

TOWN OF JAMESVILLE
MONTHLY BOARD MEETING 06/13/2022
MINUTES

The following is an account of the minutes taken at the Regular Monthly Board Meeting held between 7:00 p.m. & 9:33 p.m. on 06/13/2022 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

- Craig Tucker - Mayor
- Willis Williams - Mayor Protem
- Rachel Craddock - Commissioner
- Larris Tolson - Commissioner
- Mary Allen – Commissioner
- Kimberly Cockrell – Commissioner

Minutes Recorder – Kimberly Cockrell, Town Clerk/Finance Officer

I. Call to Order

Mayor Craig Tucker brought the meeting to order. Commissioner Willis Williams offered the prayer. Mayor Craig Tucker welcomed all guests and employees. Ms. Kathy Waters, of the Roanoke Beacon attended the meeting as well.

II. Adopt Agenda

Mayor Craig Tucker asked for a motion to approve the agenda with the addition of the following under Item VII-New Business: L.- Martin County Commissioners Special Meeting, June 28, 2022 at 6 p.m.; M.- F350 Repairs; and N.-Water/Sewer Ordinance. Commissioner Willis Williams made the motion to accept the agenda with the additions. Commissioner Mary Allen seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

III. Approval of Minutes

Commissioner Willis Williams made the motion to approve the minutes listed below. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

- Regular Meeting & Closed Session – May 9, 2022

IV. Public Comments

1. Mr. Michael Conner requested an adjustment to his water bill for a leak discovered outside by the mail carrier and reported to him. Mr. Michael Conner provided proof of repairs by receipts. Commissioner Rachel Craddock asked when he received his last adjustment. The response was two months ago for an inside leak. Commissioner Larris Tolson made the motion to approve the water bill adjustment. Commissioner Mary Allen seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

V. Reports

A. Mayor

Mayor Craig Tucker reported he had been dealing with COVID-19 for the last couple of weeks but could now report he received a negative test and was COVID free.

1. Appreciation of Service – Marion Thompson

The Town of Jamesville Board appreciates all of their staff. In recognition of over two years of service, Town Clerk/Finance Officer Kimberly Cockrell created the following resolution for adoption and presentation to Ms. Marion Thompson, Assistant Town Clerk, who planned to resign effective June 30, 2022.

After Mayor Craig Tucker read the resolution, Board members verbally expressed appreciation for her contribution to the Town. Mrs. Marion Thompson thanked the Board for the opportunity to service the Town of Jamesville and for their acts of kindness.

Commissioner Kimberly Cockrell made the motion to adopt the resolution shown below. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

Town of Jamesville
In Appreciation to
Mrs. Marion Thompson
Assistant Town Clerk

WHEREAS, the Town of Jamesville desires to recognize and honor citizens for distinguished and dedicated contributions; and

WHEREAS, Mrs. Marion Thompson, Assistant Town Clerk for the Town of Jamesville will be relinquishing her position as of June 30, 2022 after over two decades of public service in local government; and

WHEREAS, Mrs. Marion Thompson has served as Jamesville Assistant Town Clerk since March 2020 and previously as Martin County Clerk and worked in the Martin County Finance Department; and

WHEREAS, Mrs. Marion Thompson has provided professional administrative, clerical and informational support to the Town Council, Town Employees and Jamesville Citizens; and

WHEREAS, her extensive knowledge of government, combined with her desire to assist, made her an invaluable employee, co-worker, mentor, advisor and friend to numerous elected officials and employees of Jamesville; and

NOW, THEREFORE, BE IT RESOLVED, by the Council of the Town of Jamesville, that appreciation be shown to Mrs. Marion Thompson and her family and to honor her for her loyal service and dedication to the citizens of Jamesville and urge all to extend best wishes to her and her family for many happy and productive years in the future.

BE IT FURTHER RESOLVED, this Council as evidence of appreciation, adopts this Resolution to be spread upon the record and a copy with the Corporate Seal of the Town be affixed on this the 13th day of June, 2022, and transmitted with sincere thanks.

Craig Tucker, Mayor

Attest:

Kimberly Cockrell, Town Clerk

2. Town Attorney

At the May 9, 2022 Regular Board Meeting, the Board voted unanimously to hire Attorney Jonathan Huddleston of Pritchett & Burch as the Town's attorney to replace Town Attorney Evan Lewis. Attorney Jonathan Huddleston attended the meeting to introduce himself, give a brief summary of his background, and to say thank you for the opportunity to serve the Town of Jamesville. Attorney Jonathan Huddleston stated he served county and two municipal governments in Bertie County. He also handled real estate and guardianship estates. Attorney Jonathan Huddleston stated there would not be a charge for the introductory meeting. The Town would be billed time plus mileage to attend meetings going forth. Attorney Jonathan Huddleston quoted the hourly rate was \$275.00 hour.

B. Water/Wastewater Report - Samuel Lilley

1. Employee Samuel Lilley spoke of talking to Mr. John Cox, of Cox-Edwards Co. Inc. about the Hardison Drive (sinkhole) project. Mr. John Cox stated a potential start date of June 21-24, 2022 at the corner of Hardison and Main Streets for the sewer line digging. Cox-Edwards provided a revised invoice to bill for equipment delivered and removed (11/27/21) and an addition for locating existing 8" water main to verify size and type. Employee Samuel Lilley mentioned Mr. John Hamling of Garrison Enterprise Inc. planned to start the input of the water valves on July 19-21, 2022, with plans to do some work during the afternoon and then at 10 p.m. Garrison submitted a revised invoice to include the night rates. As instructed by the Board and due to the sensitivity of the Hardison project, Staff would be in constant communication with the Town's engineers at Municipal Engineering. While reading the meters in July 2022, the Board instructed Staff to pass out flyers to notify residents of the possibility of rust in the water during the repairs. Staff would also place flyers at the bank, Post Office, Chuckwagon, Mini Mart, and Fire Department. Ads would be ran in the Williamston Enterprise newspaper and placed on Facebook. Ms. Kathy Waters said she would include the article in the Roanoke Beacon.

Commissioner Willis Williams made the motion to approve the Cox-Edwards Co. Inc. invoice (\$20,660.00) for the sanitary sewer point repairs on Hardison Drive and Main Street. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

Commissioner Larris Tolson made the motion to approve the Garrison Enterprise, Inc. (\$14,780.00) for the Hardison Drive project valve inserts. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

C. Public Works Report- Robert Cockrell

1. Employee Robert Cockrell reported the backhoe was back and as recommended weights, (designed in-house) were installed on both sides of the side cutter. Staff were cutting the rights-of-way on the east side of town.

Employee Robert Cockrell stated he repaired the 4,000-watt generator. Now, Staff could transport the generator on a trailer to the various locations as needed.

Employee Robert Cockrell commented on trying to repair a leak in the fiberglass salt tank. However, the tank was $\frac{3}{4}$ full of water and approximately \$5,000 worth of salt. The Board took discussion. Town Clerk/Finance Officer suggested putting off the repair or potential replacement until July, with the hopes of the second installment of ARPA funding arriving. Regarding the Skil chainsaw, Employee Robert Cockrell reported a Mark Chesson Co. employee told him the company only warranted commercial chainsaws for 30 days. The Skil chainsaw bought by the Town was out of warranty. Employee Robert Cockrell suggested purchasing a commercial chainsaw from Tractor Supply (\$499.99 plus tax) with a 2-year manufactured warranty and to purchase an additional 2-year warranty (\$109.99

plus tax) that would not start until the manufactured warranty expired, unless the chainsaw was unrepairable, then the extended warranty would replace the product. Additionally, all service items and accessories pertaining to the chainsaw could be purchase at 50% off. Commissioner Willis Williams made the motion to purchase the chainsaw and the additional 2-year warranty from Tractor Supply. Commissioner Mary Allen seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

D. Finance Officer - Kimberly Cockrell

1. Financial Statements

Finance Officer Kimberly Cockrell presented the Financial Reports for May 2022.

2. Budget Amendment(s)

Commissioner Willis Williams made the motion to approve the following Budget Amendment #10 for the General Fund and Budget Amendment # 7 for Water & Sewer. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

Budget Amendments FY 2021-2022

GF BUDGET AMENDMENT #10 – 6/13/2022

	<u>CREDIT</u>	<u>DEBIT</u>
1039300 Appropriated Fund Balance	\$11,600.00	
1040109 FICA Match		\$200.00
1040110 Retirement Expense		\$400.00
1040116 Admin Salaries		\$2,800.00
1040125 Materials & Supplies		\$600.00
1040131 Travel		\$200.00
1040148 Repairs		\$2,000.00
1040149 Diesel Fuel		\$700.00
1040152 Training		\$200.00
1040115 Salaries		\$2,000.00
1047027 Debris Removal (Landfill)		\$300.00
1047049 Fuel		\$2,000.00
1045000 PB Salaries		\$200.00
	\$11,600.00	\$11,600.00

*** Amendment is for Employees comp time payout, training, increase in fuel costs.

W/S BUDGET AMENDMENT #7 – 6/13/2022

	<u>CREDIT</u>	<u>DEBIT</u>
3039300 Fund Balance Appropriated	\$59,700.00	
3071890 Capital Outlay (S)		\$28,000.00
3071490 Capital Outlay (W)		\$23,000.00
3071823 Supplies & Materials (S)		\$900.00
3071836 Fuel Gas (S)		\$900.00
3071423 Supplies & Materials (W)		\$2,000.00
3071436 Fuel – Gasoline (W)		\$900.00
3071448 Repairs & Maintenance (W)		\$2,000.00
3071839 Sewer Analysis (S)		\$1,000.00
3071439 Water Analysis (W)		\$1,000.00
	\$59,700.00	\$59,700.00

*** Amendment is needed for the Water and Sewer repairs for Hardison Street, increase fuel costs, increase costs for lab tests, repairs and pumps for water and sewer systems.

