TOWN OF JAMESVILLE
MONTHLY BOARD MEETING 04/13/2026
MINUTES

The following is an account of the minutes taken at the Regular Monthly Board Meeting held between 7:05 p.m. & 10:48 p.m. on 04/13/2026 at the Jamesville Town Hall, 1211 Water Street, Jamesville, NC 27846. Virtual meeting attendance was provided for public access through Zoom meeting.

Attendees

- Betty Moore Williams – Mayor
- Preston Craddock – Mayor Pro Tem
- Mary Allen – Commissioner
- Kimberly Cockrell – Commissioner
- Rachel Craddock – Commissioner
- Willis Williams – Commissioner

Minutes Recorder – Kimberly Cockrell, Town Clerk/Finance Officer

I. Call to Order

Mayor Betty Moore Williams welcomed everyone in attendance and called the meeting to order at 7:05 p.m. Commissioner Willis Williams offered the prayer. Staff present: Wastewater Operator Samuel Lilley. Others scheduled in the agenda: Jacob Stalls with Cuttin' Time Lawncare Services, and Attorney Sam Gray with Cauley*Pridgen, P.A. [No Zoom participants.]

II. Adopt Agenda

Commissioner Preston Craddock moved for approval of the agenda with the noted deletion and addition, seconded by Commissioner Williams. Vote was unanimous. 5 Ayes – 0 Nays.

- III. Approval of Minutes, A. Jamesville WWTP & Sewer Rehab Progress Meetings – March 18, 2026 [removed]
- VII. New Business, N. NERSBA Graduation, May 23, 2026, at 9:15 a.m. [added]

III. Approval of Minutes – None.

IV. Public Comment – None.

V. Reports

A. Mayor.

Mayor Williams summarized events and issues since the board's last meeting:

- Overall, the office staff has been very busy with daily assistance by the mayor. Appreciation was extended to both the office and maintenance staff for tasks seen and unseen that keep the work schedules full and challenging.
- Items to be addressed are scheduled within this meeting's agenda.

B. Water/Wastewater Report – Water/Wastewater Operator Samuel Lilley.

C. Public Works Report.

Lilley reported that work has begun on the sewer rehab grant project. As to regular maintenance issues, general tasks were regularly completed but nothing new occurred to report to the board.

D. Finance Officer - Kimberly Cockrell

1. Financial Statements – March 2026. Finance Officer Kimberly Cockrell presented and reviewed with board members the March 2026 reports for all town funds.

2. Budget Amendments. Commissioner Preston Craddock moved for approval of GF Budget Amendment #6 and W/S Budget Amendment #4, with the second given by Commissioner Williams. Upon call for the vote, the motion carried unanimously. 5 Ayes – 0 Nays.

GF BUDGET AMENDMENT #6 - 4/13/26

	CREDIT	DEBIT
1039300 Appropriated Fund Balance	$4,800.00	
1040131 Travel		$800.00
1040196 Zoning Expense		$1,000.00
1040118 Attorney Fees		$1,000.00
1045036 Street Lighting		$2,000.00
	$4,800.00	$4,800.00

*** Amendment is needed for additional meetings for travel, addressing zoning district violations and increased street lighting fees.

W/S BUDGET AMENDMENT #4 - 4/13/26

	CREDIT	DEBIT
3039300 Fund Balance Appropriated	$5,000.00	
3071735 Diesel (S)		$500.00
3071435 Diesel (W)		$500.00
3071423 Supplies/Material (W)		$2,000.00
3071433 Electricity (W)		$2,000.00
	$5,000.00	$5,000.00

***Amendment is needed for increased Diesel usage, increased water treatment plant chemical usage and elevated electricity usage at the water plant due to extreme winter weather events.

3. Utility Account Adjustment. An adjustment is being requested to correct a billing error with Account #196, which incurred an overbilling charge due to the meter being read incorrectly. Commissioner Mary Allen moved for approval to reverse the charge of $37.00 for Account #196, with the second by Commissioner Williams. Vote was unanimous. 5 Ayes – 0 Nays.

