

TOWN OF JAMESVILLE
MONTHLY BOARD MEETING 09/13/2021
MINUTES

The following is an account of the minutes taken at the Regular Monthly Board Meeting held between 7:00 p.m. & 8:44 p.m. on 09/13/2021 at the Jamesville Town Hall, 1211 Water Street, Jamesville, NC 27846. Due to the COVID-19 Pandemic social distancing measures were made available to all. Virtual meeting attendance was provided for public access through Zoom meeting.

Attendees

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

Minutes Recorder – Kimberly Cockrell, Town Clerk/Finance Officer

I. Mayor Dennis Anton brought the meeting to order. Minister Samuel Lilley, Water/Wastewater ORC, offered the prayer. Mayor Dennis Anton welcomed everyone to the meeting.

II. Adopt Agenda

Mayor Dennis Anton asked for a motion to adopt the agenda with the inclusion of the following items: Item V-D: Finance Officer-Backhoe Rental Invoice, Item V-G: Supervisor Report and Item VII-F-New Business: Letter Regarding Hwy 64 Traffic Signal in Town of Jamesville. Commissioner Willis Williams made the motion to adopt the agenda with the additions. Commissioner Mary Allen seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

III. Approval of Minutes

Commissioner Rachel Craddock moved to approve the following minutes as presented. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

- Regular Board Meeting & Closed Session – August 9, 2021
- Special Meeting – August 16, 2021

IV. Public Comments

1. Mr. William C. Moore, Jamesville resident, commented he wanted to sit in and become more aware of what's going on in the Town. The Board thanked Mr. William Moore for attending and welcomed him to the meeting.

V. Reports

A. Mayor

1. Mayor Dennis Anton read a thank you letter received from NERSBA for the recent ad contribution to the yearbook. Commissioner Carolyn Martin commented the crepe myrtles trees (purchased by the Town) and planted by NERSBA at the cemetery were doing well.

B. Water/Wastewater Report - Samuel Lilley

1. Mr. Samuel Lilley reported the month had been a productive one, with a lot going on. Mr. Samuel Lilley continued to say Staff had been called out at night because of an accident

that caused damaged to a manhole within the city limits. A repaired bar screen was ready to be put in. The plan was to start on the sledge scraper next. Some things on the agenda for a long time were starting to get done. Mr. Samuel Lilley encourage Board Members when receiving complaint to let citizens know staff was busy trying to get things caught up. However, they were having to prioritize to address unforeseen issues, i.e. equipment breakdowns, run the day to day operations, while having a continued focus on getting caught.

C. Public Works Report

1. Optimistically, Mr. Robert Cockrell reported everything was good. Commissioner Rachel Craddock asked for a prognosis on the asphalt. To which Mr. Robert Cockrell responded, about a month. Adding, there was a lot to get done. Commissioner Mary Allen expressed appreciation for all the hard work being done. Especially, the repair work done because of a leak on or near her property.

D. Finance Officer - Kimberly Cockrell

1. Financial Statements – August 2021
Finance Officer Kimberly Cockrell presented the Financial Reports for August 2021.
2. Budget Amendment(s) – None
3. Backhoe Rental Invoice
Finance Officer Kimberly Cockrell provided an invoice from Sunbelt Rentals for the rental of a backhoe in the amount of \$1,410.60 for the Board’s approval. Commissioner Larris Tolson made the motion to pay the invoice from Sunbelt Rentals. Commissioner Mary Allen seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

E. Mid-East

1. Commissioner Rachel Craddock reported the Mid-East Commission Board had a meeting scheduled for Thursday, September 16, 2021 by Zoom.

F. Planning Board

1. None

G. Supervisor Report

1. Commissioner/Employee Supervisor Willis Williams reported Staff was doing a good job and working together as a team. Cautions were being taken to prevent over exposure to heat. The month of August 2021 had record high levels. With the backhoe being down, many tasks were being done manually. Commissioner/Employee Supervisor Willis Williams stated the Town’s new hire had a lot of skills, which allowed a lot of neglected things to be done in-house. Adding, the equipment was deteriorating. Staff was doing a superb job even with the heat and while learning how to use the new patching material. It was now known that a storage place was needed for the asphalt because it must be maintained at a constant temperature. NCRWA (NC Rural Water Association) was putting together a list of set scheduling. Commissioner/Employee Supervisor Willis Williams reiterated the sentiments of Water/Wastewater ORC Samuel Lilley that it would be helpful to let the public know that staff was trying to address issues in a timely manner. Commissioner/Employee Supervisor Willis Williams commented he neglected to get prior approval from the Board to allow Employee Wayne Thomas to come in one hour earlier for grass cutting, due to the heat. Stating, others were supervising Employee Wayne Thomas. Staff was working to increase productivity in certain areas by creating ways things which were currently requiring two people can be done by one.