3. FY 22-23 Budget Message and Proposed Budget Ordinance

Commissioner Willis Williams made the motion to accept the FY 2022-2023 Budget Message (below) and the Proposed Budget Ordinance provided by Finance Officer Kimberly Cockrell. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

The Town of Jamesville Proposed FY 2022-2023 Budget and Budget Ordinance would be on hand for public viewing in the Town Hall. The Board would consider adoption, after holding the FY 2022-2023 Budget Public Hearing.

**Finance Officer’s Budget Message
Fiscal Year 2022-2023 – 6/13/2022**

The Honorable Mayor Tucker, Town Board Members and Citizens of Jamesville:

“This budget was prepared under the general direction of the Town Board in response to the goals established during budget workshops and in direct response to the needs of our community. The FY 2022-2023 budget continues the current level of services provided for the citizens of Jamesville. This budget is balanced by a \$0.73 tax rate per hundred-dollar valuation.

The estimated assessed tax valuation for the Town of Jamesville as of January 1, 2022 is \$15,186,969 and an estimated collection rate of 88% was used for real and personal taxes. The estimated assessed tax valuation for the Town of Jamesville as of January 1, 2022 is \$3,736,424 and an estimated collection rate of 98% was used for motor vehicle taxes.

This budget includes:

- Salary increases for elected officials, merit raises of 4.85% Administration, 4% Operations and 3% COLA for full time employees.
- Operation expenses to continue services to citizens at the current levels.
- Selected adjustments to cover inflation and contractual increases along all line items.
- No Water & Sewer rate increase for FY 2022-2023.

Summary of the 2022-2023 Budget

Budget Overview

After careful consideration the following budget recommendations represents Board goals, departmental input and community needs within the existing tax rate of \$0.73 per \$100 valuation. The total recommended budget is **\$542,724.00**.

Departmental Budget	FY 2022-2023
Cemetery	\$1,000.00
General Government	\$199,360.00
Public Safety/Police	\$4,000.00

Sanitation	\$66,600.00
Transportation	\$33,450.00
Water & Sewer	\$238,314.00
TOTAL	\$542,724.00

The budget recommendation includes salary increases for elected officials, merit raises of 4.85% Administration, 4% Operations and 3% COLA for full time employees.

Departmental Highlights

Cemetery: The proposed budget for Cemetery is **\$1,000**.

General Government: The proposed budget for General Government is **\$199,360**.

Public Safety/Police: The proposed budget for Public Safety/Police is **\$4,000**.

Sanitation: The proposed budget for Sanitation is **\$66,600**.

Transportation: The proposed budget for Transportation is **\$33,450**. This includes recommendations appropriated for patch and pave street repairs and new regulatory signs from Powell Bill Funds. Also included is street lighting in the amount of **\$15,500**.

Water & Sewer: The proposed budget for Water and Sewer is **\$238,314**. This recommendation is based on no rate increase for the fiscal year. A major water and sewer repair project for Hardison Drive in the amount of \$50,000 was included in the budget.

If you have any questions regarding the budget, please let me know and we will work to answer or make corrections. It was staff's goal to present a budget that was balanced and could be adopted to guide the town during the next fiscal year. The budget presented is a balanced departmental budget".

4. Proposed Grant Project Ordinance for the Town of Jamesville American Rescue Plan Act of 2021

Commissioner Willis Williams made the motion to approve the Grant Project Ordinance for the Town of Jamesville American Rescue Plan Act of 2021 shown below. Commissioner Rachel Craddock seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

Grant Project Ordinance for the Town of Jamesville American Rescue Plan Act of 2021: Coronavirus State and Local Fiscal Recovery Funds

BE IT ORDAINED by the town council of the Town of Jamesville, North Carolina that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted:

Section 1: This ordinance is to establish a budget for a project to be funded by the Coronavirus State and Local Fiscal Recovery Funds of H.R. 1319 American Rescue Plan Act of 2021 (ARP/CSLFRF). The Town of Jamesville (Town) has received the first tranche in the amount of \$71,228.00 of CSLFRF funds. The total allocation is \$142,456.00, with the remainder to be distributed to the Town within 12 months.

These funds may be used for the following categories of expenditures, to the extent authorized by state law.

1. Support public health expenditures, by funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff;
2. Address negative economic impacts caused by the public health emergency, including economic harms to workers, households, small businesses, impacted industries, and the public sector;
3. Replace lost public sector revenue, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic;
4. Provide premium pay for essential workers, offering additional support to those who have borne and will bear the greatest health risks because of their service in critical infrastructure sectors; and,
5. Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet.

Section 2: The Town has elected to take the standard allowance, as authorized by 31 CFR Part 35.6(d)(1) and expend all its ARP/CSLFRF funds for the provision of government services.

Section 3: The following amounts are appropriate for the project and authorized for expenditure:

Internal Project Code	Project Description	Expenditure Category (EC)	Cost Object	Appropriation of ARP/CSLFRF Funds
001	General administration services for period of July 1, 2021 through December 31, 2024	6.1	Salaries	\$75,501.68
			Benefits	\$66,954.32
	Unassigned			
TOTAL				\$142,456.00

Section 4: The following revenues are anticipated to be available to complete the project:

ARP/CSLFRF Funds: \$142,456.00
General Fund Transfer: \$0
Total: **\$142,456.00**

Section 5: The Finance Officer is hereby directed to maintain sufficient specific detailed accounting records to satisfy the requirements of the grantor agency and the grant agreements, including payroll documentation and effort certifications, in accordance with 2 CFR 200.430 & 2 CFR 200.431 and the Town’s Uniform Guidance Allowable Costs and Cost Principles Policy.

Section 6: The Finance Officer is hereby directed to report the financial status of the project to the governing board annually.

Section 7: Copies of this grant project ordinance shall be furnished to the Finance Officer, Town Clerk and Town Board.

Section 8: This grant project ordinance expires on December 31, 2026, or when all the ARP/CSLFRF funds have been obligated and expended by the Town, whichever occurs sooner.

Adopted this 13th day of June, 2022.

Craig Tucker - Mayor

Kimberly Cockrell – Town Clerk/Finance Officer

E. Mid-East

1. Commissioner Rachel Craddock reported the monthly Mid-East Commission meeting was to take place Thursday of next week. She would give her report in July.

F. Planning Board

1. There was a Planning Board meeting scheduled for June 27, 2022 at 7 p.m.

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 – Water & Sewer Line Repairs

1. The Board discussed and approved invoices earlier in the meeting under the Water/Wastewater report.

C. Hwy 64/Hwy 171 Intersection – NCDOT

1. Mayor Craig Tucker spoke of receiving a verbal thank you from a gentleman who noticed the cutback of the overgrowth at the Hwy 64/Hwy 171 intersection. Commissioner Rachel Craddock stated she planned to suggest to Mr. Dennis Roberts in Hertford (NCDOT, Roadside Environmental Division), about adding flashing lights. Town Clerk/Finance Officer Kimberly Cockrell shared an email received from Mr. Sam Singleton, Transportation Planner, which stated the “Technical Coordinating Committee and Technical Advisory Committee of the Mid-East RPO unanimously approved a letter of endorsement requesting that NCDOT investigate the intersection of US 64 & NC 171 in Jamesville”. According to the email, Mr. Craig Midgett of Highway Division I and Mr. Bailey Harden of Traffic Safety said they planned to use the letter to solicit funding for a study of this intersection.

D. Astoria Road – NC Wildlife - Update

1. Commissioner Rachel Craddock stated due to the pending water and sewer project, Mr. Gary Gardner mentioned NC Wildlife did not need to make a decision about the Astoria Road project in the upcoming fiscal year’s budget. There may be additional avenues for financing by the time the Board was ready to begin repairs.
Town Clerk/Finance Officer Kimberly Cockrell mentioned talking to Mr. Andy Mulder, NC DOT about the size of the project, who planned to measure and give a quote. He provided a high estimate of \$1 million.

VII. New Business

A. FY 21-22 Audit Contract – Rebekah Barr

1. Ms. Rebekah Barr, CPA submitted a contract for consideration by the Board for services to audit the Town of Jamesville FY 2021-2022 financial records fiscal year ending June 30, 2022. Audit would be due no later than October 21, 2022. Fees would not exceed \$14,000.00. Commissioner Willis Williams made a motion to approve the contract as presented. Commissioner Rachel Craddock seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

B. Employee Comp Time Payout 1/2/22 – 6/13/22

1. Town Clerk/Finance Officer Kimberly Cockrell requested approval by the Town Board for payout of compensatory time for January 2, 2022 through June 13, 2022. Commissioner Willis Williams made the motion to approve the comp. time payout. Commissioner Larris Tolson seconded. Motion unanimously passed. 4 Ayes - 0 Nays. Commissioner Kimberly Cockrell abstained – conflict of interest, as a recipient.