4. Employee Comp Time Payout 12/28/25-03/28/26. Finance Officer Cockrell noted the total employee comp time payout due for December 28, 2025 through March 28, 2026 is $4,456.58. Commissioner Williams indicated "so move" to approve the comp time payout. An inquiry was made about employee accumulated sick and vacation time benefits. Commissioner Rachel Craddock seconded. Upon call for the vote, the motion carried with 4 Ayes – 0 Nays – 1 Abstain [Kimberly Cockrell as recipient].

E. Mid-East Commission. Commissioner Rachel Craddock noted dates for the ethics training course have been rescheduled. This course is being offered to elected officials at no cost. Jamesville's online session is scheduled for April 26.

With regard to this past winter's severe cold weather, Mid-East is organizing information that could assist NC residents to be better prepared for such storm events.

Infrastructure grant funds [FEMA] are available to be applied for through July 23.

The annual dinner meeting will be held April 16, at 6:30 p.m. in Murfreesboro.

F. Planning Board. On behalf of Chairperson Delsie Williams who was unable to attend, Mayor Williams reported that a zoning board meeting was held March 23, 2026 with all members present. A zoning district matter was discussed, then deferred to Mid-East Commission for further review. The planning board has recommended two persons for appointment as alternate members: Melissa Craddock and Betty Moore Williams. Commissioner Preston Craddock indicated "so move" for approval of the named alternates, with a second by Commissioner Cockrell. Vote was unanimous. 5 Ayes - 0 Nays.

G. Water/Sewer Grant Projects.

1. **<u>WTP Project Updates</u>.**
2. **<u>Sewer Rehab</u>.**
   a. **Pre-Construction Meeting Wednesday, April 15, 2026 at 10:00 a.m.**
3. **<u>WWTP Project Updates</u>.**
   a. **Pre-Construction Meeting Wednesday, April 15, 2026 at 9:00 a.m.**

Two upcoming meetings will be held regarding the STP and WWTP grant project updates, both at the town hall on April 15, 2026.

H. Mideast Pro – TCC & TAC – Mary Allen. Commissioner Allen indicated she had no current updates at this time. A meeting is scheduled for May.

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. Mayor Williams noted for the record that the prepared list of names represents accounts which have not made a timely payment of the previous balance due by the start of the board's meeting time of 7:00 p.m. Commissioner Preston Craddock moved for approval as presented, with Commissioner Williams giving the second. Vote was unanimous. 5 Ayes – 0 Nays.

B. Mowing Contract Update. Time was approximately 7:29 p.m. when the board's discussion began regarding the mowing contract. After a brief summary of the steps taken adapting the bid proposal document into the mowing services contract with Cuttin' Time Lawncare Services, Mayor Williams introduced Jacob Stalls. A meeting had been set for March 9 to have Stalls sign the contract; however, at that time, Stalls indicated concerns with the contract language and details in the scope of work. Stalls was then informed that any changes would need board review and approval, with being given instruction to prepare said changes for presentation at the town's next regular meeting.

Revised draft language provided by Stalls was reviewed by the board, with these items addressed:

- <u>Weather conditions/events</u> – Stalls asked for consideration of being paid for sites when mowing services are not completed due to weather conditions [drought or heavy rain].

  Due to stewardship of taxpayer monies, board consensus indicated that payment will only be made for actual services rendered. Research of area municipal mowing services contract language does not support payment for services not rendered. However, an agreement was reached that, with board approval, any unused budgeted mowing services funds could be used for additional mowing cycles or other lawncare seasonal maintenance.

- Construction sites – Stalls requested being paid for work sites under construction when mowing services cannot be performed due to heavy activity or storage of materials, respecting the safety of his mowing equipment and those working on the property.

