

**TOWN OF JAMESVILLE**  
**MONTHLY BOARD MEETING 11/13/2023**  
**MINUTES**

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The following is an account of the minutes taken at the Regular Monthly Board Meeting held between 7:00 p.m. & 8:37 p.m. on 11/13/2023 at the Jamesville Town Hall, 1211 Water Street, Jamesville, NC 27846. Virtual meeting attendance was provided for public access through Zoom meeting.

**Attendees**

- Craig Tucker – Mayor
- Willis Williams - Commissioner
- Rachel Craddock - Commissioner
- Mary Allen – Commissioner
- Kimberly Cockrell – Commissioner
- Preston Craddock – Commissioner

Minutes Recorder – Kimberly Cockrell, Town Clerk/Finance Officer

**I. Call to Order**

Mayor Craig Tucker called the meeting to order at 7:00 p.m. Commissioner Willis Williams offered the prayer. Condolences were then expressed to Commissioner Williams for the unexpected passing of his daughter-in-law. Also in attendance: Kathy Waters with the Roanoke Beacon, and Employees Samuel Lilley, Heath Bess and Betty Williams.

**II. Adopt Agenda**

Commissioner Kimberly Cockrell added item VII. New Business, G. Pritchett & Burch. With no other changes, Commissioner Williams moved to adopt the agenda as amended. Commissioner Rachel Craddock seconded. Vote was unanimous. 5 Ayes – 0 Nays.

**III. Approval of Minutes**

Commissioner Williams moved to adopt the minutes as written, including the revised minutes for August 14, 2023. A second was given by Commissioner R. Craddock. Vote was unanimous. 5 Ayes – 0 Nays.

- Regular Board Meeting Closed Session – July 10, 2023
- Regular Board Meeting Closed Session – August 14, 2023 - Revised
- Special Board Meeting Closed Session – August 21, 2023
- Special Board Meeting Closed Session – August 28, 2023
- Regular Board Meeting Closed Session – September 11, 2023
- Special Board Meeting – September 14, 2023
- Regular Board Meeting / Closed Session – October 9, 2023

**IV. Public Comment**

**Mayor Craig Tucker / 1210 Sunset Ave – Water Bill Adjustment Request.** Tucker stated that a recent water leak occurred October 6 at his property, attended to by town staff as a valve repair dealt with the meter connection. After said repair, water flow was discovered to be impaired and then later restored by a plumber replacing a section of pipe having a sponge blockage that inadvertently occurred during the initial repair by town staff. Commissioner R. Craddock moved that the town pay for Tucker’s plumbing expense of \$115 as well as doing the water bill adjustment. Commissioner Mary Allen seconded. Upon call for the vote, the motion carried unanimously. 5 Ayes – 0 Nays.

## V. Reports

### A. Mayor - None.

**B. Water/Wastewater Report - Samuel Lilley.** Regarding the leak described by Mayor Tucker, Employee Lilley explained that the check valve comes with a cushion, and if it is not removed, it could go through a pipe and cause a blockage.

Lilley reported he attended a school addressing checking piping material for lead and copper, a requirement which has to be met by October 31, 2024. Other tasks included a new water tap being installed on Middle Street for a new construction and repairing a town water leak at 1178 Water Street. At the new water plant, electrical work is being done and all is looking good.

Regarding the lead and copper issue, Commissioner Williams stated that some type of grant funding needs to help persons with well water pay for the health department's testing fees. Individual well owners have to collect their own sample for testing, and initially, the testing was free of charge. To assist those citizens, Commissioner R. Craddock suggested, the Town of Jamesville should have a meeting as soon as possible with the county health department.

**C. Public Works Report – Heath Bess.** General maintenance covered during the past month included winterizing buildings, organizing the maintenance building, trimming shrubbery where necessary and clearing the walkway on St. Andrews Street. Bess indicated he is often working with Lilley to learn tasks that need to be done. A quote for replacing trailer tires was presented as well as identifying some needed equipment in order to do in-house repairs.

Commissioner Allen stated she was glad to see Employee Thomas cleaning the streets as this time of year brings a lot of falling pine straw and leaves.

Commissioner R. Craddock moved to purchase the equipment Bess needs, per the \$467.73 quote from Atlantic Tire. Commissioner Allen gave the second. The motion carried unanimously. 5 Ayes – 0 Nays.