C. Core & Main – Fire Hydrant Repair Quote

1. Employee Robert Cockrell provided a bid proposal from Core & Main (\$1,218.16) for a fire hydrant repair at the end of Martin Street. The bid included parts, core stem, and a long disassembly wrench. Most of the hydrants in the Town of Jamesville were the 1972 models. The assembly wrench (\$626.83) was necessary to repair the older hydrants. Employee Robert Cockrell explained it would be less costly to repair than replace the hydrants. Employee Samuel Lilley expressed concern about investing that amount in a wrench because there maybe issues with finding parts for the older hydrants. After the Board discussed the matter, Commissioner Larris Tolson made the motion to approve the bid and to do what was necessary to repair the hydrants. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

D. 2020 Census Decennial Census Programs

1. By email, the Town received notification that the U.S. Census Bureau was accepting cases for a 2020 Post-Census Group Quarters Review (PCGQR) beginning June 6, 2022 until June 30, 2023. The email noted that the 2020 PCGQR did not constitute a recount for the 2020 Census. Additionally, previous 2020 Census data products and counts delivered for allocation or distribution of funding would not be updated, as a result of the 2020 Post-Census Group Quarters Review. The Board took discussion. Commissioner Rachel Craddock made a motion to pass on the 2020 Post-Census Group Quarters Review. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

E. Joint Cooperation Agreement for Establishment of the Choanoke Area Housing Consortium

1. During their February 14, 2022 Regular Board Meeting, Martin County Housing Consortium contact Frank Halsey and Halifax Assistant County Manager Christina Wells via Zoom approached the Jamesville Town Board concerning becoming a member of the Choanoke Area HOME Consortium by adoption of a resolution or letter. The Board unanimously approved the resolution. The counties of Bertie, Halifax, Hertford, Martin and Northampton and 38 municipalities within these counties agreed to become members. After submission of the resolution/letters of support, leaders received notification that as a geographic area, the Choanoke Area HOME Consortium was eligible for participation as a HOME Consortium. The notice indicted new funding estimates had increased, which would make the gap amount shared by county consortium members less.

In order to finalize the qualification determination, all participating jurisdictions must execute a binding Joint Cooperation Agreement before June 30, 2022. Commissioner Willis Williams made the motion to adoption the Joint Agreement shown below. Commissioner Rachel Craddock seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

**Joint Cooperation Agreement for Establishment of
The Choanoke Area Housing Consortium
Under the Federal HOME Investment Partnerships Program**

(Authority: G.S. 160A-460 et seq., 42 USC §§12741 et seq. and 24 CFR §§92.1 et seq.)

THIS AGREEMENT (Agreement), entered into this 13th day of June 2022, by and between the following geographically contiguous units of local government: Halifax County (the "Lead Entity"), Bertie County, Hertford County, Martin County, Northampton County, the City of Roanoke Rapids, and the Towns of Enfield, Halifax, Hobgood, Littleton, Scotland Neck, Weldon, Aulander, Askewville, Colerain, Kelford, Lewiston-Woodville, Powellsville, Roxobel, Windsor, Ahoskie, Cofield, Como, Harrellsville, Murfreesboro, Winton, Bear Grass, Everetts, Hamilton, Hassell, Jamesville, Oak City, Parmele, Robersonville, Williamston, Conway, Garysburg, Gaston, Jackson, Lasker, Rich Square, Severn and Woodland (the Cooperating Units), collectively, the Parties, or individually, a Party;

WITNESSETH:

WHEREAS, the Parties are units of local government for purposes of various statutory authorizations under Chapter 160D, Article 13, Part 2, and Chapter 160A, Article 20, Part 1 of the North Carolina General Statutes;

WHEREAS, pursuant to Chapter 160D, Article 13, Part 2 of the North Carolina General Statutes, the Parties are authorized to engage in various programs of housing assistance for low- and moderate-income persons;

WHEREAS, pursuant to G.S. 153A-149(c)(15b), counties are authorized to levy and expend property taxes to undertake programs for low- and moderate-income persons as provided in G.S. 160D-1316;

WHEREAS, pursuant to G.S. 160A-209 (c) municipalities are authorized to levy and expend property taxes to undertake housing projects as defined in G.S. 157-3(12) and urban homesteading programs under G.S. 160D-1314;

WHEREAS, pursuant to Chapter 160A, Article 20, Part 1 of the North Carolina General Statutes, the Parties may enter into a contract or agreement with each other to jointly exercise any power, function, public enterprise, right, privilege, or immunity;

WHEREAS, under certain provisions of the Cranston-Gonzalez National Affordable Housing Act of 1990 (specifically 42 USC §12746 and 24 CFR §92.101) geographically contiguous units of general local government may enter into a cooperation agreement and form a consortium to undertake or assist in undertaking affordable housing programs pursuant to the HOME Investment Partnerships Program;

WHEREAS, the Parties now desire to enter into a cooperation agreement to form a consortium to undertake or assist in undertaking affordable housing programs pursuant to the HOME Program;

NOW, THEREFORE, in consideration of the premises and the mutual benefits to be derived from participation in the HOME Investment Partnerships Program, the Parties mutually agree as follows:

1. Establishment of Consortium; Purpose. The Parties hereby establish the Choanoke Area Housing Consortium (the Consortium) as a joint agency, pursuant to G.S. 160A-462, 42 USC §12746 and 24 CFR §92.101, for the purpose of addressing safe, affordable and standard housing needs in the Consortium's geographically contiguous area.

2. Participation Threshold Amount. Under 24 CFR § 92.50, it is anticipated that the Consortium will have a HOME Program annual funding formula allocation of \$733,000.00, which is less than the \$750,000.00 formula allocation required under 24 CFR §92.102. Accordingly, for the first year of funding only, the five counties that are Parties to this Agreement will fund the actual shortfall for the first year of funding. Each county Party will provide one-fifth of the actual first-year shortfall. In subsequent years no funding of a shortfall will be required.

3. Designation of Lead Entity. Pursuant to 24 CFR §§ 92.101(2)(ii), Halifax County is designated as the Lead Entity to act in a representative capacity for the Consortium.

4. Duties and Responsibilities of Lead Entity. As the Lead Entity, Halifax County will assume overall responsibility for ensuring that the Consortium's Home Program is carried out in compliance with the requirements 24 CFR Part 92 (the federal regulations related to the HOME Investment Partnership Program) and all other applicable federal, state and local laws, regulations and ordinances, and all requirements of this Agreement and the Consortium's Consolidated Plan. The Lead Entity will provide policy direction for the operations of the Consortium and provide an Annual Report summarizing the status and accomplishments of the Consortium to the Governing Body of each member. The Lead Entity shall establish policy and administrative arrangements to carry out the functions of the Consortium including, but not limited to, approving proposals for funding submitted by the Consortium, distributing funds awarded to the Consortium and recommending contracts for carrying out the functions of the Consortium. With respect to the financial and legal obligations undertaken by the Lead Entity with the Department of Housing and Urban Development (HUD), no action shall be taken by the Consortium regarding projects that have not been approved or released without the concurrence of the Lead Entity.

5. Creation of an Advisory Board. The Lead Entity will create and develop bylaws for an advisory board to be known as the Choanoke Area Housing Consortium Board (the Board) comprised of one member from each jurisdiction in the Consortium. The general function of the Board will be to determine funding allocations from time to time consistent with the Annual Action Plan, together with such other duties as may be required, necessary or advisable under the rules and regulations governing the HOME Program.

6. Matching Contribution Requirement. Pursuant to 24 CFR, Subsections 92.218 through 92.222, each Party shall be responsible for providing the matching contribution required for any HOME Program federal funds allocated for its jurisdiction. No Party shall refuse to provide the matching contribution required for its projects for the period of time that the participation of that Party is required in the Consortium by HUD regulations and this Agreement. Any Party failing to provide the required matching contribution shall, upon demand, immediately reimburse the Lead Entity for all expenses incurred by the Lead Entity due to the failure of that Party to provide the matching contribution. Matching contributions will not be required when the Party does not have a project within its jurisdiction.

7. Authorization to Receive Funds; General Authorizations. The Cooperating Units hereby authorize the Lead Entity to submit, request and receive HOME Investment Partnerships Program funding

from the United States Department of Housing and Urban Development on behalf of the Consortium and, except as otherwise provided in this Agreement, to generally act on behalf of the Consortium with regarding all matters pertaining to the HOME Investment Partnerships Program.

8. Program Administration; Fiscal Control. The Cooperating Units hereby authorize the Lead Entity to establish a local HOME Investment Trust Fund for receipt of HOME Program funds and repayments as required by 24 CFR, Part 92, Subpart K, and subject to the provisions of the North Carolina Local Government Budget and Fiscal Control Act not inconsistent therewith.

