

TOWN OF JAMESVILLE
MONTHLY BOARD MEETING 11/08/2021
MINUTES

The following is an account of the minutes taken at the Regular Monthly Board Meeting held between 7:00 p.m. & 9:07 p.m. on 11/08/2021 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
- Carolyn Martin - Commissioner
- Mary Allen – Commissioner

Absentee

- Larris Tolson - Commissioner

Minutes Recorder – Kimberly Cockrell, Town Clerk/Finance Officer

I. Mayor Dennis Anton brought the meeting to order. Commissioner Willis Williams offered the prayer. Mayor Dennis Anton welcomed all guests to the meeting. Mayor Dennis Anton acknowledged the presence of Mayor-Elect Craig Allen Tucker and extended a welcome.

II. Adopt Agenda

Commissioner Rachel Craddock made the motion to adopt the agenda as presented. Commissioner Willis Williams seconded. Motion unanimously passed. 4 Ayes – 0 Nays.

III. Approval of Minutes

Commissioner Willis Williams moved to approve the following minutes as presented. Commissioner Carolyn Martin seconded. Motion unanimously passed. 4 Ayes - 0 Nays.

- Regular Board Meeting & Closed Session – October 11, 2021

IV. Public Comments

1. None

V. Reports

A. Mayor

1. None

B. Water/Wastewater Report - Samuel Lilley

1. Mr. Samuel Lilley reported the month had been very productive. The fire hydrant on Astoria Road was repaired/replaced. A leak was fixed on Corey Drive. Staff had started to inspect backflow preventers. The Marco 1” backflow preventer inspected by Williams Sprinkler did not pass inspection. Williams Fire Sprinkler quoted a cost estimate of \$847.00 to inspect and repair the Marco backflow preventer. Mr. Samuel Lilley commented on consulting with Mr. Mike Houston, one of the Town’s representative at the NC Rural Water Association, concerning the repair. Reportedly, Mr. Mike Houston referred an

individual (Mr. Avery), who was responsible for inspecting over 425 backflow preventers and came highly recommended. On November 2, 2021 after inspection, a quote of \$287.00 to inspect and repair the Marco backflow preventer was given, if the valve body has not frozen or expanded. Mr. Samuel Lilley sought approval from the Board to proceed with the lowest quote. Mr. Samuel Lilley continued to say the backflow preventer on Astoria Road has been failing. Quotes were requested and received from Williams Fire Sprinkler (\$18,791.00) and Futrell's Plumbing (\$22,650.00) to repair the 4" backflow preventer on Astoria Road. Later a representative from NCRWA examined the Astoria Road preventer. It was determined that a 2" backflow preventer would be sufficient for the Town's needs and recommended replacing the 4" backflow preventer with the smaller one, for cost and efficiency purposes. Mr. Samuel Lilley agreed with the assessment. Mr. Samuel Lilley asked for more time to secure a quote from Mr. Danny Trout, of Goldsboro, who also came highly recommended by NCRWA for repairs on the backflow preventer on Astoria Road. Commissioner Carolyn Martin made the motion to approve the lowest bidder to inspect and repair the backflow preventer at Marco. Commissioner Rachel Craddock seconded. Motion unanimously passed. 4 Ayes – 0 Nays.

C. Public Works Report- Robert Cockrell

1. Mr. Robert Cockrell reported plans were to fixed a leak on Stewart Street tomorrow. Mr. Robert Cockrell continued to say his second Wastewater exam was scheduled for December 9, 2021 and he planned to take his C-Well exam on February 24, 2022. NERSBA had asked for the Town's compost (the leaves and pine straw normally picked up on the streets and taken to the Martin County Landfill). Comments from the Board seemed to agree the Town and NERSBA would benefit from this exchange. Mr. Robert Cockrell reported the street right-a-ways were being cut back to allow better visibility. All street signs on hand had been installed. Mr. Robert Cockrell requested permission to replace a broken vise and to have the white Ford F150 aligned because the front tires, which had been recently purchased, were prematurely wearing out. It was the general consensus of the Board that the vise and align could be covered under the discretionary funds and did not need further approval by the Board. It was reported that Core Main was to deliver the new pump for Rivers Edge tomorrow. A company out of Ahsokie was to pick up the Marco pump for a repair estimate. The pump being picked up had failed and had been replaced with the spare pump.