  Said issue has been resolved by requiring contractors managing work sites to store construction materials in certain areas and that mowing services will be performed as best as conditions allow. The same policy will apply that payment will be made only for mowing services rendered.
- Scheduling and accessibility – In response to Stalls requesting to have a set of keys so that he could access any locked site, Commissioner Rachel Craddock clarified that the town's policy is that keys are issued only to authorized persons.

  Instruction was given that Stalls contact town staff so that locked gates may be opened on scheduled mowing dates. Should a site be found locked, the town office staff needs to be contacted to ensure immediate assistance. Communication regarding scheduling is vital. Working within the Monday through Friday, 7:00 a.m. to 3:00 p.m., timeframe was stressed so that staff may be available should any problem arise.
- Cemetery mowing – Town staff will inform Stalls as soon as any burial or funeral services are arranged so as not to have mowing interfere with graveside services.
- Work performance/contract terms – Stalls indicated he wants the contract to not just protect the town's interest but his interest as well.
- Payment schedule – Invoice submission dates and payment procedures were confirmed, with payment to be made within fourteen days.
- A copy of the current pesticide and herbicide license is to be provided, along with the MSDS [OSHA] information of products being used.
- Sewer right-of-way – The condition of the sewer right-of-way was described by Stalls as being more work than what a bushhog can do. Based on said condition, a quote for brush mulching and clearing services [overhead and sides] was provided by Stalls in the amount of $12,600 [done via a subcontractor]. It was noted by Stalls he would forfeit the right-of-way May mowing fee [$1,500].

  With Lilley confirming the condition of the right-of-way, and based on his recommendation to revisit this long overdue maintenance task, the board's consensus leaned towards reviewing bids specific to mulching and clearing of the right-of-way vs. mowing services. Comments by Mayor Williams noted that the other bids received could be considered, as language addressed that the town could choose more than one contractor. Finance Officer Cockrell stated that covering such a one-time large expense needs to be budgeted in the water and sewer fund. Once the right-of-way is manageable, maintenance should be done twice a year [May/September] to help prevent overgrowth.

  Lilley added he anticipates a state inspection occurring this summer, and fines, if imposed, could be considerable. Board members stated agreement that the maintenance task is definitely needed. If time is of the essence because of the inspection, FO Cockrell pointed out, appropriating fund balance may be necessary and justifiable to the auditor. Further discussion addressed soliciting bids, with the decision made to table the sewer right-of-way maintenance work scope.
- Turf management – With regard to curb appeal and dealing with the problem of fire ants, Stalls provided quotes for two seasonal applications of turf management spraying with fire ant killer and preventer for the cemetery and town office properties, totaling $3,000. This process treats pre-emergent weeds vs. post-emergent, producing a more manicured lawn, and two treatments (spring and fall) are recommended for best results.

  With regard to the town's budget, this lawn care service may be considered in the future but not in this current contract.

After discussion, Mayor Williams gave a recap of the highlighted issues and the board's position on each. Interim mowing services will continue following the work scope schedule consisting of 32 mowing cycles, with weekly services beginning in May.

Commissioner Preston Craddock moved to defer the mowing services contract so that staff may work with Stalls on the language amendments and present the proposal at the board's next meeting. Commissioner Cockrell gave the second. Vote was unanimous. 5 Ayes – 0 Nays. It was noted that the board's next regular meeting date is May 11, 2026 at 7:00 p.m.

Commissioner Preston Craddock moved for approval of interim mowing services until the contract can be finalized. Commissioner Williams seconded. Vote was unanimous. 5 Ayes – 0 Nays.

Compliments were given to Stalls regarding how nice the cemetery and town hall properties have been maintained. Time was 8:34 p.m. when the board's discussion ended with Stalls.

C. 2026 Annual Christmas Party. Commissioner Rachel Craddock updated the board regarding information gathered concerning caterers and menus, as well as pricing. A date of Monday, December 7 has been set for the Christmas party. Commissioner Preston Craddock moved that The Friendly Spot be reserved for December 7 while a recommendation is being finalized regarding a caterer and menu, with a second by Commissioner Allen. Vote was unanimously carried. 5 Ayes – 0 Nays.