9. Cooperation. The Lead Entity and Cooperating Units shall cooperate in the implementation of the HOME Program and shall cooperate in the preparation of the Consolidated Plan by providing requested information to the Lead Entity in a timely manner.

10. Allocation of Funding. The Parties shall be entitled to an amount of funding to carry out activities as determined by the HOME Consortium Board by vote and as recommended in the Annual Action Plan. Each Party shall be responsible for meeting its respective matching fund requirements. If any Party, after receiving an allocation of funding, fails to commence or complete its funded project, such funding or remaining funding shall be reallocated by the Consortium to another Party that has made a request for funding.

11. Compliance With Federal Uniform Guidance; State Law. Notwithstanding anything herein to the contrary, any Party receiving the benefit of Program Funding shall be for a specific project in that Party's jurisdiction shall be responsible for compliance with all applicable grant requirements, including applicable provisions of 2 CFR, Part 200 (Uniform Guidance), and all state laws related to the procurement of survey, architectural, engineering, construction or other services, and the purchase of goods and materials related to that Party's project.

12. Set Aside for CHDOs. The Parties agree that at least fifteen percent (15%) of all HOME Program funds received will be subcontracted for projects administered by qualified Community Housing Development Organizations (CHDOs), as required under 24 CFR, Part 92, Subpart G.

13. Reallocation of Funding. The Lead Entity shall have the right to reallocate HOME Program funding to the Consortium to be used by other Parties when a Party is unable to use the funding due to lack of eligible projects or ability to make matching contributions. A schedule for reallocation shall be determined by the Lead Entity to allow HOME Program funding to be used by the Consortium before reallocation by the United States Department of Housing and Urban Development to jurisdictions outside the Consortium. The reallocation of funds under this paragraph shall be consistent with the Consortium's approved Consolidated Plan.

14. Program Income; Repayments. With reference to any program income and repayments generated from the HOME Program funded projects, Federal regulations shall govern placement of program income generated from HOME funds and repayments into the local trust fund. The Lead Entity shall, if requested and to the extent possible, separately account for program income and repayments on the Cooperating Unit's projects. Program income and repayments on projects shall only be available to the Cooperating Unit for use on activities which are consistent with the HOME Investment Partnerships Program and the approved Consolidated Plan. In the event that the U.S. Department of Housing and Urban Development determines that a refund of funds is required because of the failure of a funded Party to meet the objectives or administrative requirements in carrying out HOME Program activities, the failing Party shall repay those funds.

15. Fair Housing. The Parties, individually and as members of the Consortium, shall affirmatively further fair housing.
16. Alleviation of Housing Problems. The Parties agree that the Consortium shall direct its activities for the alleviation of housing problems in the State of North Carolina.
17. Indemnification. As to the activities contemplated under this Agreement, each Party agrees to be responsible and assume the risk of liability for its own wrongful and/or negligent acts or omissions, or those of its officers, agents, or employees to the extent that liability exists, and will indemnify, defend, save and hold harmless the other Parties against claims of injury to persons or property resulting from the intentional misconduct or negligence of their respective officers or employees, including cost and reasonable attorneys' fees associated with defending such claims. This section shall not be construed as waiving any defense or limitation which either party may have against any claim or cause of action by any person not a Party to this Agreement. A Cooperating Unit shall not be held harmless for liability that may result from failure to provide proper accounting or otherwise comply with state and federal laws and regulations. The Cooperating Units shall immediately reimburse the Lead Entity in full for any and all expense for which the Lead Entity may become responsible in its role as Lead Entity. To the extent that such expense is incurred by the acts or omissions of a Cooperating Unit, that Cooperating Unit shall make such reimbursement in full.
18. Term of Agreement; Automatic Renewal; Notice. The Parties agree to remain in the Consortium at least through September 30, 2025, which is the Initial Term of this Agreement and the initial qualification period of three successive Federal fiscal years. Thereafter, the Parties agree that this Agreement shall automatically renew for successive qualification periods of three Federal fiscal years, provided, the Lead Entity shall give written notice to each Cooperating Unit of the right to elect not to continue participation for a new qualification period, such written notice to be given not less than 150 days prior to the expiration of the then current qualification period, and to be exercised by not less than 120 days prior to that date. Notwithstanding the foregoing, each Party shall continue to participate in the Consortium to the extent required by HUD regulations or other applicable law. The obligations of each of the Parties as set forth herein and as required by HUD regulations and other applicable law shall remain effective for the duration of any responsibility of the Consortium or Lead Entity to HUD.
19. *[Intentionally omitted.]*
20. Consolidated Program Year. The program year start date for the Consortium shall be July 1, 2023. In accordance with 24 CFR Part 91, Subpart E, The Parties agree to have the same program year for Community Development Block Grant (CDBG), Home Investment Partnership Program (HOME), Emergency Shelter Grants (ESG) and Housing Opportunities for Persons with AIDS (HOPWA).
21. Dispute Resolution. Any dispute arising under this Agreement may be settled by mediation in the State of North Carolina in accord with such procedures as may be available to units of local government under state law. No other dispute resolution procedures shall apply. Jurisdiction for any legal proceedings concerning this contract or agreement shall be state courts in the State of North Carolina. Venue for such proceedings shall be Halifax County.
22. Severability. Should any part of the Agreement be determined by a court of competent jurisdiction to be invalid, illegal or against public policy, said offending section shall be void and of no effect, and shall not render any other section herein, nor this Agreement as a whole, invalid. Those rights and obligations under this Agreement, which by their nature should survive, shall remain in effect after termination, suspension or expiration hereof.

23. Entire Agreement; Amendments. This document encompasses the entire Agreement of the Parties. No understanding or amendment, addendum, or addition to this Agreement shall be effective unless adopted in the same manner prescribed for the adoption of this Agreement under Article 20, Chapter 160A of the North Carolina General Statutes.

24. Execution; Counterparts. Each of the Parties acknowledges that this Agreement shall be adopted by resolution of its governing board as required under Article 20, Chapter 160A of the N.C. General Statutes, and pre-audited by its Finance Officer at or prior to such execution. This Agreement shall be deemed adopted upon the date of execution by the last authorized representative. Each Party shall sign a separate signature page which will constitute valid execution. This Agreement may be executed in one or more counterparts, each of which will be deemed to be an original copy of this Agreement whether presented as an original (“wet”) signature, photocopy, facsimile or digitally transmitted by electronic mail, and all of which, when taken together, shall be deemed to constitute one and the same binding Agreement.

IN WITNESS WHEREOF, each the Party has adopted a resolution authorizing the execution of this Agreement and thereby caused this Agreement to be *pre-audited* by its Finance Officer, executed by its presiding officer (Board Chairman or Mayor), and attested by its Clerk on the date indicated below the signature of its presiding officer as indicated.

[This space intentionally blank. Separate execution pages follow.]

Joint Cooperation Agreement for Establishment of
The Choanoke Area Housing Consortium

TOWN OF JAMESVILLE

By: _____
Mayor

Date: _____

Attest:

Town Clerk

[Seal]

This instrument has been preaudited in
the manner required by the Local Government
Budget and Fiscal Control Act.

By: _____
Finance Officer

F. Resolution for Adoption of a Joint Cooperation Agreement for the Establishment of the Choanoke Area Housing Consortium

1. Along with the adoption of the Joint Cooperation Agreement, adoption of a resolution for the Establishment of the Choanoke Area Housing Consortium was also required. Commissioner Rachel Craddock made the motion to adopt the Resolution for the Joint Cooperation Agreement for the Establishment of the Choanoke Area Housing Consortium below. Commissioner Mary Allen seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

Resolution for Adoption of a Joint Cooperation Agreement for the Establishment of
the Choanoke Area Housing Consortium
Under the Federal HOME Investment Partnerships Program

WHEREAS, pursuant to Chapter 160D, Article 13, Part 2 of the North Carolina General Statutes, counties and municipalities are authorized to engage in various programs of housing assistance for low- and moderate-income persons;

WHEREAS, pursuant to Chapter 160A, Article 20, Part 1 of the North Carolina General Statutes, the units of local government may enter into a contract or agreement with each other to jointly exercise any power, function, public enterprise, right, privilege, or immunity;

WHEREAS, under certain provisions of the Cranston-Gonzalez National Affordable Housing Act of 1990 (specifically 42 USC §12746 and 24 CFR §92.101) geographically contiguous units of general local government may enter into a cooperation agreement and form a consortium to undertake or assist in undertaking affordable housing programs pursuant to the HOME Investment Partnerships Program;

WHEREAS, the undersigned units of local government desire to enter into a cooperation agreement to form a consortium to undertake or assist in undertaking affordable housing programs pursuant to the HOME Investment Partnerships Program;

WHEREAS, the undersigned units of local government propose to enter into that certain “Joint Cooperation Agreement for Establishment of the Choanoke Area Housing Consortium Under the Federal HOME Investment Partnerships Program,” a copy of which was presented to the governing board of each unit during a regular meeting prior to the adoption of this resolution;

NOW, THEREFORE, BE IT RESOLVED that pursuant to G.S. 160A-461 each of the undersigned units of local government does hereby ratify and authorize the execution of the aforementioned interlocal agreement.

