

TOWN OF JAMESVILLE
MONTHLY BOARD MEETING 12/13/2021
MINUTES

The following is an account of the minutes taken at the Regular Monthly Board Meeting held between 7:00 p.m. & 9:59 p.m. on 12/13/2021 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

Also in attendance were Mayor-Elect Craig Allen Tucker and Martin County Clerk of Superior Court Tonya Leggett.

Minutes Recorder – Kimberly Cockrell, Town Clerk/Finance Officer

I. Mayor Dennis Anton brought the meeting to order. Mayor Dennis Anton welcomed all guests to the meeting. Commissioner Willis Williams offered the prayer. After the prayer, Commissioner Larris Tolson asked for a moment of silence and quiet prayer for those who went through the recent deadly tornado, which hit six states in mid-west USA.

II. Adopt Agenda

Commissioner Larris Tolson asked to amend the agenda to include item VII New Business G: Vote for Mayor Protem & Explanation of Mayoral Duties. Commissioner Rachel Craddock asked to amend the agenda to include item VII New Business H: NC Works (Grant). Commissioner Larris Tolson made the motion to adopt the agenda as amended, Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

III. Approval of Minutes

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

- Regular Board Meeting & Closed Session – November 8, 2021

IV. Public Comments

1. Ms. Dorothy Weaver, Jamesville Senior Center Coordinator, invited all to come by the Jamesville Center located at 110 New Street, Jamesville, N.C. Ms. Dorothy Weaver passed out information about the center to all. Ms. Dorothy Weaver commented the goal of those operating the Center was to reflect, inspire, challenge and empower our seniors, describing seniors as “Just Recycled Teenagers”. Stating, seniors “55” and older can join the center. Seniors 60+ may enjoy a delicious meal. The center is open to the public Monday thru Friday, 10 a.m. – 2 p.m.

2. Ms. Carolyn Thompson, Community Center President, commented her job was to make the Community Center (110 New Street, Jamesville, N.C.) visible in the community. Ms. Carolyn Thompson stated one goal was to get children and their parents engaged. To provide programs for the children/parents every other month. To bridge the gap within the community. Ms. Carolyn Thompson commented the roof needed attention. In the past, those at the Community Center have sponsored fundraisers such as yard sales, bake sales, and sold dinners to fund the center. Staff rents the facility on a limited basis. Those renting the center must abide by the rental contract.
3. Ms. Marian Davis thanked all past, current, and incoming Board members. Ms. Marian Davis commended outgoing Commissioner Carolyn Martin. Ms. Marian Davis recognized Mayor Protem Willis Williams for stepping in to serve as mayor, in the months there was none. Ms. Marian Davis, a 60+ member of the Jamesville Senior Center, stated she was also a “recycled teenager”.
4. Ms. Michele Clemmons requested an extension on her water bill until Thursday. When asked by Commissioner Rachel Craddock, Ms. Michele Clemmons admitted the Board had granted an extension before. Town Clerk/Finance Officer Kimberly Cockrell gave the history behind the last extension. At the February 8, 2021 Regular Board meeting, Ms. Michele Clemmons asked for an extension and promised to pay in full the outstanding balance (\$173.96) by February 12, 2021. The Board voted to grant her extension at that time. Instead of doing as promised, Ms. Michele Clemmons dropped a check for \$50.00 in the drop-box between February 18, 2021 and February 22, 2021. Commissioner Rachel Craddock made a motion to deny the requested. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

V. Reports

A. Mayor

1. Mayor Dennis Anton stated he had nothing to report. Instead, Mayor Dennis Anton took the time to thank the Council for their support during his time as Mayor. Adding, it had been a pleasure to serve the Town.