VII. New Business

A. Cauley*Pridgen Lawyers, P.A. – Proposal for Legal Services. Attorney Sam Gray introduced himself and stated that he is looking forward to working with the Town of Jamesville for providing municipal legal services. Cauley*Pridgen Lawyers has extensive hands-on experience in representing municipalities, including litigation of municipal issues. A preliminary review of the town's current problems was done March 30, a consultation scheduled with Attorneys J. Brian Pridgen and Sam Gray, Commissioner Rachel Craddock and Mayor Williams. Gray confidently indicated the issues presented are manageable and should be resolved in relatively short order, depending on the other parties involved, but on the firm's end, things will be kept moving toward rectification. Cauley*Pridgen's goal as stated is to provide high quality legal services in a timely manner at a fair cost. A proposal of the firm's hourly rates and expenses was reviewed by board members. Commissioner Rachel Craddock moved that the Town of Jamesville accept the proposal for legal services by Cauley*Pridgen Lawyers, P.A., with the second given by Commissioner Williams. Vote was unanimous. 5 Ayes – 0 Nays.

Commissioner Preston Craddock moved to cease legal services with Attorney Jonathan Huddleston, seconded by Commissioner Rachel Craddock. Vote was unanimous. 5 Ayes – 0 Nays.

B. Cemetery Ordinance Enforcement. Mayor Williams reported that staff scheduled a work day at the cemetery for cleanup on Tuesday, March 31. Items that did not meet ordinance regulations were removed. Future monitoring will be done by staff and the mayor so that non-approved items may be removed timely and not interfere with contracted mowing services. Respectful storage of items removed will be addressed by town staff, with a set timeframe of storage policies to be written and later presented to the board for approval. Since the cleanup, public compliments have been more positive with very few complaints regarding items removed.

C. Memorial Contribution Policy Revision. Clerk Cockrell explained this amendment would allow that a monetary memorial gift may be given directly to a family member, adding flexibility in the current contribution policy. Commissioner Preston Craddock indicated "so move." The second was given by Commissioner Williams. Vote was unanimous. 5 Ayes – 0 Nays.

Tracked Changes – Article XVI Memorial Contributions

ARTICLE XVI

~~MEMORIAL CONTRIBUTIONS~~

MEMORIAL CONTRIBUTIONS (Revised)

~~When an active or retired employee or an active or former Commissioner dies, flowers or a monetary donation to the local fire department will be sent from the Town of Jamesville Board of Commissioners and Employees. When there is a death in the immediate family of an active employee or an active Commissioner (i.e., spouse, parent, child, brother, sister, step-parents and step-children), flowers or a monetary donation to the local fire department will be sent from the Town of Jamesville Board of Commissioners and Employees. The amounts for the memorial contribution should be reviewed annually during the budget process.~~

When an active or retired employee, or an active or former Commissioner, passes away, the Town of Jamesville Board of Commissioners and Employees will provide a memorial contribution. This contribution may take the form of flowers, a monetary donation to the local fire department, or a monetary contribution made directly to a family member or to a charitable organization of the family's choice.

When there is a death in the immediate family of an active employee or an active Commissioner (defined as spouse, parent, child, brother, sister, step-parent, or step-child), the Town of Jamesville Board of Commissioners and Employees will provide a memorial contribution. This contribution may consist of flowers, a monetary donation to the local fire department, or a monetary contribution made directly to a family member or to a charitable organization selected by the family.

The amounts for memorial contributions shall be reviewed annually during the budget process to ensure consistency, fairness, and fiscal responsibility.

D. Mid-East Annual Meeting / Thursday, April 16, 2026 at 6:30 p.m. in Murfreesboro, NC. Board members were invited to attend this annual meeting. Mayor Williams and Commissioners Cockrell and Rachel Craddock indicated they will attend.