Resolution for Ratification of Joint Cooperation Agreement
for Establishment of the Choanoke Area Housing Consortium

Adopted on the 13th day of June, 2022.

TOWN OF JAMESVILLE

By: _____
Mayor

Attest:

[Seal]

Town Clerk

G. Special Meeting June 27, 2022 @ 5 p.m.

1. N.C. General Statutes require publication about intention to hold a public hearing before the governing board may adopt the budget ordinance. Town Clerk/Finance Officer Kimberly Cockrell sought the Board’s approval to advertise and to hold a Special Meeting June 27, 2022 at 5 p.m. for the Budget Public Hearing and to approve year-end budget

amendments, if applicable. Commissioner Willis Williams made the motion to hold the Special Meeting. Commissioner Rachel Craddock seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

H. ARPA Conflict of Interest Policy

1. Town Clerk/Finance Officer Kimberly Cockrell provided the ARPA Conflict of Interest Policy required as part of the ARPA funding application, which needed the Board's approval. Commissioner Willis Williams made the motion to approve ARPA Conflict of Interest Policy shown below. Commissioner Mary Allen seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

TOWN OF JAMESVILLE CONFLICT OF INTEREST POLICY

Conflict of Interest Defined: A conflict of interest is defined as an actual or perceived interest by any elected official, appointed official, or town employee (Officials) in an action that results in, or has the appearance of resulting in, personal, organizational, or professional gain.

A conflict of interest occurs when an Official has a direct or fiduciary interest in another relationship.

A conflict of interest could include:

- Ownership by more than one Official where one or the other has supervisory authority over the other or with a client who receives services.
- Employment of or by more than one Official where one or the other has supervisory authority over the other or with a client who receives services.
- Contractual relationship with an Official where one or the other has supervisory authority over the other or with a client who receives services.
- Creditor or debtor to an Official where one or the other has supervisory authority over the other or with a client who receives services.
- Consultative or consumer relationship with an Official where one or the other has supervisory authority over the other or with a client who receives services.

The definition of conflict of interest includes any bias or the appearance of bias in a decision-making process that would reflect a dual role played by a member of the organization or group. An example, for instance, might involve a person who is an Official who is an employee and who hires family members as consultants.

Employee Responsibilities: It is in the interest of Town of Jamesville Officials to strengthen trust and confidence in each other, to expedite resolution of problems, to mitigate the effect and to minimize organizational and individual stress that can be caused by a conflict of interest. Employees are obligated to avoid any conflict of interest or appearance of any conflict of interest as a condition of employment. This organization serves the community as a whole rather than only serving a special interest group. The appearance of a conflict of interest can cause embarrassment to the organization and jeopardize the credibility of the organization.

Acceptance of Gifts: Any Official is prohibited from accepting gifts, money or gratuities from the following: a. Persons receiving benefits or services from the organization; b. Any person or organization performing or seeking to perform services under contract with the organization; c. Persons who are otherwise in a position to benefit from the actions of any employee of the organization.

Adopted this 13th day of June, 2022.

Craig Tucker - Mayor

Kimberly Cockrell – Town Clerk/Finance Officer

I. ARPA Record Retention Policy

1. Town Clerk/Finance Officer Kimberly Cockrell provided the ARPA Record Retention Policy required as part of the ARPA funding application, which needed the Board’s approval. Commissioner Willis Williams made the motion to approve the ARPA Record Retention Policy shown below. Commissioner Mary Allen seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

Record Retention Policy: Documents Created or Maintained Pursuant to the ARP/CSLFRF Award

Retention of Records: The Coronavirus Local Fiscal Recovery Funds (“CSLFRF”) Award Terms and Conditions and the Compliance and Reporting Guidance set forth the U.S. Department of Treasury’s (“Treasury”) record retention requirements for the ARP/CSLFRF award.

It is the policy of the Town of Jamesville to follow Treasury’s record retention requirements as it expends CSLFRF pursuant to the APR/CSLFRF award. Accordingly, the Town of Jamesville agrees to the following:

- Retain all financial and programmatic records related to the use and expenditure of CSLFRF pursuant to the ARP/CSLFRF award for a period of five (5) years after all CLFRF funds have been expended or returned to Treasury, whichever is later.
- Retain records for real property and equipment acquired with CSLFRF for five years after final disposition.
- Ensure that the financial and programmatic records retained sufficiently evidence compliance with section 603(c) of the Social Security Act “ARPA,” Treasury’s regulations implementing that section, and guidance issued by Treasury regarding the foregoing.
- Allow the Treasury Office of Inspector General and the Government Accountability Office, or their authorized representatives, the right of right of timely and unrestricted access to any records for the purpose of audits or other investigations.
- If any litigation, claim, or audit is started before the expiration of the 5-year period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved.

Covered Records: For purposes of this policy, records are information, regardless of physical form or characteristics, that are created, received, or retained that evidence the Town of Jamesville's expenditure of CSLFRF funds on eligible projects, programs, or activities pursuant to the ARP/CSLFRF award.

Records that shall be retained pursuant to this policy include, but are not limited to, the following:

- Financial statements and accounting records evidencing expenditures of CSLFRF for eligible projects, programs, or activities.
- Documentation of rationale to support a particular expenditure of CSLFRF (e.g., expenditure constitutes a general government service);
- Documentation of administrative costs charged to the ARP/CSLFRF award;
- Procurement documents evidencing the significant history of a procurement, including, at a minimum, the rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for contract cost or price;
- Subaward agreements and documentation of subrecipient monitoring;
- Documentation evidencing compliance with the Uniform Guidance property management standards set forth in 2 C.F.R. §§ 200.310-316 and 200.329;
- Personnel and payroll records for full-time and part-time employees compensated with CSLFRF, including time and effort reports; and
- Indirect cost rate proposals

Storage: Town of Jamesville's records must be stored in a safe, secure, and accessible manner. Wherever practicable, such records should be collected, transmitted, and stored in open and machine-readable formats.

Departmental Responsibilities: Any department or unit of the Town of Jamesville, and its employees, who are responsible for creating or maintaining the covered documents in this policy shall comply with the terms of this policy. Failure to do so may subject the Town of Jamesville to civil and/or criminal liability. Any employee who fails to comply with the record retention requirements set forth herein may be subject to disciplinary sanctions, including suspension or termination.

The Finance Department is responsible for identifying the documents that Town of Jamesville must or should retain and arrange for the proper storage and retrieval of records. The Finance Officer shall also ensure that all personnel subject to the terms of this policy are aware of the record retention requirements set forth herein.

Reporting Policy Violations: The Town of Jamesville is committed to enforcing this policy as it applies to all forms of records. Any employee that suspects the terms of this policy have been violated shall report the incident immediately to that employee's supervisor. If an employee is not comfortable bringing the matter up with the supervisor, the employee may bring the matter to the attention of the Jamesville Town Board. The Town of Jamesville prohibits, any form of discipline, reprisal, intimidation, or retaliation for reporting incidents of inappropriate conduct of any kind, pursuing any record destruction claim, or cooperating in related investigations.

Questions About the Policy: Any questions about this policy should be referred to the Jamesville Town Board, who is in charge of administering, enforcing, and updating this policy.

Adopted this 13th day of June, 2022.

Craig Tucker - Mayor

Kimberly Cockrell – Town Clerk/Finance Officer

J. ARPA Allowable Costs and Cost Principles for Expenditure Policy

1. Town Clerk/Finance Officer Kimberly Cockrell provided the ARPA Allowable Costs and Cost Principles for Expenditure Policy required as part of the ARPA funding application, which needed the Board’s approval. Commissioner Willis Williams made the motion to approve the ARPA Allowable Costs and Cost Principles for Expenditure Policy shown below. Commissioner Mary Allen seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

POLICY FOR ALLOWABLE COSTS AND COST PRINCIPLES FOR EXPENDITURE OF AMERICAN RESCUE PLAN ACT CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS BY NORTH CAROLINA LOCAL GOVERNMENTS

WHEREAS the Town of Jamesville, has received an allocation of funds from the Coronavirus State and Local Fiscal Recovery Funds of H.R. 1319 American Rescue Plan Act of 2021 (ARP/CSLFRF); and

WHEREAS the funds may be used for projects within these categories, to the extent authorized by state law.

1. Support COVID-19 public health expenditures, by funding COVID-19 mitigation and prevention efforts, medical expenses, behavioral healthcare, preventing and responding to violence, and certain public health and safety staff;
2. Address negative economic impacts caused by the public health emergency, including economic harms to households, small businesses, non-profits, impacted industries, and the public sector;
3. Replace lost public sector revenue, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic;
4. Provide premium pay for essential workers, offering additional support to those who have borne and will bear the greatest health risks because of their service in critical infrastructure sectors; and,
5. Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet.

WHEREAS the ARP/CSLFRF are subject to the provisions of the federal Uniform Grant Guidance, 2 CFR Sect. 200 (UG), as provided in the Assistance Listing; and

WHEREAS the Compliance and Reporting Guidance for the State and Local Fiscal Recovery Funds provides, in relevant part:

Allowable Costs/Cost Principles. As outlined in the Uniform Guidance at 2 CFR Part 200, Subpart E regarding Cost Principles, allowable costs are based on the premise that a recipient is responsible for the effective administration of Federal awards, application of sound management practices, and administration of Federal funds in a manner consistent with the program objectives and terms and conditions of the award. Recipients must implement robust internal controls and

effective monitoring to ensure compliance with the Cost Principles, which are important for building trust and accountability.