Commissioner Carolyn Martin inquired about the status of the sale of the Marco Building. Town Clerk/Finance Officer Kimberly Cockrell commented the Marco Building had been sold and the space was being rented out. Commissioner Willis Williams commented the lack of an industrial park was working against the Town and suggested requesting assistance from Martin County Economic Development and Martin County (Commissioners) to get businesses in the Marco Building to help the Town grow.

D. Finance Officer - Kimberly Cockrell

1. Financial Statements
Finance Officer Kimberly Cockrell presented the Financial Reports for October 2021.
2. Budget Amendment(s)
Commissioner Willis Williams made the motion to approve GF Budget Amendment #4 & #5 and W/S Budget Amendment #2 as shown below. Commissioner Mary Allen seconded. Motion unanimously passed. 4 Ayes - 0 Nays.

BUDGET AMENDMENT FY 2021-2022

GF BUDGET AMENDMENT #4 - 11/8/2021

	<u>CREDIT</u>	<u>DEBIT</u>
1040129 Miscellaneous		\$70.00
1040124 Office Supplies		\$1,452.00
1040149 Diesel		\$750.00
1039300 Appropriated Fund Balance	\$2,272.00	
	<u>\$2,272.00</u>	<u>\$2,272.00</u>

***Amendment is for allocation of recovery of files from hard drive that failed, Diesel for the F550 truck/Kubota Backhoe and Memorial donation for "In Memory of" Commissioner Craddock's sister.

GF BUDGET AMENDMENT #5 - 11/8/2021

	<u>CREDIT</u>	<u>DEBIT</u>
1040129 Miscellaneous		\$600.00
1039300 Appropriated Fund Balance	\$600.00	
	<u>\$600.00</u>	<u>\$600.00</u>

***Amendment is for allocation of Christmas parade expenses

W/S BUDGET AMENDMENT #2 - 11/8/2021

	<u>CREDIT</u>	<u>DEBIT</u>
3071735 Diesel (S)		\$375.00
3071435 Diesel (W)		\$375.00
3071724 Office Supplies (S)		\$726.00
3071324 Office Supplies (W)		\$726.00
3039300 Fund Balance Appropriated	\$2,202.00	
	<u>\$2,202.00</u>	<u>\$2,202.00</u>

***Amendment is for Diesel needed for F550/Kubota backhoe and for recovery of files from hard drive that failed.

3. Hard Drive Recovery Expenses

1. Town Clerk/Finance Officer Kimberly Cockrell presented for formal approval two invoices from Secure Data in the amount of \$2,902.15 for the hard drive recovery expenses. The Board had previously approved by consensus. Commissioner Rachel Craddock made the motion to approve the Secure data invoices. Commissioner Willis Williams seconded. Motion unanimously passed. 4 Ayes - 0 Nays.

4. Computers at Town Hall

1. Town Clerk/Finance Officer Kimberly Cockrell reported all files on the older 2013 Dell computer had been uploaded to a laptop purchased by the County for the Town in 2021 with COVID-19 funds. The older computer had been moved to the back of the Town Hall. Adding, another hard drive upgrade could be purchased and installed for use, if the Board desired. Town Clerk/Finance Officer Kimberly Cockrell stated the Town now had three backup processes – automatic to the cloud, another external hard drive and a flash drive. The Board commended Town Clerk/Finance Officer Kimberly

Cockrell on her work ethics and cost saving mindset, while encouraging her to do what was necessary to keep the Town's technology up to speed for efficiency and time management.

E. Mid-East

1. Commissioner Rachel Craddock reported the Mid-East Commission Board monthly meeting was scheduled for November 18, 2021. Meanwhile, Commissioner Rachel Craddock stated she had obtained the website and telephone contact information for Mr. Michael Kline, Raleigh, NC regarding the 2020 Census data. Commissioner Rachel Craddock was told to expect a letter in December 2021 from the government telling what needed to be done to contest the count.

F. Planning Board

1. None.

VI. Old Business

A. Water/Sewer Ordinance Enforcement/October 2021 Disconnections

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. Town Clerk/Finance Officer Kimberly Cockrell explained the list was lengthy due to the CitiPak program being down and no October cutoffs had been done. Commissioner Willis Williams commented after conferring with Staff, a practice instituted 30 years ago was being put in place. Staff would be placing door hangers on the doors of those on the disconnect list informing them the deadline for cutoffs was until 12 noon Monday, November 15, 2021. Commissioner Willis Williams made the motion to approve the October 2021 disconnections presented at the November 8th Board meeting. Commissioner Mary Allen seconded. Motion unanimously passed. 4 Ayes - 0 Nays.