B. Water/Wastewater Report - Samuel Lilley

1. Mr. Samuel Lilley reported Mr. Avery, who was to repair the Marco backflow preventer, had been sick. However, Mr. Avery planned to get to it as soon as possible. Mr. Samuel Lilley continued to say Staff had secured four quotes for the failing backflow preventer on Astoria Road/Wastewater Treatment Plant. During the November 11, 2019, Regular Board Meeting, the Town Board approved a quote from David Cook Plumbing for \$12,415.98 to install a new backflow preventer at the WWTP. For various reasons, the work was not completed. In 2021, Williams Fire Sprinkler (\$18,791.00), Futrell’s Plumbing (\$22,650.00), and Mr. Danny Trout, Advance Plumbing of LaGrange, Inc. (\$13,500.00) all provided quotes to repair. Mr. Samuel Lilley added Mr. Danny Trout, the lowest bidder, came highly recommended by the NC Rural Water Association. Commissioner Rachel Craddock made the motion to approve the lowest bidder (Advance Plumbing of LaGrange, Inc.) to repair/replace the backflow preventer at the Wastewater Treatment Plant. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

C. Public Works Report- Robert Cockrell

1. Mr. Robert Cockrell commented if he recalled, Staff had fixed all leaks, including the leak on Stewart Street. Mr. Samuel Lilley and he had unloaded the hydrant and valve. Two

pumps for Marco and River's Edge were now in the shop. There was now an extra pump for each location.

D. Finance Officer - Kimberly Cockrell

1. Financial Statements

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

2. Budget Amendment(s) - None

3. FY 20-21 Audit Contract Amendment

Finance Officer Kimberly Cockrell reported Mr. Lowell Taylor, of CPA of Cumbee, Taylor, & Shook stated Mrs. Karen Shook, who normally does the Town's audit, no longer worked there and they were very low on staff. While the company offered an amended contract to audit the Town's account for FY 20-21, the contract would not renew in the future. Mr. Lowell Taylor commented they would try to complete the audit by the end of January 2022 but if not, it would be after the tax season. Mr. Lowell Taylor encouraged the Town to seek out another auditor for FY 20-21, as well.

The Board took discussion. The Board concluded all government entities were having the same issues, with the new state regulations/restrictions. Members of the Board mentioned several entities/sources to contact for advice such as Ms. Karen Shook, LGC, and the NCLM. Commissioner Willis Williams made the motion to adopt the amended audit contract with Cumbee, Taylor, and Shook and to reach out to the LGC and others on suggestions on how to secure an auditor qualified in the field of municipal auditing. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

E. Mid-East

1. Commissioner Rachel Craddock reported the Mid-East Commission Board monthly meeting that took place November 18, 2021 was a really, good meeting. Representatives explained in full the American Rescue Plan (ARP) and allowable expenditures. Commissioner Rachel Craddock commented infrastructure was one of the uses for the ARP monies, which would be an answer to some of the Town's expense needs for wastewater and other problems.

F. Planning Board

1. None.

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 Larris Tolson made the motion to approve the disconnections list as presented. Commissioner Willis Williams seconded. Motion unanimously passed. 5 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. After further review, Mr. John Cox discovered the project to be more extensive than originally thought. As explained by Mr. Samuel Lilley, originally, engineers did not put a cutoff valve on that side making the pipe hard to isolate without tearing up the whole town. Commissioner Willis Williams suggested monitoring the site for now because approved AIA funding would provide engineers to put forth schematics to use for this situation. It would be approximately a year before that could

happen. Town Clerk/Finance Officer Kimberly Cockrell commented on forwarding information to Mr. Mike McAllister and Mr. Bobby Blowe, of Municipal Engineering for evaluation of the project. Commissioner Rachel Craddock made the motion to seek an evaluation from Municipal Engineering and see what they offer as a solution. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

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/Equipment

1. During the November 8, 2021 Regular Board Meeting, 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. The Board took discussion. Mr. Robert Cockrell commented on talking to a representative at Lilley International (The Town purchased the hydraulic boom mower from LI.) about ways described to use the equipment in an altered state. Commissioner Willis Williams reported on talking to USDA and Town Attorney Evan Lewis. Concerns were for obtaining equipment to fit as contracted, altering the current equipment to make it work, potential legal issues should an accident occur because of the alterations, as well as there should not be additional fees to get the right equipment. Commissioner Larris Tolson made a motion to table the discussion until the next meeting. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

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

1. As Commissioner Rachel Craddock discussed at the November 8th, 2021 Regular Board Meeting during her Mid-East Commission Board report, she was told entities should receive information from the state by the end of December 2021 on how to contest the 2020 population estimates. The Town had not received any information as of the meeting.