[ARP/CSLFRF] Funds may be, but are not required to be, used along with other funding sources for a given project. Note that [ARP/CSLFRF] Funds may not be used for a non-Federal cost share or match where prohibited by other Federal programs, e.g., funds may not be used for the State share for Medicaid.

Treasury's Interim Final Rule and guidance and the Uniform Guidance outline the types of costs that are allowable, including certain audit costs. For example, per 2 CFR 200.425, a reasonable proportionate share of the costs of audits required by the Single Audit Act Amendments of 1996 are allowable; however, costs for audits that were not performed in accordance with 2 CFR Part 200, Subpart F are not allowable. Please see 2 CFR Part 200, Subpart E regarding the Cost Principles for more information.

- a. Administrative costs: Recipients may use funds for administering the SLFRF program, including costs of consultants to support effective management and oversight, including consultation for ensuring compliance with legal, regulatory, and other requirements. Further, costs must be reasonable and allocable as outlined in 2 CFR 200.404 and 2 CFR 200.405. Pursuant to the [ARP/CSLFRF] Award Terms and Conditions, recipients are permitted to charge both direct and indirect costs to their SLFRF award as administrative costs. Direct costs are those that are identified specifically as costs of implementing the [ARP/CSLFRF] program objectives, such as contract support, materials, and supplies for a project. Indirect costs are general overhead costs of an organization where a portion of such costs are allocable to the [ARP/CSLFRF] award such as the cost of facilities or administrative functions like a director's office. Each category of cost should be treated consistently in like circumstances as direct or indirect, and recipients may not charge the same administrative costs to both direct and indirect cost categories, or to other programs. If a recipient has a current Negotiated Indirect Costs Rate Agreement (NICRA) established with a Federal cognizant agency responsible for reviewing, negotiating, and approving cost allocation plans or indirect cost proposals, then the recipient may use its current NICRA. Alternatively, if the recipient does not have a NICRA, the recipient may elect to use the de minimis rate of 10 percent of the modified total direct costs pursuant to 2 CFR 200.414(f).
- b. Salaries and Expenses: In general, certain employees' wages, salaries, and covered benefits are an eligible use of [ARP/CSLFRF] award funds; and

WHEREAS Subpart E of the UG dictates allowable costs and cost principles for expenditure of ARP/CSLFRF funds; and

WHEREAS Subpart E of the UG (specifically, 200.400) states that:

The application of these cost principles is based on the fundamental premises that:

- (a) The non-Federal entity is responsible for the efficient and effective administration of the Federal award through the application of sound management practices.

- (b) The non-Federal entity assumes responsibility for administering Federal funds in a manner consistent with underlying agreements, program objectives, and the terms and conditions of the Federal award.
- (c) The non-Federal entity, in recognition of its own unique combination of staff, facilities, and experience, has the primary responsibility for employing whatever form of sound organization and management techniques may be necessary in order to assure proper and efficient administration of the Federal award.
- (d) The application of these cost principles should require no significant changes in the internal accounting policies and practices of the non-Federal entity. However, the accounting practices of the non-Federal entity must be consistent with these cost principles and support the accumulation of costs as required by the principles, and must provide for adequate documentation to support costs charged to the Federal award.
- (e) In reviewing, negotiating and approving cost allocation plans or indirect cost proposals, the cognizant agency for indirect costs should generally assure that the non-Federal entity is applying these cost accounting principles on a consistent basis during their review and negotiation of indirect cost proposals. Where wide variations exist in the treatment of a given cost item by the non-Federal entity, the reasonableness and equity of such treatments should be fully considered.
- (f) For non-Federal entities that educate and engage students in research, the dual role of students as both trainees and employees (including pre- and post-doctoral staff) contributing to the completion of Federal awards for research must be recognized in the application of these principles.
- (g) The non-Federal entity may not earn or keep any profit resulting from Federal financial assistance, unless explicitly authorized by the terms and conditions of the Federal award;

BE IT RESOLVED that the governing board of Town of Jamesville hereby adopts and enacts the following UG Allowable Costs and Cost Principles Policy for the expenditure of ARP/CSLFRF funds on this 13th day of June 2022.

_____ Craig Tucker, Mayor

Attested by: _____ Kimberly Cockrell, Town Clerk

The Town of Jamesville Allowable Costs and Costs Principles Policy

I. ALLOWABLE COSTS AND COSTS PRINCIPLES POLICY OVERVIEW

Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, commonly called Uniform Guidance (UG), specifically Subpart E, defines those items of cost that are allowable, and which are unallowable. The tests of allowability under these principles are: (a) the costs must be reasonable; (b) they must be allocable to eligible projects under the Coronavirus State and Local Fiscal Recovery Funds of H.R. 1319 American Rescue Plan Act of 2021 (ARP/CSLFRF); (c) they must be given consistent treatment through application of those generally accepted accounting principles appropriate to the circumstances; and (d) they must conform to any limitations or exclusions set forth in these principles or in the ARP/CSLFRF grant award as to types or amounts of cost items. Unallowable items fall into two categories: expenses which are by their nature unallowable (e.g., alcohol), and unallowable activities (e.g., fund raising).

Town of Jamesville shall adhere to all applicable cost principles governing the use of federal grants. This policy addresses the proper classification of both direct and indirect charges to ARP/CSLFRF funded projects and enacts procedures to ensure that proposed and actual expenditures are consistent with the ARP/CSLFRF grant award terms and all applicable federal regulations in the UG.

Responsibility for following these guidelines lies with the Jamesville Town Board and Town Employees, who are charged with the administration and financial oversight of the ARP/CSLFRF. Further, all local government employees and officials who are involved in obligating, administering, expending, or monitoring ARP/CSLFRF grant funded projects should be well versed with the categories of costs that are generally allowable and unallowable. Questions on the allowability of costs should be directed to the Jamesville Mayor and Finance Officer. As questions on allowability of certain costs may require interpretation and judgment, local government personnel are encouraged to ask for assistance in making those determinations.

II. GENERAL COST ALLOWABILITY CRITERIA

All costs expended using ARP/CSLFRF funds must meet the following general criteria:

1. **Be necessary and reasonable for the proper and efficient performance and administration of the grant program.**

A cost must be *necessary* to achieve a project object. When determining whether a cost is necessary, consideration may be given to:

- Whether the cost is needed for the proper and efficient performance of the grant project.
- Whether the cost is identified in the approved project budget or application.
- Whether the cost aligns with identified needs based on results and findings from a needs assessment.
- Whether the cost addresses project goals and objectives and is based on program data.

A cost is *reasonable* if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision to incur the cost was made. For example, reasonable means that sound business practices were followed, and purchases were comparable to market prices. When determining reasonableness of a cost, consideration must be given to:

- Whether the cost is a type generally recognized as ordinary and necessary for the operation of the Town of Jamesville or the proper and efficient performance of the federal award.
- The restraints or requirements imposed by factors, such as: sound business practices; arm's-length bargaining; federal, state, and other laws and regulations; and terms and conditions of the ARP/CSLFRF award.
- Market prices for comparable goods or services for the geographic area.
- Whether individuals concerned acted with prudence in the circumstances considering their responsibilities to the Town of Jamesville, its employees, the public at large, and the federal government.

- Whether the Town of Jamesville significantly deviates from its established practices and policies regarding the incurrence of costs, which may unjustifiably increase the ARP/CSLFRF award's cost.
2. **Be allocable to the ARP/CSLFRF federal award.** A cost is allocable to the ARP/CSLFRF award if the goods or services involved are chargeable or assignable to the ARP/CSLFRF award in accordance with the relative benefit received. This means that the ARP/CSLFRF grant program derived a benefit in proportion to the funds charged to the program. *For example, if 50 percent of a local government program officer's salary is paid with grant funds, then the local government must document that the program officer spent at least 50 percent of his/her time on the grant program.*
If a cost benefits two or more projects or activities in proportions that can be determined without undue effort or cost, the cost must be allocated to the projects based on the proportional benefit. If a cost benefits two or more projects or activities in proportions that cannot be determined because of the interrelationship of the work involved, then the costs may be allocated or transferred to benefitted projects on any reasonable documented basis. Where the purchase of equipment or other capital asset is specifically authorized by the ARP/CSLFRF, the costs are assignable to the Federal award regardless of the use that may be made of the equipment or other capital asset involved when no longer needed for the purpose for which it was originally required.
 3. **Be authorized and not prohibited under state or local laws or regulations.**
 4. **Conform to any limitations or exclusions set forth in the principles, federal laws, ARP/CSLFRF award terms, and other governing regulations as to types or amounts of cost items.**
 5. **Be consistent with policies, regulations, and procedures that apply uniformly to both the ARP/CSLFRF federal award and other activities of the Town of Jamesville.**
 6. **Be accorded consistent treatment.** A cost MAY NOT be assigned to a federal award as a direct cost and also be charged to a federal award as an indirect cost. And a cost must be treated consistently for both federal award and non-federal award expenditures.
 7. **Be determined in accordance with generally accepted accounting principles (GAAP), unless provided otherwise in the UGG.**
 8. **Be net of all applicable credits.** The term "applicable credits" refers to those receipts or reduction of expenditures that operate to offset or reduce expense items allocable to the federal award. Typical examples of such transactions are purchase discounts; rebates or allowances; recoveries or indemnities on losses; and adjustments of overpayments or erroneous charges. To the extent that such credits accruing to and received by the local government related to the federal award, they shall be credited to the ARP/CSLFRF award, either as a cost reduction or a cash refund, as appropriate and consistent with the award terms.
 9. **Be adequately documented.**

III. SELECTED ITEMS OF COST

The UGG examines the allowability of fifty-five (55) specific cost items (commonly referred to as Selected Items of Cost) at 2 CFR § 200.420-.475.