Commissioner Rachel Craddock asked about the possibility of hiring/contracting part-time help to assist with mowing grass. Commissioner/Employee Supervisor Willis Williams was in agreement and suggested this be added to the budget for next year.

VI. Old Business

A. Water/Sewer Ordinance Enforcement

1. Town Clerk/Finance Officer Kimberly Cockrell provided the monthly customer cut-off report for consideration by the Board, in accordance to Water/Sewer Ordinance #81-Enforcement section. Commissioner Rachel Craddock made the motion to approve the September 2021 customer cut-off list for delinquent accounts as normal. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

B. Zoning Ordinance 160D Update

1. Mayor Dennis Anton asked Mid-East Commission Executive Director Bryant Buck to talk about the Zoning Ordinance 160D updates (*Note: For informational purpose – shown in previous minutes as 160A updates*). Two contracts were presented for consideration of the Town Board.

1. Planning and Zoning Administration Services Contract (7/1/21-6/30/22)

Executive Director Bryant Buck explained under this contract, Mid-East would work on a retainer for Zoning updates/revisions on an hourly basis for a not to exceed amount of \$10,000.00. Adding, without this contract Mid-East would provide technical assistance, guidance and do whatever possible to assist the Town.

2. Planning and Zoning Administration Services Contract 9/13/21-12/13/2021)

Executive Director Bryant Buck commented this contract was for rezoning. Mid-East would create a new zoning district named Agriculture Residential – MH (Mobile Homes) within the ordinance for mobile homes, stick built construction and modular home. Acting upon the desire of the Town Board, this would provide for the orderly development of placement of mobile homes in the Town of Jamesville.

Mid-East had emailed a copy of the 160D updates for the review by the Board, with highlights noting the updates/revisions. Executive Director Bryant Buck continued to say 160D update was an unfunded mandate from the state. Along with this unfunded mandate was the requirement for a land use plan and map to show the projected future direction of growth for a town or county by next year – July 1, 2022. Currently, the Town of Jamesville, along with all municipalities within the county, fall under the Martin County land use plan adopted several years ago. While the Town may still work within the county's land use plan, the 160D updates suggest each local government create a more specific plan for themselves. Executive Director Bryant Buck used the Town of Chocowinity as an example of a town which had created its own land use plan. The creation of a standalone land use plan would cost more compared to being included in the county's.

Commissioner Rachel Craddock questioned why the mobile home rezoning was not included as part of the 160D updates. Executive Director Bryant Buck responded the focus was on the getting the 160d updates done. The mobile home rezoning was a large scale rezoning and was more than anticipated for the 160D. The contract with the proposed fee of \$3,500.00 was for the large scale rezoning. Commissioner Rachel Craddock asked for consideration for a better price. Executive Director Bryant Buck commented he would look at cost cuts, such as sharing the workload with the Town. Suggesting, there may be grant monies or other funding to offset costs.

Town Clerk/Finance Officer Kimberly Cockrell repeated what had been stated for clarification and asked the Board for consent to publish notice of a public hearing for the updated Zoning Ordinance to be held on October 11, 2021. Two notices would be

advertised for the scheduled public hearing on the Zoning Ordinance amendments, as required by NC General Statute.

Commissioner Larris Tolson made the motion to publish notice of the public hearing as requested. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

Commissioner Willis Williams made the motion to proceed with the Planning and Zoning Administration Services Contract (7/1/21-6/30/22) for zoning updates/revisions and the Planning and Zoning Administration Services Contract (9/13/21-12/13/21) for the large scale rezoning for mobile homes, subject to negotiations.