B. Hardison Drive – Sink Hole

1. Town Clerk/Finance Officer Kimberly Cockrell gave an updated status from Mr. John Cox on the Hardison Drive – sink hole. Mr. John Cox previously stated work should begin by the end of October 2021/beginning of November 2021, unless something major came up. Town Clerk/Finance Officer Kimberly Cockrell reported she was told shortly before the Board meeting the repair would be done by the end of the week or the beginning of next week. It would take approximately one week to complete.

C. Backflow Preventers WWTP/Marco Pumping Station

1. Mr. Samuel Lilley talked about these items under Reports for Water/Wastewater.

D. USDA Community Facilities Program

1. Town Clerk/Finance Officer Kimberly Cockrell commented the hydraulic boom mower purchased under the USDA Community Facilities Program was too heavy for the Kubota tractor purchased under the same contract. Plans were to contact Ms. Kim Daniels, of USDA to see what can be done contractually to get another one that fits.

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

1. Commissioner Rachel Craddock discussed this agenda item under Mid-East Commission report.

F. Christmas Parade/School Donations/Sudan Clowns/Budget Amendment

1. Town Clerk/Finance Officer Kimberly Cockrell reported four individuals had volunteered to help with the Town Christmas Parade. The bands had already been contacted. The Sudan clowns were unavailable due to other engagements but made themselves available should there be a Herring Festival parade. Mayor Dennis Anton consented to contact those with show cars for participation. Martin County Sheriff Tim Manning also asked to be contacted regarding the parade. Town Clerk/Finance Officer Kimberly Cockrell sought the Board blessings regarding the distribution of donations usually given to the schools/bands and the ROTC. Commissioner Carolyn Martin made the motion to proceed with the Town Christmas Parade and to set aside the money for use as needed. Commissioner Willis Williams seconded. Motion unanimously passed. 4 Ayes - 0 Nays.

G. Annual Town Christmas Party – December 2, 2021 6:30 p.m.

1. At the October 11, 2021 Regular Board Meeting, two dates (December 2nd or December 6th) at the Shamrock Restaurant, 7 p.m. were unanimously approved for the annual Town Christmas Party, subject to availability. Those invited had received notice December 6, 2021 had been reserved. Town Clerk/Finance Clerk Kimberly Cockrell stated personnel at the Shamrock Restaurant discovered multiple parties had already been reserved for the same night. The Town Annual Christmas party was now scheduled at the Shamrock Restaurant in Williamston, NC on December 2, 2021 at 6:30 p.m.

H. Well #2 Roof Repair

1. The Well #2 roof repairs had been discussed during the October 11, 2021 Regular Board Meeting. However, no official action was taken to authorize proceeding. Commissioner Rachel Craddock made the motion to proceed with the necessary repairs. Commissioner Willis Williams seconded. Motion unanimously passed. 4 Ayes - 0 Nays.

I. Shop – Climate Control Quote

1. During the discussion on the shop climate control at the last regular board meeting, the Board had given Mr. Robert Cockrell permission to proceed with acquiring quotes for a heating and cooling combination unit for the shop. Bowen Heating, Air & Refrigeration, Inc. had examined the building and provided a quote (\$3,680.00). Mr. David Bowen, of Bowen HAR, Inc. recommended the Town do more extensive repairs to the shop than originally thought in order to get maximum performance from the equipment, such as rewiring the building for more power and installing a ceiling with insulation. Commissioner Willis Williams made the motion to get information and quotes from Armstrong, of Creswell for the dual unit, an electrician for the rewiring and insulation for the ceiling. Commissioner Rachel Craddock seconded. Motion unanimously passed. 4 Ayes - 0 Nays.

J. LIHWAP/Water and Wastewater Vendor Agreement

1. Town Clerk/Finance Officer Kimberly Cockrell stated the Board was asked to review and reconsider the LIHWAP/Water and Wastewater Vendor Agreement. Apparently, along with the Jamesville Town Board, there were other entities opposed to the wording of #4 of the agreement which stated “After receiving LIHWAP payment for restoration of water services, maintain services for at least 90 days.” After taking these concerns under consideration, the wording was changed to “Comply with all North Carolina laws, regulations or other requirements regarding disconnects pertaining to the supply of home drinking water and/or wastewater services for residential use”. The Board took discussion.