F. Christmas Parade/School Donations/Budget Amendment

1. Town Clerk/Finance Officer Kimberly Cockrell began by thanking Christmas parade organizers/volunteers. Members of the Board commended EMS squads for the way they responded to an unfortunate accident and a medical emergency during the parade, even though they were a part of the parade. Thankfully, the outcome was positive on both counts. Town Clerk/Finance Officer Kimberly Cockrell asked how the Board felt about donating to other school related entities that participated in the parade, such as cheerleaders and the step teams. Traditionally, the Town donates to the schools/bands and the countywide ROTC. This year the Board approved the inclusion of NERSBA. The Board took discussion. Commissioner Rachel Craddock made the motion to continue to donate to schools/bands, ROTC and NERSBA. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

G. Shop – Climate Control Quote

1. During the November 8, 2021 Regular Board Meeting discussion on the shop climate control, the Board voted unanimously for Mr. Robert Cockrell to get information and quotes from Armstrong, of Creswell for the dual unit, an electrician for the rewiring and insulation for the ceiling. Mr. David Bowen, Bowen Heating, Air & Refrigeration, Inc. had already examined the building and provided a quote (\$3,680.00), as well as recommended more extensive repairs to the shop in order to get maximum performance from the

equipment, such as rewiring the building for more power and installing a ceiling with insulation.

The quote from Armstrong & Son Heating & Air, LLC for a dual heating and air unit was \$3,500.00, quote from Jesse Wynne Electrical Service for rewiring was \$1,330.00 and the approximate cost for the insulation was \$700.00.

Commissioner Larris Tolson made the motion to approve the quote from Bowen Heating, Air & Refrigeration, Inc. for the dual heating and air unit plus installation for the shop. Commissioner Mary Allen seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

Commissioner Larris Tolson made the motion to approve the quote for rewiring of the shop for Jesse Wynne Electrical Service. Commissioner Rachel Craddock seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

Commissioner Rachel Craddock made the motion to approve the purchase of the installation and supplies for the shop. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

H. Astoria Road/NC Wildlife Association

1. Commissioner Rachel Craddock gave an update on potential solutions for assistance from NC Wildlife and others in repairing Astoria Road. Commissioner Rachel Craddock mentioned talking to Mr. Gary Gardner, NC Wildlife Engineer Chief again. NC Wildlife had taken measurements of the length, width and depth of the road. Mr. Gary Gardner commented NC Wildlife maybe able to help repair Astoria Road, after reviewing the budget.

Reportedly, Mr. Kyle Parker, Chief of Staff for U.S. Congressman G. K. Butterfield and replacement for Mr. Reginald Speight said he would review the situation. Commissioner Rachel Craddock petitioned for more grant funding for small towns such as Jamesville during the conversation. Mr. Kyle Parker told Commissioner Rachel Craddock to keep in touch and to provide statistics with cost estimates at the first of the year.

As a follow up to the Hwy 64 traffic light in the Town of Jamesville, Commissioner Rachel Craddock commented on trying to contact Mr. Jason Davidson, NCDOT, who was apparently out of the office, about the possibility of installing a mini stop light in addition to the big stoplight on both sides to warn drivers stop light ahead. Commissioner Rachel Craddock also mentioned seeing rumble strips (six to seven little strips) in Chowan County on Hwy 17 at the intersection traffic stoplight. Adding, in her opinion, the sensor at the light would be a bad idea, which would encourage vehicles not to stop.

I. Old Equipment - Disposal

1. Mr. Robert Cockrell provided pictures to the Board of old unused equipment for disposal. The Board reviewed the pictures and took discussion. Commissioner Larris Tolson made the motion to list the equipment on govdeals.com for three (3) months; if not sold by this time, to sell for scrap. Commissioner Mary Allen seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

VII. New Business

A. Officials – Oath of Office

1. Martin County Clerk of Superior Court Tonya Leggett administered the oath of office, first to Mayor-Elect Craig Tucker, then to incumbent Commissioners Willis Williams, Rachel Craddock, Larris Tolson, Mary Allen and newly elected Commissioner Kimberly Cockrell. A five-member board of commissioners, elected at large every four years in odd numbered years, governs the Town of Jamesville. The mayor, also elected at large every four years in odd numbered years, heads the town. These terms will run through December 2025.