Commissioner Willis Williams made the motion to recommend a Zoning/Planning Board meeting to discuss the Zoning Ordinance, due to the 160D updates and proposed changes. Commissioner Rachel Craddock seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

C. Hardison Drive – Sink Hole

1. Town Clerk/Finance Officer Kimberly Cockrell commented as previously stated, Mr. John Cox was extremely backed up and had given an estimated wait time of about two months before work could begin. (At the July 12, 2021, Town Clerk/Finance Officer Kimberly Cockrell presented and the Board approved what had been described by Cox as a worse-case-scenario quote of \$30,750 to repair the Hardison Drive sink hole.) During the August 9, 2021, the Board voted unanimously to stay with the current bidder. Commissioner Rachel Craddock suggested in the meantime, contact Wastewater Technician Dwight Lancaster, NCRWA for the names of companies who were available and would be willing to fix issues of this nature at the same price quoted.

D. RPZ Backflow Preventer WWTP

1. Town Clerk/Finance Officer Kimberly Cockrell commented the backflow preventer at the Wastewater Treatment Plant was still leaking. Mr. Samuel Lilley has been in communication with Mr. Buddy Futrell, who needed the specifications for the unit. According to Mr. Samuel Lilley, the parts were hard to find due to the age of the equipment.

E. NCDEQ Additional Funding for Water Plant

1. Town Clerk/Finance Officer Kimberly Cockrell commented there was not any new information to report at this time. This item was placed on the agenda as an ongoing item of interest.

F. USDA Community Facilities Program

1. Town Clerk/Finance Officer Kimberly Cockrell stated Ms. Kim Daniels, of USDA hoped to receive documents back from the attorney within the next 10 days. Contractors have equipment ready for delivery and have been asked to hold all equipment until the transaction has been finalized and checks can be written.

VII. New Business

A. Resolution to clarify Designation of Mobile Homes in Jamesville

1. Town Clerk /Finance Officer Kimberly Cockrell explained the following resolution was created to clarify previous minutes concerning the designation of mobile homes in the Town of Jamesville for approval by the Board. Commissioner Larris Tolson made the motion to approve the resolution as written. Commissioner Rachel Craddock seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

RESOLUTION TO CLARIFY DESIGNATION OF MOBILE HOMES IN THE TOWN OF JAMESVILLE

WHEREAS, on August 26, 2019 at its Regular Board Meeting, the Town of Jamesville Zoning/Planning Board reviewed and voted unanimously to recommend that the Jamesville Town Board designate the area on the west-end of Main Street in the area of Astoria Road for mobile homes; and

WHEREAS, at the September 9, 2019 Regular Board Meeting, the Town Board reviewed and voted unanimously to adopt the recommendation of the Town of Jamesville Zoning/Planning Board regarding mobile homes and have Mid-East Commission update the ordinance; and

WHEREAS, The Town Board by this resolution clarifies the designated subdivision area (formerly called the Herringbone Estate) that begins on the west-end of Main Street at Circle Drive and extends to the area of Astoria Road and applies to Class A, Class B, and Class C Mobile Homes (see Zoning Ordinance for definition of mobile home classes.); and

WHEREAS, the Town Board, within its authority (NC G.S. §160A-383.1), deems it appropriate and in the best interest of the citizens of the Town of Jamesville to designate the proposed area for Class A, Class B, and Class C mobile homes.

NOW BE IT RESOLVED, the Jamesville Town Board adopts the Resolution to Clarify the Designation of Mobile Homes in the Town of Jamesville as described, and a copy of the resolution shall be recorded in the minutes of the meeting.

Adopted the 13th of September 2021.

Dennis Anton, Mayor

Attest:

Kimberly Cockrell, Town Clerk

B. Core & Main – Fire Hydrant Quote

1. A bid proposal/quote for the fire hydrant assembly from Core & Main in the amount of \$3,739.15 was provided for approval by the Board. Town Clerk/Finance Officer Kimberly Cockrell explained the proposal was for new parts for a fire hydrant and valve to have on hand. Adding, all parts needed to replace a fire hydrant and valve was included in the quote. Commissioner Larris Tolson made the motion to move forward with the purchase. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes – 0 Nays. Commissioner Willis Williams added an inventory was being done, which may reveal excess equipment in some areas. Town Clerk/Finance Officer Kimberly Cockrell added ARPA monies can be used for the purchase of the parts for the fire hydrant and valve.

C. Clark Power Services – Marco Generator Annual Service Quote

1. The Town received a preventive maintenance agreement from Clarke PowerGen for the emergency standby generator at Marco. Three options were given for a 12-month period maintenance. The Board took discussion. Water/Wastewater ORC Samuel Lilley commented while the generator at the Marco facility needed servicing, he stated the big generator at the

Water Plant was very important and recommended it be serviced as well. The generator at Marco was last serviced in 2016. Staff had also taken the Water Plant generator for service. The maintenance provider that services the Water Plant generator was no longer in business. The nearest service provider at this time would be Wilson, NC. Town Clerk/Finance Officer Kimberly Cockrell added ARPA monies can be used to purchase generators. Noting, the state sold generators for surplus.