E. Resolution of Intent of Internal Controls. Mayor Williams stated this resolution assigns board members with specific duties for the purpose of internal controls. The last adopted resolution was done February 2022 and needs to be updated for inclusion of Jamesville's current elected officials. With the mayor noting that the primary change re-assigns Larris Tolson's responsibilities, Commissioner Rachel Craddock moved that Louis P. Craddock be designated. The second was given by Commissioner Allen. Vote was unanimous. 5 Ayes – 0 Nays.

RESOLUTION OF INTENT OF INTERNAL CONTROL BY THE JAMESVILLE TOWN BOARD OF COMMISSIONERS

WHEREAS, the Jamesville Town Board of Commissioners of the Town of Jamesville has determined the need of
Internal Control as described below:

WHEREAS, in all areas of the Bank Statements for all Funds and Accounts it shall be the responsibility of
Mary Allen each fiscal year to review and report any discrepancies.

WHEREAS, in all areas of the Town of Jamesville Ad Valorem, Motor Vehicle, Beer and Wine and any other taxes or
permits, it shall be the responsibility of Preston Craddock to review and report any discrepancies.

WHEREAS, in all areas of the Cemetery Account, Community Development Block Grants Funds, Herring Festival
Account, it shall be the responsibility of Kimberly Cockrell to review and report any discrepancies.

WHEREAS, in all areas of the Water and Sewer Utility Billing and Fund, it shall be the responsibility of
Willis Williams to review and report any discrepancies.

WHEREAS, Rachel Craddock will be the deputies liaison and Department of Transportation representative to review and report any discrepancies.

Adopted this the 13TH day of April, 2026.

____, Mayor

Attest:____
Town Clerk

F. NC State Treasurer's Conference June 16 - June 17 – Virtual. Commissioner Cockrell indicated she attends this conference annually, which earns credit hours for her municipal clerk certification. Commissioner Williams moved for approval of Clerk Cockrell attending the NC State Treasurer's Conference, seconded by Commissioner Preston Craddock. Vote was unanimously carried. 5 Ayes – 0 Nays.

G. Water Treatment Plant Standard Operating Plan – Draft.
H. Water Treatment Plant Emergency Management Plan – Draft. Commissioner Cockrell explained these draft procedures need to be adopted and on file, adhering to requirements of state inspection. The drafts were prepared by ORC/Water Julius Patrick. Commissioner Rachel

Craddock moved for approval and adoption of the WTP Standard Operating Plan and the WTP Emergency Management Plan, seconded by Commissioner Preston Craddock. Vote was unanimous. 5 Ayes – 0 Nays. [These plans are available, upon request, for public review.]

I. NC Northeastern Hazard Mitigation Plan Resolution. Clerk Cockrell noted that a copy of the 600-page mitigation plan has been sent via email to board members. The last update was done five years ago. Commissioner Rachel Craddock moved to approve the NC Northeastern Hazard Mitigation Plan Resolution, seconded by Commissioner Allen. Vote was unanimously carried. 5 Ayes – 0 Nays. [This plan is available, upon request, for public review.]

RESOLUTION
ADOPTING NORTHEASTERN NC REGIONAL
HAZARD MITIGATION PLAN

WHEREAS, the citizens and property within Town of Jamesville are subject to the effects of natural hazards that pose threats to lives and cause damage to property, and with the knowledge and experience that certain areas of the county are particularly vulnerable to dam & levee failure, drought, excessive heat, flooding, hurricane and tropical storm, thunderstorms, tornadoes, winter storm and freeze, hazardous material incident, and wildfire; and

WHEREAS, the Town of Jamesville desires to seek ways to mitigate the impact of identified hazard risks; and

WHEREAS, the Legislature of the State of North Carolina has in Article 5, Section 160D-501 of Chapter 160D of the North Carolina General Statutes, delegated to local governmental units the responsibility to adopt regulations designed to promote the public health, safety, and general welfare of its citizenry; and