**Generator / Motorized Cart.** Bess explained the need for a small generator that could be conveniently put in the back of a work truck and used on a job versus hauling the larger generator by trailer. The board reviewed quotes presented for several generator options available through Federal Surplus, as well as a quote for a motorized cart with weather protection which would be of great help, for instance, when reading water meters.

Commissioner Williams moved to amend Commissioner R. Craddock's motion to include that the board also approve the purchase of a small generator as well as amending the current budget or plan for the purchase of a motorize cart with weather protection. A second was given by Commissioner Allen. Upon call for the vote, the motion passed unanimously. 5 Ayes – 0 Nays.

Clarification was given that if one of the quoted generators is no longer available that approval is granted for a purchase within said quote range.

### D. Finance Officer - Kimberly Cockrell

1. **Financial Statements – October 2023.** Finance Officer Kimberly Cockrell presented and reviewed with board members the October 2023 financial reports for all town funds.

An inquiry was made regarding diesel fuel usage and how the expense is categorized, which brought forward the comment that the new water plant will have natural gas. Further discussion noted the need for availability to natural gas throughout town limits.

2. **Budget Amendments.** None.

3. **Water/Sewer Customer Account Adjustment.** A penalty fee of \$43.51 was reversed for 2201 Main Street, for which a payment arrangement has been authorized for a balance due. Commissioner Williams moved for approval, with the second by Commissioner R. Craddock. Vote was unanimous. 5 Ayes – 0 Nays.

4. **Employee Comp Time Payout 7/1/23 – 10/31/23.** After review by the board, Commissioner Williams moved for approval. Commissioner R. Craddock stated that employees need to be more careful about incurring overtime hours, with Williams and Lilley noting that many of the hours reflected the time period being short an employee as well as working nights with Mitch Dotson. Lilley also mentioned that he would prefer not to have the OT as it increases his tax burden. A second was given by Commissioner Preston Craddock. The motion carried as 4 Ayes – 0 Nays – 1 Abstain by Commissioner Cockrell being a recipient.

**E. Mid-East Commission.** Commissioner Rachel Craddock reported that a Thanksgiving dinner meeting will be held this Thursday, with no meeting being held last month. Updates will be forthcoming.

**F. Planning Board.** The zoning board will be reviewing an application November 27, 2023 which is a request to rezone a portion of Astoria Road in order to allow manufactured homes.

**G. Herring Festival.** As director of the NC Herring Festival, Commissioner Rachel Craddock stated there is nothing new to bring forward and that no additional volunteers have signed up to assist with event planning and organization. Last year’s event, though successful, overworked those that assisted, with Craddock emphasizing she is not willing to put herself or the limited volunteers through a repeat of such stress and hard hours. Unfortunately, people enjoy attending a festival but few are willing to step up and do the work to plan and help carry out event duties.

With saying that it is not fair at this late date to leave everyone in limbo, especially for planning matters that would need to be confirmed, Commissioner R. Craddock then sadly moved that the town board cancel the festival for 2024 and try to plan for another year. Commissioner P. Craddock gave the second. Upon call for the vote, the motion carried unanimously. 5 Ayes – 0 Nays.

Closing comments noted that if the public is upset with the festival being cancelled, then maybe it would stir commitment with new volunteers and having more involvement.

**H. Water/Sewer Grant Projects.** Monthly day meetings hosted by the engineer are being held at the town hall for the benefit of updating the town on current grant projects. Commissioner R. Craddock stated board members should be paid for their attendance as it is part of their responsibility as elected officials to be informed and active. Being in agreement, Commissioner Williams moved that the board be paid retroactive for the fiscal year and compensated for future update meetings, with the second given by Commissioner R. Craddock. The motion carried unanimously. 5 Ayes – 0 Nays.

## **VI. Old Business**

**A. Water/Sewer Ordinance Enforcement.** Town Clerk/Finance Officer Cockrell presented the cut-off list in accordance with the Water/Sewer Ordinance #81 - Enforcement section. Commissioner Allen made the motion to approve the disconnections list and enforce the rules. Commissioner Williams seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

**B. Cell Phone Upcoming Renewal Plan – US Cellular.** Town Clerk Cockrell indicated she is still awaiting a return call from a representative in order to have some questions answered regarding the renewal plan and the purchase of new phones. Messages have been left reaching out to both avenues of the governmental group plan and US Cellular. Commissioner Williams moved

to write NCLM with the mayor's signature indicating the Town of Jamesville has been attempting to update its cell phone plan and is needing aid in securing the state contract rate. Commissioner Allen gave the second. Vote was unanimous. 5 Ayes – 0 Nays.