The Finance Department is responsible for determining cost allowability must be familiar with the Selected Items of Cost. The Town of Jamesville must follow the applicable regulations when charging

these specific expenditures to the ARP/CSLFRF grant. The Finance Department personnel will check costs against the selected items of cost requirements to ensure the cost is allowable and that all process and documentation requirements are followed. In addition, State laws, Town of Jamesville regulations, and program-specific rules may deem a cost as unallowable, and the Finance Department personnel must follow those non-federal rules as well.

Exhibit A identifies and summarizes the Selected Items of Cost.

IV. DIRECT AND INDIRECT COSTS

Allowable and allocable costs must be appropriately classified as direct or indirect charges. It is essential that each item of cost be treated consistently in like circumstances either as a direct or an indirect cost.

Direct costs are expenses that are specifically associated with a particular ARP/CSLFRF-eligible project and that can be directly assigned to such activities relatively easily with a high degree of accuracy. Common examples of direct costs include salary and fringe benefits of personnel directly involved in undertaking an eligible project, equipment and supplies for the project, subcontracted service provider, or other materials consumed or expended in the performance of a grant-eligible project.

Indirect costs are (1) costs incurred for a common or joint purpose benefitting more than one ARP/CSLFRF-eligible project, and (2) not readily assignable to the project specifically benefited, without effort disproportionate to the results achieved. They are expenses that benefit more than one project or even more than one federal grant. Common examples of indirect costs include utilities, local telephone charges, shared office supplies, administrative or secretarial salaries.

For indirect costs, the Town of Jamesville may charge a 10 percent de minimis rate of modified total direct costs (MTDC). According to UGG Section 200.68 MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance the subawards under the award). MTDC EXCLUDES equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000.

V. SPECIAL PROVISIONS FOR STATE AND LOCAL GOVERNMENTS

There are some special provisions of the UG that apply only to states, local governments, and Indian Tribes.

§ 200.444 General costs of government.

(a) For states, local governments, and Indian Tribes, the general costs of government are unallowable (except as provided in § 200.475). Unallowable costs include:

- (1) Salaries and expenses of the Office of the Governor of a state or the chief executive of a local government or the chief executive of an Indian tribe;
- (2) Salaries and other expenses of a state legislature, tribal council, or similar local governmental body, such as a county supervisor, city council, school board, etc., whether incurred for purposes of legislation or executive direction;
- (3) Costs of the judicial branch of a government;

(4) Costs of prosecutorial activities unless treated as a direct cost to a specific program if authorized by statute or regulation (however, this does not preclude the allowability of other legal activities of the Attorney General as described in § 200.435); and

(5) Costs of other general types of government services normally provided to the general public, such as fire and police, unless provided for as a direct cost under a program statute or regulation.

(b) For Indian tribes and Councils of Governments (COGs) (see definition for *Local government* in § 200.1 of this part), up to 50% of salaries and expenses directly attributable to managing and operating Federal programs by the chief executive and his or her staff can be included in the indirect cost calculation without documentation.

[NOTE THAT EXPENDITURES OF ARP/CSLFRF FUNDS IN THE REVENUE REPLACEMENT CATEGORY ARE EXPLICITLY AUTHORIZED IN THE FINAL RULE TO BE SPENT ON GENERAL GOVERNMENT SERVICES.]

§ 200.416 COST ALLOCATION PLANS AND INDIRECT COST PROPOSALS.

(a) For states, local governments and Indian tribes, certain services, such as motor pools, computer centers, purchasing, accounting, etc., are provided to operating agencies on a centralized basis. Since Federal awards are performed within the individual operating agencies, there needs to be a process whereby these central service costs can be identified and assigned to benefitted activities on a reasonable and consistent basis. The central service cost allocation plan provides that process.

(b) Individual operating agencies (governmental department or agency), normally charge Federal awards for indirect costs through an indirect cost rate. A separate indirect cost rate(s) proposal for each operating agency is usually necessary to claim indirect costs under Federal awards. Indirect costs include:

(1) The indirect costs originating in each department or agency of the governmental unit carrying out Federal awards and

(2) The costs of central governmental services distributed through the central service cost allocation plan and not otherwise treated as direct costs.

(c) The requirements for development and submission of cost allocation plans (for central service costs and public assistance programs) and indirect cost rate proposals are contained in appendices V, VI and VII to this part.

§ 200.417 INTERAGENCY SERVICE.

The cost of services provided by one agency to another within the governmental unit may include allowable direct costs of the service plus a pro-rated share of indirect costs. A standard indirect cost allowance equal to ten percent of the direct salary and wage cost of providing the service (excluding overtime, shift premiums, and fringe benefits) may be used in lieu of determining the actual indirect costs of the service. These services do not include centralized services included in central service cost allocation plans as described in Appendix V to Part 200.

VI. COST ALLOWABILITY REVIEW PROCESS

PREAPPROVAL COST ALLOWABILITY REVIEW

Before an ARP/CSLFRF-funded project is authorized, the Jamesville Town Board must review the proposed cost items within an estimated project budget to determine whether they are allowable and allocable and whether cost items will be charged as direct or indirect expenses. This review will occur concurrently with the review of project eligibility and *before* obligating or expending any ARP/CSLFRF funds.

- Local government personnel must submit proposed ARP/CSLFRF projects to the Jamesville Town Board for review. In addition to other required information, all proposed project submissions must delineate estimated costs by cost item.
- Along with a general review of project eligibility and conformance with other governing board management directives, the Jamesville Town Board must review estimated costs for specific allowable cost requirements, budget parameters, indirect rates, fringe benefit rates, and those activities/costs that require pre-approval by the US Treasury.
- If a proposed project includes a request for an unallowable cost, the Jamesville Town Board will return the proposal to the requesting party for review and, if practicable, resubmission with corrected cost items.
- Once a proposed project budget is pre-approved by the Jamesville Town Board, the local government personnel responsible for implementing the project must conform actual obligations and expenditures to the pre-approved project budget.

POST-EXPENDITURE COST ALLOWABILITY REVIEW

Once an expenditure is incurred related to an eligible project, and an invoice or other demand for payment is submitted to the local government, the Finance Department must perform a second review to ensure that actual expenditures comprise allowable costs.

- All invoices or other demands for payment must include a breakdown by cost item. The cost items should mirror those presented in the proposed budget for the project. If an invoice or other demand for payment does not include a breakdown by cost item, the Finance Department will return the invoice to the project manager and/or vendor, contractor, or subrecipient for correction.
- The Finance Department must review the individual cost items listed on the invoice or other demand for payment to determine their allowability and allocability.
- If all cost items are deemed allowable and properly allocable, the Finance Department must proceed through the local government's normal disbursement process.
- If any cost item is deemed unallowable, the Finance Department will notify the project management and/or vendor, contractor, or subrecipient that a portion of the invoice or other demand for payment will not be paid with ARP/CSLFRF funds. The Finance Department may in their discretion, and consistent with this policy, allow an invoice or other demand for payment to be resubmitted with a revised cost allocation. If the local government remains legally obligated by contract or otherwise to pay the disallowed cost item, it must identify other local government funds to cover the disbursement. The Town of Jamesville's governing board must approve any allocation of other funds for this purpose.

- The Finance Department must retain appropriate documentation of budgeted cost items per project and actual obligations and expenditures of cost items per project.

VII. COST TRANSFERS

Any costs charged to the ARP/CSLFRF federal award that do not meet the allowable cost criteria must be removed from the award account and charged to an account that does not require adherence to federal UGG or other applicable guidelines.

Failure to adequately follow this policy and related procedures could result in questioned costs, audit findings, potential repayment of disallowed costs and discontinuance of funding.

EXHIBIT A (Entered in the minutes by reference)

K. Project Policy for the Expenditure of American Rescue Plan Funds

1. Town Clerk/Finance Officer Kimberly Cockrell provided the Project Policy for the Expenditure of American Rescue Plan Funds as required by the ARPA funding application, which needed the Board's approval. Commissioner Willis Williams made the motion to approve the Project Policy for the Expenditure of American Rescue Plan Funds shown below. Commissioner Mary Allen seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

PROJECT POLICY FOR THE EXPENDITURE OF AMERICAN RESCUE PLAN ACT OF 2021 CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS BY TOWN OF JAMESVILLE

WHEREAS the Town of Jamesville, has received an allocation of funds from the Coronavirus State and Local Fiscal Recovery Funds of H.R. 1319 American Rescue Plan Act of 2021 (ARP/CSLFRF); and

WHEREAS US Treasury is responsible for implementing ARP/CSLFRF and has enacted a Final Rule outlining eligible projects; and

WHEREAS the funds may be used for projects within these categories, to the extent authorized by state law.

