

TOWN OF JAMESVILLE
MONTHLY BOARD MEETING 10/11/2021
MINUTES

The following is an account of the minutes taken at the Regular Monthly Board Meeting held between 7:00 p.m. & 8:57 p.m. on 10/11/2021 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. Commissioner Willis Williams offered the prayer.

II. Adopt Agenda

Mayor Dennis Anton asked for a motion to adopt the agenda with the inclusion of the following item: Item VIII-G: Town Christmas Party. Commissioner Willis Williams made the motion to adopt the agenda with the added item. Commissioner Carolyn Martin seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

III. Public Hearing – Zoning Ordinance 160D Update

Around 7:05 p.m., Commissioner Larris Tolson made the motion to open the Public Hearing for the Zoning Ordinance 160D Update. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

In pursuant of NC G.S. §160D-601(a), the Zoning Ordinance amendment public hearing was duly advertised in the Williamston Enterprise. The proposed text amendment to the Zoning Ordinance were updates required for compliance with NC G.S. 160D.

Public Comments – None

Commissioner Willis Williams commented this was a really good document. The Town of Jamesville was fortunate to have it. Adding, even though there has been opposition to zoning, having zoning basically allows the Town to be neighborly.

Around 7:07 p.m., Commissioner Mary Allen made the motion to close the Public Hearing for the Zoning Ordinance 160D Update. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

IV. Approval of Minutes

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

- Regular Board Meeting & Closed Session – September 13, 2021

V. Public Comments

1. None

VI. Reports

A. Mayor

1. None

B. Water/Wastewater Report - Samuel Lilley

1. Mr. Samuel Lilley commented the items he wanted to talk about for the Water/Wastewater department would be discussed later on the agenda.

C. Public Works Report- Robert Cockrell

1. Mr. Robert Cockrell reported some street patching had been done and more asphalt needed to be ordered. New street signs had been installed and more signs were needed. While on call for the weekend, Mr. Robert Cockrell stated he fixed an alternator and exhaust leak on the Ford F350 and the tires needed to be replaced. One of the Marco pumps broke down. An extra pump had been left at the time of construction and was used to replace the failed pump. As a result, there were two working units at the Marco pump station. Mr. Robert Cockrell commented it would be up to the Board whether to refurbish or rebuild the pump that was replaced. Commissioner Larris Tolson made the motion to refurbish the (2014) pump or purchase a new pump for the Marco Pumping Station as a backup. Commissioner Rachel Craddock seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

As previously requested, Mr. Robert Cockrell reported the estimated cost for the Well #2 roof repairs would cost approximately \$1,000, which would cover the cost to replace the tin and rotten wood. Staff would provide the labor.

Mr. Robert Cockrell asked the Board to consider including in next year's budget the expense to repair the F3000 tractor. A battery had been bought. However, there seemed to be an electrical problem causing a fuse to blow.

Mr. Robert Cockrell requested the purchase of a tamper. After the Board discussed the matter, Commissioner Larris Tolson made the motion to approve up to \$1,000 to purchase a 12 x 12 tamper for street repairs. Commissioner Rachel Craddock seconded. Motion unanimously passed. 5 Ayes - 0 Nays. Finance Officer Kimberly Cockrell would check to see if Powell Bill monies could be used for this purchase.

Commissioner Willis Williams commented on making the shop climate controlled for the storage of asphalt. Mr. Robert Cockrell commented the cost would be minimum for the installation and rubber sealing. Heating and cooling would be needed to control the temperature in the winter (60 degrees) and summer (70-75 degrees). Commissioner Carolyn Martin offered the use of a spare window unit she owned. The Board took discussion on the heating and cooling needed. Armstrong and Bowen Heating & Air were suggested possible vendors to inquire about quotes on a heating and cooling combination unit. Commissioner Larris Tolson made to motion to pursue whatever would be needed to make the shop climate controlled for the storage of asphalt. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

D. Finance Officer - Kimberly Cockrell

1. Financial Statements – September 2021

Finance Officer Kimberly Cockrell presented the Financial Reports for September 2021.

2. Budget Amendment(s)

Commissioner Willis Williams made the motion to approve GF Budget Amendment #3 as shown below. Commissioner Carolyn Martin seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

Budget Amendment FY 2021-2022		
GF BUDGET AMENDMENT #3 – 10/11/2021		
	CREDIT	DEBIT
1039300 Appropriated Fund Balance	\$3,700.00	
1040190 Capital Outlay		\$3,700.00
	\$3,700.00	\$3,700.00
**For the purchase of F550 truck, backhoe, & sidecutter		

E. Mid-East

1. Commissioner Rachel Craddock reported at the Mid-East Commission Board monthly meeting, gentlemen for Raleigh, NC explained the 2020 Census data. Apparently, for a lot of people, particularly Martin County, the cause of the problem were individuals such as college students and nursing home residents, who had not been counted. It appeared they had been omitted because they were at home last year due to the pandemic, whereas they might normally have been somewhere else. The plan was to go back to the colleges, nursing homes, etc. to see if it had make a difference. During the Mid-East Commission Board meeting, those not satisfied with the results were encourage to let the presenters know and the results would be investigated. Commissioner Rachel Craddock stated it was up to the Town Board to decide to reexamine the 2020 Census results. Commissioner Willis Williams made the motion to contact the Mid-East Commission about checking the Town of Jamesville numbers for the 2020 Census. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

F. Planning Board

1. Planning Board Chairperson Delsie Williams reported the Zoning/Planning Board met on September 27, 2021 to discuss the proposed Zoning Ordinance 160D updates.