## **VII. New Business**

**A. NCLM Resolution / Memorandum of Agreement (MOA) for Services.** Finance Officer Kimberly Cockrell informed the board about a Zoom meeting held with Ms. Julie Metz/NCLM regarding ARPA funding still available to municipalities. One of the needs discussed for Jamesville was the potential use of the former fire department building on Washington Street, should the fire department still be willing to donate the building to the town. ARPA funding for engineering services could determine the feasibility of needed renovations. With the new water plant construction and requirements to protect a well source, the town needs to provide a separate area for equipment and vehicle storage. Discussion also included the need for a new town hall and the option of seeking grant funding.

A project the ARPA funding will approve is creating legal-ease policy language for the town's internal control for how cash and receivables are processed on a daily basis, formalizing previously adopted policy language. The dilemma with Black Mountain Software was addressed, as to the extremely high cost of annual fees unaffordable to small towns with limited budgets, suggesting that additional ARPA funding cover future years after the current funding period is over. Also, funding could be provided for an analysis of the town's current software and virus programs for security purposes.

Commissioner Williams moved that the board enter into the Memorandum of Agreement for legal services, to accept the legal services being offered with its many contacts, and to benefit from the ARPA money and the doors that could be opened. A second was given by Commissioner P. Craddock. Upon call for the vote, the motion carried unanimously. 5 Ayes – 0 Nays. [This MOA is available for perusal by contacting the town clerk.]

**B. 2023 Christmas Parade – December 2, 2023, 11:00 a.m. – Route and Expenses.** After the parade route was reviewed, Commissioner Williams moved that the route be as mapped [via Main Street, Stewart Street, Washington Street, St. Andrews Street and Corey Street]. Commissioner Cockrell seconded. Vote was unanimous. 5 Ayes – 0 Nays.

Expenses for last year's parade included school bands being paid \$100 and Santa \$150. With regard to current year parade expenses, Commissioner Williams moved that the town do the same as last year. Commissioner Cockrell seconded. Vote was unanimous. 5 Ayes – 0 Nays.

**C. 2023 Annual Christmas Dinner – December 4, 2023 at 6:00 p.m.** The town's annual Christmas party will be held December 4, 6:00 p.m., at The Shamrock Restaurant in Williamston.

**D. Employee Christmas Holiday Schedule.** Commissioner Cockrell explained that last year the board voted to approve the Town of Jamesville's holiday schedule to follow Martin County's holiday schedule. Though the county policy sets a specific schedule, the current year schedule has been amended to have offices closed December 25-27, Monday, Tuesday and Wednesday. Commissioner P. Craddock noted that the state's schedule for Christmas also follows the same as Martin County's.

Commissioner R. Craddock moved to approve the Town of Jamesville's schedule to follow the county's schedule and to do so every year for all holidays. Commissioner Williams gave the second, adding that holidays off is a way to thank the employees. Upon call for the vote, the motion carried unanimously. 5 Ayes – 0 Nays.

**E. Town Hall Office Hours for 12/25/23 – 12/29/23.** Town Clerk/Commissioner Cockrell requested that the town office be closed for Thursday, December 28 in addition to Friday, December 29. Fridays are staff work days but the office is closed to the public. Comp time will be used for employee time off. Commissioner P. Craddock moved to approve the office being closed December 25 – 29, 2023. A second was given by Commissioner R. Craddock, with personal wishes for the town clerk to enjoy a well-earned break. Vote was unanimous. 5 Ayes – 0 Nays.

**F. Tools / Supplies Request.** See C. Public Works Report – Heath Bess, page 2.

**G. Pritchett & Burch.** Commissioner Williams moved to approve paying the November 2, 2023 invoice for \$852.50 and signing the employment agreement with the town attorney. Commissioner P. Craddock seconded. Vote was unanimous. 5 Ayes – 0 Nays.

### **VIII. Board Comments**

**Condolences.** Commissioner Williams said the death of his daughter-in-law was unexpected. Donations have been requested to be made for sickle cell research. A memorial service will be held January 13, 2024 to honor what would have been her birthday.

### **IX. Adjourn**

Commissioner Allen moved to adjourn at 8:37 p.m., with a second by Commissioner P. Craddock. The motion unanimously passed. 5 Ayes – 0 Nays.

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