The Board decide by consensus to table the agenda item until the next meeting to allow time to research the possibility of Clarke PowerGen servicing both generators and offering a bundle discount for preventive maintenance. Also, research was to be done on surplus generators sold through state contractors.

D. 2020 Certified Population Estimates – NC Office of State Budget & Management

1. A email with the provisional population estimates was received from the NC Office of State Budget & Management. Town Clerk/Finance Officer Kimberly Cockrell express concern because the 2010 population amount of 481 was decreased in the 2020 estimates to 422. Adding, many residents had commented on not being approached or notified about the 2020 Census. The Board took discussion. The COVID-19 pandemic environment was mentioned as a possible reason for the decrease. Also, the fact that many do not realize the importance of participating in the census process and the affect the census has on funding for the Town. (The annual certified population estimates for municipalities and counties will be used in the distribution of shared revenues to local governments.) Mid-East Commission Executive Director Bryant Buck stated there would be a presentation on the 2020 Census figures at the Mid-East Board meeting scheduled for Thursday. Suggesting, Commissioner Rachel Craddock, a Mid-East Board member could ask questions at that time.

E. UPS New Account – State Contract Pricing

1. After calling and receiving census for the Town Board to proceed, Town Clerk/Finance Officer Kimberly Cockrell looked into the options available for pickup delivery service. Presently, the nearest pickup deliveries location is Washington, NC. Town Clerk/Finance Officer Kimberly Cockrell explained documents for the Water Plant and the Wastewater Plant grant funding have to be returned by UPS or FedEx. The ability to establish an account with state contracting pricing would be beneficial to the Town. Commissioner Larris Tolson made the motion to ratify the action. Commissioner Carolyn Martin seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

F. Letter Regarding Hwy 64 Traffic Signal in Town of Jamesville

1. Town Clerk/Finance Officer Kimberly Cockrell discussed being approach by Town resident Steven Stone regarding a near missed accident with a tractor trailer speeding through the Hwy 64 traffic signal in the Town of Jamesville on a red light. Mr. Steven Stone wanted to know what could be done. Mr. Steven Stone talked to Mr. Jason Davidson, NCDOT, who in turn contacted the Town asking for a letter of support to go on the west end and install another caution light. Secondly, Mr. Jason Davidson suggested installing a stop light with a sensor. The sensor would not allow the light to change until it senses all vehicles have cleared the light or stopped. Commissioner Carolyn Martin suggested installing Automated License Plate Reader Cameras for ticketing red light and speed violators. Commissioner Rachel Craddock also suggested installing rumble strips on both sides. Mid-East Commission Executive Director Bryant Buck suggested soliciting a letter of support from the Mid-East RPO.

Commissioner Willis Williams made the motion to create a letter of support for all suggestions mentioned above. Commissioner Carolyn Martin seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

VIII. Closed Session – N C G. S. §143-318.11(a) (6) Personnel

Around 8:33 p.m., Commissioner Larris Tolson made a motion to enter Closed Session in pursuant of NC G.S. §143-318.11(a) (6) Personnel. Commissioner Mary Allen seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

Around 8:41 p.m., Commissioner Larris Tolson made the motion to end Closed Session in pursuant of NC G. S. §143-318.11(a) (6) Personnel. Commissioner Mary Allen seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

Open Session – No Action Taken

IX. Board Comments

1. Commissioner Carolyn Martin commented celebrating the time when masks could be removed and sadly, how the new variant had created the need to wear mask again. Commissioner Carolyn Martin questioned if there were any black masks left at the Town Hall for distribution. Town Clerk/Finance Officer Kimberly Cockrell responded there were some masks left from the original purchase and that it was up to the Board whether to place another order. Commissioner Willis Williams spoke of the increase in COVID-19 cases in Martin County alone within such a short time.
2. Commissioner Larris Tolson recommended adding the 2021 Christmas Party to the next agenda.

X. Adjourn

Commissioner Mary Allen moved to adjourn at 8:44 p.m. Motion unanimously passed. 5 Ayes – 0 Nays.

Respectfully submitted by:
Kimberly Cockrell,
Town Clerk/Finance Officer