VII. 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 Willis Williams made the motion to approve the October 2021 customer cut-off list for delinquent accounts as normal. Commissioner Carolyn Martin seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

B. Hardison Drive – Sink Hole

1. Town Clerk/Finance Officer Kimberly Cockrell commented Mr. John Cox had stated although still busy, work should begin by the end of October 2021/beginning of November 2021, unless something major came up. (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.)

C. RPZ Backflow Preventer WWTP

1. Mr. Samuel Lilley explained the backflow preventer keeps contaminants out of the water system at the Wastewater Treatment Plant. Adding, the system valve had been closed to keep from contaminating the system. Mr. Samuel Lilley had talked with Mr. Buddy Futrell about two weeks ago at the Wastewater Treatment Plant. Information needed had been obtained by Mr. Buddy Futrell. It was determined that the current RPZ backflow preventer could not be repaired and would have to be replaced. Mr. Samuel Lilley explained due to the age of the equipment, compatible parts would have to be found and substituted. At the time of the meeting, a quote expected by email from Mr. Buddy Futrell had not been received.

D. USDA Community Facilities Program – Approval for Backhoe/Closing Costs/Fees

1. Town Clerk/Finance Officer Kimberly Cockrell commented Ms. Kim Daniels, of USDA had provided closing instructions for the USDA Community Facilities Program loan/grant purchases for the F550 truck, tractor with loader/backhoe and hydraulic boom mower. If the Town was in agreement, the loan/grant could be closed preferably Thursday, October 14, 2021 at 2 p.m. The meeting was to take place at the attorney’s office in Washington, NC and would need the Mayor and Town Clerk present. Loan/grant funds were to be deposited into a trust account entrusted to Town Attorney Evan Lewis for distribution to the contractors. Town Clerk/Finance Officer Kimberly Cockrell continued to explain there would be an additional cost (\$1,302.74) associated with the backhoe, due to a slight change in the equipment attachment. Also, all closing costs i.e. recording costs, legal fees and DMV cost, recording of the Financial Statement with the Secretary of State were to be available at the time of closing. All potential costs had been included in the budget amendment approved earlier.

E. Zoning Ordinance 160D Update Adoption

1. Commissioner Larris Tolson made the motion to officially adopt the Zoning Ordinance 160D updated document as presented. Commissioner Rachel Craddock seconded. Motion unanimously passed. 5 Ayes - 0 Nays. *(Due to the size of the document, it was entered into these minutes by title reference and date “The Town of Jamesville North Carolina Official Zoning Ordinance, Adopted April 10, 2016, Amended/Updated October 11, 2021”.)*

VIII. New Business

A. Shop@ Water Plant – Climate Controlled

1. This item on making the shop climate controlled for the storage of asphalt was discussed and approved earlier on the agenda by the Town Board during the Public Works Report.

B. Asphalt

1. Mr. Robert Cockrell had mentioned during the Public Works Report the need for more asphalt to patch potholes. The amount currently on hand was reported. The Town Board took discussion on deteriorating conditions of some of the streets in the Town, the causes, and potential long range plans as a solution, as well.

Areas of Concern:

- Crumbling streets.
- The need to build-up portions that were collapsing.

- Locate water pipes under streets which may be causing the streets to deteriorate.
- Surface water on streets
- Beavers building dams causing drainage/flooding issues

Potential Areas to Pursue:

- Start looking into street infrastructure grants.
- Form a committee & put pressure on County Commissioners to get involved.
- Petition the State to share the cost to repair state owned streets within the Town.
- Approach NC Wildlife about sharing cost on roads in town heavily used by them (Town to Sewer Plant/unloading dock).
- Negotiate with Barnhill to purchase a ton or two tons of asphalt for pothole patching.

Commissioner Larris Tolson made the motion to purchase a pallet of Aquaphalt pothole repair. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

C. 2021 Building Resilient Infrastructures Communities Grant Application

1. Town Clerk/Finance Officer Kimberly Cockrell provided information received from the NC Department of Health and Human Services on the Low Income Household Water Assistance Program (LIHWAP). The Consolidated Appropriations Act, 2021 (CAA) enacted on December 27, 2020, and the American Rescue Plan of 2021 (ARPA) enacted on March 3, 2021, provided funds for the establishment of a new emergency water and wastewater assistance program. Town Clerk/Finance Officer Kimberly Cockrell explained the program would require the Town to sign a contract. Presently, little was known about the specifics of the program. Commissioner Rachel Craddock, a Martin County Department of Social Services Board member suggested not getting involved. Town Clerk/Finance Officer Kimberly Cockrell added funds from the HOPE program were still being received at the Town Office. (The Housing Opportunities and Prevention of Evictions (HOPE) program provides rent and utility assistance to low-income renters experiencing financial hardship due to the economic impacts of COVID-19.) Commissioner Larris Tolson made the motion to table the 2021 Building Resilient Infrastructures Communities Grant Application agenda item. Commissioner Rachel Craddock seconded. Motion passed. 4 Ayes - 1 Nays. Commissioner Willis Williams stated his opposition to the motion. Explaining, this program was for those who fall between the cracks. Describing himself as a person in favor of the downtrodden, Commissioner Willis Williams commented he would examine the program again.