B. Resolutions for Dennis Anton & Carolyn Martin

1. Mayor Dennis Anton read the following resolution aloud before adoption and presentation. Commissioner Larris Tolson made the motion to adopt the Resolution of Appreciation for the Services of Carolyn Martin as Town Commissioner. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

***RESOLUTION OF APPRECIATION
FOR THE SERVICES OF
CAROLYN MARTIN AS TOWN COMMISSIONER***

WHEREAS, from January 2017 to December 2021, **CAROLYN MARTIN** served with honor and distinction as a Commissioner for the Town of Jamesville, North Carolina; and

WHEREAS, **CAROLYN MARTIN** worked effortlessly with Board Members and the community to improve the quality of life for those within the Town of Jamesville;

WHEREAS, **CAROLYN MARTIN** continuously aspires to make the community a better place to live, to work and to raise a family; and

WHEREAS, while working unselfishly and making personal sacrifices in her capacity as Town Commissioner, **CAROLYN MARTIN** earned the admiration and high regard of those with whom she came in contact with, as well as the affection and respect of her fellow public servants, who are proud to call her “friend”;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Town of Jamesville and our citizens, express deep gratitude and sincere appreciation to **CAROLYN MARTIN** for her leadership and dedicated service to the citizens and the Town of Jamesville.

BE IT FURTHER RESOLVED that this resolution shall be made a part of the permanent records of the Town of Jamesville, and a copy thereof be presented to **CAROLYN MARTIN** with sincerest best wishes for continual success.

Adopted by unanimous vote of the Town Board of Commissioners on this 13th day of December 2021.

ATTEST:

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2. Mayor Protem Willis Williams read the following resolution aloud before adoption and presentation. Commissioner Larris Tolson made the motion to adopt the Resolution of Appreciation for the Services of Dennis Anton as Mayor. Commissioner Mary Allen seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

**RESOLUTION OF APPRECIATION
FOR THE SERVICES OF
DENNIS ANTON AS MAYOR**

WHEREAS, within the powers and duties of the Mayor conferred upon him by the Town Council pursuant to law, **DENNIS ANTON** served and assisted the Jamesville community wholeheartedly; and

WHEREAS, through the performance of his duties and responsibilities as a member of the Town Board, **DENNIS ANTON** contributed in a constructive way for good government; and

WHEREAS, **DENNIS ANTON** executed civil and ceremony processes, as well as presided over meetings, with compassion, dedication and dignity for the betterment of all concerned; and

WHEREAS, the benefits of the interest and work of **DENNIS ANTON**, as Mayor will be realized for years to come; and

WHEREAS, those who have come to truly know **DENNIS ANTON**, have come to admire and to hold him in high esteem, and like many of his fellow public servants, call him “friend”.

NOW, THEREFORE, BE IT RESOLVED that the Jamesville Town Board and our citizens hereby express our sincere appreciation and thanks to **DENNIS ANTON** for his distinguished service to the community.

BE IT FURTHER RESOLVED that a copy of this resolution shall be made a part of the permanent records of the Town of Jamesville and a copy shall be presented to **DENNIS ANTON** with sincerest best wishes for continual success.

Adopted by unanimous vote of the Town Board of Commissioners, on this 13th day of December, 2021.