1. Support COVID-19 public health expenditures, by funding COVID-19 mitigation and prevention efforts, medical expenses, behavioral healthcare, preventing and responding to violence, and certain public health and safety staff;
2. Address negative economic impacts caused by the public health emergency, including economic harms to households, small businesses, non-profits, impacted industries, and the public sector;
3. Replace lost public sector revenue, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic;
4. Provide premium pay for essential workers, offering additional support to those who have borne and will bear the greatest health risks because of their service in critical infrastructure sectors; and,
5. Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet; and

WHEREAS the ARP/CSLFRF are subject to the provisions of the federal Uniform Grant Guidance, 2 CFR Part 200 (UG), as provided in the Assistance Listing; and

WHEREAS US Treasury has issued a Compliance and Reporting Guidance v.2.1 (November 15, 2021) dictating implementation of the ARP/CSLFRF award terms and compliance requirements; and

WHEREAS the Compliance and Reporting Guidance states on page 6 that

Per 2 CFR Part 200.303, your organization must develop and implement effective internal controls to ensure that funding decisions under the SLFRF award constitute eligible uses of funds, and document determinations.

BE IT RESOLVED that the Town of Jamesville hereby adopts and enacts the following Eligibility Determination Policy for ARP/CSLFRF funds on this 13th day of June 2022.

_____ Craig Tucker, Mayor

Attested by: _____ Kimberly Cockrell, Town Clerk

**ELIGIBILITY DETERMINATION POLICY FOR AMERICAN RESCUE PLAN ACT OF 2021
CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS**

This policy defines the permissible and prohibited uses of the Coronavirus State and Local Fiscal Recovery Funds of H.R. 1319 American Rescue Plan Act of 2021 (ARP/CSLFRF) funds. It also outlines the procedures for determining how the Town of Jamesville will spend its ARP/CSLFRF funds.

I. PERMISSIBLE USES OF ARP/CSLFRF FUNDING

US Treasury issued its **Final Rule** regarding use of ARPA funds on January 6, 2022. (The Final Rule is effective as of April 1, 2022. Until that date, a local government may proceed under the regulation promulgated by US Department of the Treasury in its **Interim Final Rule** or the Final Rule.) The Final Rule (and the Interim Final Rule) identify permissible uses of ARP/CSLFRF funds and certain limitations and process requirements. Local governments must allocate ARP/CSLFRF funds no later than December 31, 2024 and disburse all funding no later than December 31, 2026. Failure of an entity to expend all funds by December 31, 2026 will result in forfeiture of ARPA funds.

ARP/CSLFRF funds may be used for projects within the following categories of expenditures:

1. Support COVID-19 public health expenditures, by funding COVID-19 mitigation and prevention efforts, medical expenses, behavioral healthcare, preventing and responding to violence, and certain public health and safety staff;
2. Address negative economic impacts caused by the public health emergency, including economic harms to workers, households, small businesses, non-profits, impacted industries, and the public sector;
3. Replace lost public sector revenue, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic;
4. Provide premium pay for essential workers, offering additional support to those who have borne and will bear the greatest health risks because of their service in critical infrastructure sectors; and
5. Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet; and

II. PROHIBITED USES OF ARPA FUNDING

The ARP/CSLFRF and US Treasury's Final Rule prohibit certain uses of ARP/CSLFRF funds. Specifically, ARP/CSLFRF funds may not be used for projects within the following categories of expenditures:

1. To make a deposit into a pension fund that constitutes an extraordinary payment of an accrued, unfunded liability (Note that routine contributions as part of a payroll obligation for an eligible project are allowed.);
2. To borrow money or make debt service payments;
3. To replenish rainy day funds or fund other financial reserves;
4. To satisfy an obligation arising from a settlement agreement, judgment, consent decree, or judicially confirmed debt restricting in a judicial, administrative, or regulatory proceeding (There is an exception to this prohibition if the settlement or judgment requires the Town of Jamesville to provide services to respond to the COVID-19 public health emergency or its negative economic impacts or to provide government services, then the costs of those otherwise ARP/CSLFRF-eligible projects are allowed.);
5. For a project that includes a term or condition that undermines efforts to stop the spread of COVID-19 or discourages compliance with recommendations and guidelines in CDC guidance for stopping the spread of COVID-19;
6. In violation of the conflict-of-interest requirements imposed by the award terms and 2 CFR 200.318(c).
7. For any expenditure that would violate other applicable federal, state, and local laws and regulations.

The Town of Jamesville, and any of its contractors or subrecipients, may not expend any ARP/CSLFRF funds for these purposes.

III. PROCEDURES FOR PROJECT APPROVAL

The following are procedures for ARP/CSLFRF project approvals. All Town of Jamesville employees and officials must comply with these requirements.

1. Requests for ARP/CSLFRF funding, must be made in writing and include all the following:
 - a. Brief description of the project
 - b. Identification of ARP/CSLFRF Expenditure Category (EC) (A list of ECs in in the Appendix to the US Treasury Compliance and Reporting Guidance.)
 - c. Required justifications for applicable projects, according to the requirements in the Final Rule. Employees or any applicant seeking ARPA funding should review the Final Rule and Final Rule Overview prior to submitting a proposal.
 - d. Proposed budget, broken down by cost item, in accordance with the Town of Jamesville's Allowable Cost Policy.
 - e. A project implementation plan and estimated implementation timeline (All ARP/CSLFRF funds must be fully obligated by December 31, 2024, and fully expended by December 31, 2026.)
2. Requests for funding must be submitted to the Jamesville Finance Officer for approval. All requests will be reviewed by the Jamesville Mayor for ARP/CSLFRF compliance and by the Jamesville Finance Officer for allowable costs and other financial review.
3. No ARP/CSLFRF may be obligated or expended before final approval by the Jamesville Town Board.

4. If a proposal does not meet the required criteria, it will be returned to the requesting party for revision and resubmittal.
5. Following approval, employees responsible for implementing the project must conform actual obligations and expenditures to the pre-approved project budget. Changes in project budgets must be approved by the Jamesville Town Board and may require a budget amendment before proceeding. Any delay in the projected project completion date shall be communicated to the Jamesville Town Board immediately.
6. The Jamesville Finance Officer must collect and document required information for each EC, for purposes of completing the required Project and Expenditure reports.
7. The Jamesville Finance Officer must maintain written project requests and approvals, all supporting documentation, and financial information at least until December 31, 2031.

L. Martin County Commissioners Special Meeting June 28, 2022 @ 6 p.m.

1. This agenda item was to remind Board members about an agreed upon Joint Meeting between the Martin County Board of Commissioners and the Town of Jamesville Board of Commissioners on June 28, 2022 at 6 p.m. in the Superior Courtroom inside the Martin County Governmental Center.

M. F-350 Repairs

1. Employee Robert Cockrell requested the Board's approval for invoices pertaining to repairs to the F-350 truck – Big Al's Garage (\$718.96, labor) and Walker Auto & Truck Parts (\$869.92 & -15.94 credit, parts) total (\$1,572.97). Commissioner Larris Tolson made the motion to approve payment of the repair invoices. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

N. Water/Sewer Ordinance

1. Commissioner Rachel Craddock asked for clarity of the Water & Sewer Ordinance # 81 Enforcement Section policy regarding adjustments for outside water leaks. After thinking about the matter, Commissioner Rachel Craddock worried the Town was losing money. Town Clerk/Finance Officer/Commissioner Kimberly Cockrell stated the Town had already invested resources in treating the water. She suggested the Board allow an adjustable for the sewer only, since the water does not go through the sewer. (Recent changes to the ordinance allow an adjustment for water and sewer for outside leaks.) Commissioner Larris Tolson and Commissioner Mary Allen stood by their belief that the adjustment to the ordinance should remain as is for outside leaks not going through the sewer system.
After discussion by the Board, Commissioner Rachel Craddock made the motion to take another look at the Water & Sewer Ordinance # 81 Enforcement Section regarding leaks outside the house. Commissioner Willis Williams seconded. Commissioner Rachel Craddock, Commissioner Willis Williams, and Commissioner Kimberly Cockrell voted Ayes. Commissioner Larris Tolson and Commissioner Mary Allen voted Nays. The motion passed 3 Ayes - 2 Nays.

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

Around 8:47 p.m., Commissioner Mary Allen made a motion to enter 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.

Around 9:31 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 Kimberly Cockrell seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

Open Session

Commissioner Mary Allen and Mayor Craig Tucker reentered the meeting.

1. Mayor Protem Willis Williams stated the Board had reviewed the applications for the Assistant Town Clerk position. Interviews would take place Thursday, June 23, 2022 starting at 3:15 p.m.

IX. Board Comments

1. None

X. Adjourn

Commissioner Mary Allen moved to adjourn at 9:33 p.m. Motion unanimously passed. 5 Ayes – 0 Nays.

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