WHEREAS, the Legislature of the State of North Carolina has enacted General Statute Section 166A-19.41 (*State emergency assistance funds*) which provides that for a state of emergency declared pursuant to G.S. 166A-19.20(a) after the deadline established by the Federal Emergency Management Agency, the eligible entity shall have a hazard mitigation plan approved pursuant to the Stafford Act; and

WHEREAS, Section 322 of the Federal Disaster Mitigation Act of 2000, as amended, states that local governments must develop an All-Hazards Mitigation Plan in order to be eligible to receive future Hazard Mitigation Grant Program Funds and other disaster-related assistance funding and that said Plan must be updated and adopted within a five year cycle; and

WHEREAS the Town of Jamesville has performed a comprehensive review and evaluation of each section of the previously approved Hazard Mitigation Plan and has updated the said plan as required under regulations and at 44 CFR Part 201 and according to guidance issued by the Federal Emergency Management Agency and the North Carolina Division of Emergency Management, and that the plans have been updated in accordance with federal laws including the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended; the National Flood Insurance Act of 1968, as amended; the National Dam Safety Program Act, as amended; as required under regulations at 44 CFR Part 201, and according to guidance issued by the Federal Emergency Management Agency and the North Carolina Division of Emergency Management; and

WHEREAS, it is the intent of the Jamesville Board of Commissioners to fulfill this obligation in order that the County will be eligible for federal and state assistance in the event that a state of disaster is declared for a hazard event affecting the County;

NOW, THEREFORE, be it resolved that the Board of Commissioners of the Town of Jamesville hereby:

1. Adopts the Northeastern NC Regional Hazard Mitigation Plan.

2. Vests Jamesville Town Board with assistance from Martin County Emergency Management with the responsibility, authority, and the means to:

   (a) Inform all concerned parties of this action.
   (b) Cooperate with Federal, State and local agencies and private firms which undertake to study, survey, map and identify floodplain areas, and cooperate with neighboring communities with respect to management of adjoining floodplain areas in order to prevent exacerbation of existing hazard impacts.

3. Appoints Martin County Emergency Management to assure that the Hazard Mitigation Plan is reviewed annually and every five years as specified in the Plan to assure that the Plan is in compliance with all State and Federal regulations and that any needed revisions or amendments to the Plan are developed and presented to the Jamesville Town Board of Commissioners for consideration.

4. Agrees to take such other official action as may be reasonably necessary to carry out the objectives of the Hazard Mitigation Plan.

Adopted this the 13th day of April, 2026.

Betty Moore Williams

Betty Moore Williams
Mayor, Town of Jamesville

Attest:

Kimberly Cockrell

Kimberly Cockrell, Town Clerk
Town of Jamesville

Certified by: Kimberly Cockrell

Date: 4-14-26

JAMESVILLE
FISHING
FARMING
MANUFACTURING
(SEAL)
Established
1785
MARTIN COUNTY
NORTH CAROLINA

J. Water Meter Relocation. The water meter located at 1931 Main Street [Bradley Lee] has been determined to be outside of the state right-of-way and on private property. Staff has scheduled relocation of the meter to be done during the week of April 20.

K. NCDOT Pot Hole Patch Quote. Commissioner Rachel Craddock indicated she and Clerk Cockrell met with Andy Molar/NCDOT to discuss needed pot hole repair of town streets. Molar has provided a quote detail by street, estimated up to $40,000. Current grant projects will involve some streets having to be cut up in order to repair sewer lines, with said pavement repair to be covered under grant funding. As to which streets will be affected by the grant project has yet to be determined until an analysis of the sewer line camera documentation is completed, and at said time, those streets will then be removed from the quote detail. Repair of pothole issues is being placed on hold so that Powell Bill funds are not wasted should a repair be undone due to the grant project work. Commissioner Williams moved for approval of the NCDOT pot hole patch quote as detailed, seconded by Commissioner Allen. Vote was unanimous. 5 Ayes – 0 Nays.