ATTEST:

Willis Williams, Mayor Protem

Kimberly Cockrell, Town Clerk

C. Bank Account Official Signers

1. At this point in the meeting, newly sworn Mayor Craig Tucker began to preside over the meeting. Town Clerk/Finance Officer Kimberly Cockrell asked the Board to designate official signers for banking services. The Board took discussion. Commissioner Rachel Craddock made the motion that the following individuals be designated official signers: Mayor Craig Tucker, Mayor Protem/Commissioner Willis Williams, Commissioner Larris Tolson, Commissioner Rachel Craddock, Commissioner Mary Allen and Commissioner/Town Clerk/Finance Officer Kimberly Cockrell. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

D. Cemetery Ordinance

1. Town Clerk/Finance Officer Kimberly Cockrell reported on the placement/planting of trees, plants, and mulch in the cemetery. These issues are in violation of the Cemetery Ordinance#80. The Board took discussion. Commissioner Larris Tolson made the motion

to send a certified letter with return receipt to violators, after the first of the year, about the need to remove the trees, plants, and mulch; if not removed by owners, the Town will remove/destroy and charge a fee. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

E. 2022 Herring Festival

1. Commissioner Rachel Craddock stated there had been several inquiries about having the 2022 Herring Festival. Ms. Terri Bell Oliver spoke to the Town about volunteering. Commissioner Rachel Craddock expressed the need for committed volunteers. The Board agreed by consensus – No volunteers, No festival. Commissioner Larris Tolson suggested putting out the notice the same way as for the Christmas Parade come the first of the year. Mr. Dennis Anton offered to relabel (2) trophies bought for 2020 Herring Festival car and motorcycle show winners for 2022 (2020 & 2021 Herring Festivals were canceled due to the COVID-19 pandemic). Commissioner Larris Tolson made the motion to move forward with searching for volunteers for 2022 Herring Festival. Commissioner Rachel Craddock seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

F. White F150 Repair Quote

1. At the November 8, 2021 Regular Board Meeting, Mr. Robert Cockrell requested approval for a front-end alignment for the white F150. After examining the truck, the mechanic recommended additional repairs before aligning the truck. Mr. Robert Cockrell provided two quotes; Colony Tires – \$661.80 parts not included (Town would buy parts with government discount and supply to dealer.) and Big Al's Garage – \$659.97 parts included. Commissioner Rachel Craddock made the motion to approve Big Al's Garage for the repairs to the white F150. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

G. Vote for Mayor Protem & Explanation of Mayoral Duties)

1. Commissioner Larris Tolson nominated Commissioner Willis Williams for Mayor Protem for the current term. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes - 0 Nays.
Commissioner Kimberly Cockrell and Commissioner Willis Williams explained the mayoral duties as follows:
 - Mayor presides over the meetings.
 - Small town government; the Mayor and Commissioners are elected. However, general statutes give all fiduciary responsibilities to the Commissioners.
 - Traditionally, the Mayor speaks on behalf of the Board and carries out policies adopted by the Board. No one member speaks for the Board.
 - Mayor only votes to break a tie.
 - Mayor checks mail, Town spokesperson for newspaper and media, and any duties assigned by the Board; the input of the Mayor has value. All Town of Jamesville Commissioners have assigned duties, as well.
 - Attending school for Mayors encouraged; attending new Commissioners school encouraged for new Commissioners. Ethics class required for all.
 - Jamesville charter states the Mayor and Commissioners are paid persons.

H. NC Works (Grant)

1. Commissioner Rachel Craddock informed the public Martin County had received a \$900 million 2-year grant. Grant recipients could receive up to \$1200.00 for Wi-Fi, utilities,

telephone, etc. assistance. Those interested may contract Mr. Roy Moore and Ms. Sherry Bazemore at Martin County N.C. Works at 252-792-2718 to apply or to ask questions.

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

Around 8:58 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 Mary Allen seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

Around 9:51 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 Larris Tolson seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

Open Session

1. Commissioner Rachel Craddock made the motion to schedule a Special Board Meeting on January 10, 2022 at 4:30 p.m., with attendance mandatory for all employees. Commissioner Mary Allen seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

IX. Board Comments

1. Mayor Craig Tucker commented he hoped the Board would be patient with him. Even though soft-spoken, Mayor Craig Tucker stated he was not one to sit in the background. Adding, he understood what the policy says the Mayor can or cannot do.

X. Adjourn

Commissioner Mary Allen moved to adjourn at 9:59 p.m. Motion unanimously passed. 5 Ayes – 0 Nays.

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