D. Mayor’s Meeting – November 4, 2021

1. Mayor Dennis Anton stated he would not be able to attend the Mayor’s Meeting scheduled for November 4, 2021 and asked Mayor Protem/Commissioner Willis Williams if he would attend. Mayor Protem/Commissioner Willis Williams responded he would and invited others to attend as well. Although the meeting was titled “Mayor’s Meeting”, the meeting was opened to Mayors/Administrators/Clerks. The Board agreed by consensus that Mayor Protem/Commissioner Willis Williams would attend.

E. Marco Pumping Station – Repairs

1. Commissioner Larris Tolson made the motion to approve the payment of Items 1 & 3 below (description listed) for the emergency repairs at the Marco Pumping Station as well as the quote to replace the variable frequency drives. Commissioner Mary Allen seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

1. Two (2) New Starters – East Carolina Supply – \$709.52
2. Quote to Replace Variable Frequency Drives – PDA (Pete Duty & Associates, Inc.) – \$3,040.00

Mr. Samuel Lilley commented the variable frequency drives were designed to protect the pump. The VF drives would slow the motor down to a variable speed to keep the motor from burning up. Mr. Samuel Lilley reported trashed (i.e. sticks and rocks) had been dumped into the wet well and couldn't be removed with a net. Bennie A. Moore Septic Tank Service was hired to pump out the wet well. The starters were purchased to use as a temporary fix to keep the pump going even if inspected. Efforts to secure the manholes were discussed briefly.

3. Emergency Pump Out Pumping Station (Marco) – Bennie A. Moore - \$2,500.00

F. Christmas Parade

1. Town Clerk/Finance Officer Kimberly Cockrell commented Bear Grass Charter School Band Director had inquired about the Jamesville Christmas Parade. The Board took discussion. Commissioner Carolyn Martin suggested the band put on a mini concert on the ballfield instead of having a parade on the 1st Sunday in December. All agreed volunteers were needed in order for the parade to take place. Commissioner Carolyn Martin volunteered to help with calls, if the parade took place. Commissioner Rachel Craddock made the motion to put on the water bill and Facebook a statement asking for volunteers to help organize the parade, with a deadline date of October 29, 2021 to respond. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

G. Town Christmas Party

1. After discussion, the Board decided by consensus to check on the availability of the Shamrock Restaurant for the Town Christmas party on Thursday, December 2, 2021 or Monday, December 6, 2021 at 7 p.m. An open menu was to be requested, with a choice of chicken, seafood or prime steak as well as sides to choose from.

H. Insurance Settlement-Damage to Manhole by Third-Party

1. As requested by Town Clerk/Finance Officer Kimberly Cockrell, the Board approve by consensus to add this item to the agenda. Town Clerk/Finance Officer Kimberly Cockrell explained to the Board the results of the insurance claim for the accident of Highway 64 in the Town one night in September 2021. A manhole was hit, debris entered the manhole and some concrete was damaged. An adjuster from the insurance company came out and appraised the damage at a little over \$2,800. The insurance company planned to use an environmental company to remove the debris from the manhole. The concrete would be fixed and manhole resealed. Town Clerk/Finance Officer Kimberly Cockrell commented the Town may be required to pay a \$1,000 deductible upfront until the monies could be recovered from the third party. Adding, any expenses the Town incurred during the night of the accident such as employee overtime, equipment use, anything used that night could be filed as part of the insurance claim as well.

Commissioner Willis Williams made the motion to pay the \$1,000 deductible. Commissioner Carolyn Martin seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

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

Around 8:41 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 8:49 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

Commissioner Willis Williams made the motion to approve an employee's request for a medical leave of absence, starting November 30, 2021 until recovery. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

X. Board Comments

1. Commissioner Carolyn Martin inquired about a new business in a former daycare facilities and asked if proper procedures had been followed. Town Clerk/Finance Officer Kimberly Cockrell responded that the business was a tutoring school and assured the Board the business had come through the Town Zoning Administrator, the Planning Board Chairperson had been notified and fees were paid before business began.
2. Commissioner Rachel Craddock reported that NERSBA was holding a reverse auction on Saturday, October 16, 2021. The tickets were \$50, which included a meal and the auction.
3. Commissioner Larris Tolson commented on a house in Town with a yard full of cars and half of the cars were without tags.

XI. Adjourn

Commissioner Mary Allen moved to adjourn at 8:57 p.m. Commissioner Carolyn Martin seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

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