Town Clerk/Finance Officer Kimberly Cockrell commented there was a meeting scheduled for tomorrow on the LIHWAP funds and a link for the meeting was available for those interested in attending. Commissioner Willis Williams made the motion to adopt the agreement, contingent upon final approval by Town Attorney Evan Lewis. Commissioner Mary Allen seconded. Motion unanimously passed. 4 Ayes - 0 Nays.

K. Mayor's and Clerk's Meeting

1. Mayor Protem Commissioner Willis Williams began by stating Mayors/Mayor Protems/Administrators/Managers/Clerks had been invited to the meeting. Mayor Protem Commissioner Willis Williams continued to say initially the meeting was about the AIA funds. Going forth, the purpose of the meeting would be for collaborating and sharing information among the entities. The first meeting for 2022 was scheduled the first Wednesday in January and the first Wednesday of every quarter thereafter. There would be a minimum charge (\$10) for food/refreshments. The meetings would continue to be rotated between towns, with the Town of Robersonville hosting the January meeting. The County would facilitate each meeting.

VII. New Business

A. Hydrant Mechanic – Fire Hydrant Quote

1. Town Clerk/Finance Officer Kimberly Cockrell gave an update on the Astoria Road fire hydrant previously approved by the Board for \$6,000.00 and purchased from Hydrant Mechanic. The fire hydrant had been installed and the invoice had been reduced to \$5,135.00, due to parts and equipment prices adjustments. Additionally, the new fire hydrant and valve approved for \$3,900.00 purchased from Core Main were scheduled to be delivered tomorrow. This unit would serve as a backup/replacement in case one failed.

B. Street Signs

1. Mr. Robert Cockrell had given a list of signs and other supplies needed to replace faded/discolored ones to Town Clerk/Finance Officer Kimberly Cockrell, who read from the list. For signs needed – (1) New Street, (3) Water Street, (2) Stewart Street, as well as supplies for installation. Adding, due to concerns received, Commissioner Larris Tolson had suggested signs noting dead end or no outlet streets. Town Clerk/Finance Officer Kimberly Cockrell stated there was \$500.00 in the current budget for street signs, such as name signs. Also, Powell Bill monies can be used for signs such as miles per hour and dead end. Commissioner Rachel Craddock suggested ordering magnet signs to replace those suffering from wear and tear on the vehicles. It was noted the material that the newer vehicles are made of no longer hold the magnet signs as well. Town Clerk/Finance Officer Kimberly Cockrell commented magnet signs were budgeted in the material or supplies line item rather than street signs.

Commissioner Willis Williams made the motion to approve ordering the street signs and magnet signs, and to do a budget amendment, if the price goes over the budgeted line items. Commissioner Rachel Craddock seconded. Motion unanimously passed. 4 Ayes - 0 Nays.

C. AIA Grant – Water & Sewer

1. The Town received letters from the NCDEQ (NC Department of Environmental Quality) requesting additional information for the AIA Preliminary Project Scope – Sewer & AIA Preliminary Project Scope – Water to be funded through the Viable Utility Reserve. A response was due by November 29, 2021. The Town was to revise the Project Scopes narrative to include an explanation of how each task in the proposed scopes would support the regional effort in Martin County and how the results of the AIA works would be shared

with other partners for these efforts. Town Clerk/Finance Officer Kimberly Cockrell mentioned forwarding the letters to Project Manager Michael McAllister and Engineer Bobby Blowe at Municipal Engineering for review and assistance. Commissioner Willis Williams commented the response should include how the Town planned to share their best practices, cooperate with Martin County, as well as its willingness to sell water to the County.

D. NCLM Training

1. Commissioner Willis Williams brought to the attention of the Board a training session scheduled for December 1, 2021 1 p.m. – 2 p.m. titled “How to Foster City – County Collaboration”. The web-based course would cost \$50.00 to NCLM members, and \$60.00 for non-NCLM, plus applicable tax. Commissioner Willis Williams expressed an interest in attending and encouraged other Board members to attend as well. Commissioner Willis Williams moved that the Town register for the NCLM web-based course for December 1st. Commissioner Mary Allen seconded. Motion unanimously passed. 4 Ayes - 0 Nays.

E. NC Rural Water Letter of Support & Appreciation

1. In the past, letters of Support and Appreciation had been sent the NC Rural Water Association for their continual support. Town Clerk/Finance Officer Kimberly Cockrell commented on how instrumental the NC Rural Water Association had been over the years and continued to be a reliable source in the areas of water and wastewater. Just recently, Mr. Dwight Lancaster, of NCRWA spent all day helping to complete the 5-year wastewater renewal application. Mr. Mike Houston, of NCRWA recommended contractors to replace/repair backflow preventers which would allow the Town to get the backflow preventers replaced/repared at a lesser cost. These were only a few of the ways mentioned that NCRWA has assistance the Town in running more efficiently. Commissioner Rachel Craddock made the motion to draft the NCRWA letter of Support and Appreciation for submission. Commissioner Willis Williams seconded. Motion unanimously passed. 4 Ayes - 0 Nays.

