings for the town. They are really pushing to make sure that everybody is counted and counted only once.

**VI. Board Comments**

None

**X. Adjourn**

Commissioner Mary Allen moved to adjourn at 8:47pm. Motion unanimously passed.

Respectfully submitted by:

Kimberly Cockrell – Town Clerk