L. NCDOT MSTA Review for the Jamesville Elementary School Traffic Concerns. The Town of Jamesville reached out to NCDOT via email on September 22, 2025, regarding the traffic congestion that occurs on Main Street during afternoon student pickup. A response was received March 13, 2026. MSTA is a NCDOT program that conducts studies to address traffic flow problems. A field study has been set for May, with an update to be given at the board's next regular meeting.

M. Water Tank Clean Out – June 22 through June 26. The last water tank clean out was done when the inside of the tank was repainted in 2019. A hydro-pneumatic tank will be brought in to keep pressure in the system. NC Rural Water Association/Mike Houston will be assisting with the tie-in at the hydrant by the water treatment plant. Southern Corrosion, the town's tank maintenance contractor, will be on site as well. ORC Patrick has spear-headed organizing the scheduling so the project can be done during school break for the summer. Residents will be notified to be conservative with water use during the clean-out process.

N. NERSBA Graduation – May 23, 2026 at 9:15 a.m. Board members were invited to attend NERSBA's graduation ceremony on Saturday, May 23, with a reception beginning at 9:15 a.m. A formal invite will be coming individually, having a request to RSVP if attending.

VIII. Closed Session – Pursuant to NCGS §143-318.11(a)(5) Acquisition of Real Property
Closed Session – Pursuant to NCGS §143-318.11(a)(6) Personnel
Closed Session – Pursuant to NCGS §143-318.11(a)(3) Attorney-Client Privilege

Pursuant to NCGS §143-318.11(a)(5) Acquisition of Real Property, NCGS §143-318.11(a)(6) Personnel, and NCGS §143-318.11(a)(3) Attorney-Client Privilege, Commissioner Preston Craddock moved to go into closed session. Commissioner Cockrell seconded. Vote was unanimous. 5 Ayes – 0 Nays. Time was 9:22 p.m.

During closed session, legal counsel discussed current ordinance violations and options regarding enforcement, as well as offered to review the mowing services contract. Board discussion covered an update regarding a potential property purchase, hiring of part-time operator for the water treatment plant, and reassignment of an administrative office task to the assistant town clerk job description.

Commissioner Preston Craddock moved to go back into regular session, seconded by Commissioner Cockrell. Vote was unanimous. 5 Ayes – 0 Nays. Time was 10:41 p.m.

Legal Actions to be Taken. Commissioner Williams moved that the board accept Attorney Sam Gray's advice and to authorize the town clerk to forward to Gray all papers subject to the matters discussed during closed session, and to accept the draft letters as presented by Attorney Gray with amendments to be made per information received. Commissioner Rachel Craddock gave the second. Vote was unanimous. 5 Ayes – 0 Nays.

Public Inquiry on Legal Matters. As these legal matters are sensitive in nature, Commissioner Williams suggested that the board have the mayor be a spokesperson, should there be any questions forthcoming from the public once informed. Mayor Williams indicated she would keep the board updated concerning any public comments or questions and refer to legal counsel when necessary.

Part-Time WTP operator. Commissioner Rachel Craddock moved that the board hire Joseph Clark to fill the position for part-time water treatment plant operator at $33/hour. Commissioner Williams seconded. Vote was unanimous. 5 Ayes – 0 Nays.

Posting Task & Signing of Checks as Second Signature. Commissioner Preston moved to add the posting task of daily receivables and payments to the job description of the assistant town clerk position and for the mayor to daily sign any checks being processed, to be effective immediately. [All board members are authorized to sign checks should the mayor be unavailable.] Commissioner Williams gave the second. Vote was unanimously carried. 5 Ayes - 0 Nays.

IX. Board Comments

A Word of Thanks. Mayor Williams thanked the board members for their endurance during this lengthy meeting, nearly four hours straight without a break.

X. Adjourn

Commissioner Preston Craddock moved to adjourn at 10:48 p.m., with a second by Commissioner Allen. The motion unanimously passed. 5 Ayes – 0 Nays.

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