F. Old Equipment - Disposal

1. Staff had requested permission from the Board to dispose of old unused equipment. Commissioner Willis Williams suggested disposal of all non-usable equipment in a way to raise revenue, where possible. In response to Commissioner Carolyn Martin question as to ways to get the word out, the following were suggested – different newsletters and govdeal.com. Staff was to provide a list of the old used equipment for review at the December Regular Board meeting.

G. NERSBA – Compost Site

1. Under the Public Works Report, the Board approved by consensus to allow NERBSA to have the Town’s compost (the leaves and pine straw normally picked up on the streets) rather than taking it to the Martin County Landfill).

H. Vise Purchase

1. The vise purchase was discussed under the Public Works Reports. Commissioner Willis Williams moved to purchase the vise using the allocated limits. Commissioner Rachel Craddock seconded. Motion unanimously passed. 4 Ayes - 0 Nays.

I. Christmas Lights

1. Town Clerk/Finance Officer Kimberly Cockrell stated monies (\$1,500.00) were in the budget for Christmas lights and decorations. Commenting, she had had difficulty contacting someone with a bucket truck and CDL license to put them up. Adding, she knew someone else to contact and would try again tomorrow.

J. Astoria Road

1. During the October 11, 2021 Regular Board Meeting, 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. One of the potential solutions for assistance was to approach NC Wildlife about sharing repair cost on the road in town they heavily use – Astoria Road. Commissioner Rachel Craddock mentioned talking to Mr. Gary Gardner, NC Wildlife Engineer Chief. Reportedly, the NC Wildlife was willing to help. Mr. Gary Garner would have his men check out the road for repairs needed. Commissioner Rachel Craddock also commented on trying to contact Mr. Reginald Speight, of U.S. Representative G.K. Butterfield, only to find out he had been promoted to the USDA office. Commissioner Rachel Craddock planned to make contact with Mr. Emanuel Glad and Ms. Cristina Piggard, Direct Community Engagement regarding the matter.

K. Water Plant Repairs

1. The Board was presented an invoice from East Carolina Supply in the amount of \$733.16 for official approval for emergency repairs for the Water Plant. Commissioner Willis Williams made the motion to approve payment of the invoice. Commissioner Carolyn Martin seconded. Motion unanimously passed. 4 Ayes – 0 Nays.

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

Around 8:53 p.m., Commissioner Rachel Craddock made a motion to enter Closed Session in pursuant of NC G.S. §143-318.11(a) (6) Personnel. Commissioner Carolyn Martin seconded. Motion unanimously passed. 4 Ayes – 0 Nays.

Around 8:59 p.m., Commissioner Rachel Craddock made the motion to end Closed Session in pursuant of NC G. S. §143-318.11(a) (6) Personnel. Commissioner Carolyn Martin seconded. Motion unanimously passed. 4 Ayes – 0 Nays.

Open Session

1. Commissioner Willis Williams made the motion to approve the issuance of checks for elected officials ASAP, as soon as possible. Commissioner Mary Allen seconded. Motion unanimously passed. 4 Ayes – 0 Nays.
2. Commissioner Rachel Craddock made the motion to approve the annual employee bonuses, checks to be distributed at the annual Christmas party. Commissioner Carolyn Martin seconded. Motion unanimously passed. 4 Ayes – 0 Nays.
3. After the Board took discussion, Commissioner Willis Williams made the motion to give a \$25.00 gift of appreciation to Zoning/Planning members. Commissioner Mary Allen seconded. Motion unanimously passed. 4 Ayes – 0 Nays. A budget amendment would be presented at the next meeting for approval by the Board.

X. Board Comments

1. Choosing not to run for reelection, Commissioner Carolyn Martin expressed gratitude and stated it had been an honor to work with the Board. Adding she had enjoyed working with them. Commissioner Willis Williams commented he appreciated all she has done on the Board. The rest of the Board shared the same sentiments.

XI. Adjourn

Commissioner Mary Allen moved to adjourn at 9:07 p.m. Motion unanimously passed. 4 Ayes –
0 Nays.

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