

TOWN OF JAMESVILLE
MONTHLY BOARD MEETING 3/09/2020
MINUTES

The following is an account of the minutes taken at the Regular Monthly Board Meeting held between 7:00 p.m. & 7:51p.m. on 3/09/2020 at the Town Hall Conference Room -1211 Water Street, Jamesville, North Carolina.

Attendees

- Dennis Anton - Mayor
- Willis Williams - Mayor Pro Tem
- Rachel Craddock - Commissioner
- Larris Tolson - Commissioner
- Mary Allen - Commissioner
- Carolyn Martin - Commissioner

Minutes Recorder – Kimberly Cockrell, Town Clerk/Finance Officer

I. Mayor Anton brought the meeting to order and asked Commissioner Larris Tolson to say a prayer.

II. Adoption of Agenda

Commissioner Carolyn Martin moved to approve the agenda as presented. Commissioner Rachel Craddock seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

III. Approval of Minutes

Town Clerk Kimberly Cockrell stated there were not any minutes for the Board's approval, at this time.

IV. Public Comment

1. Town Resident Mr. Eddie Hines commented on the road conditions of Smithwick Street. Mr. Hines stated Smithwick Street has potholes and parts of the road was caving in. Mr. Hines added that in the past, the Town had provided gravel for the caved in area near the mailboxes and asked the Town to do so at his home. It was reported that gravel needed to be ordered before his request could be granted. Additionally, Mr. Hines mentioned that the reflectors/markers on Business Highway 64 near the vicinity of the Main Street area were hard to see at night. Mayor Protem Willis Williams recalled NCDOT (NC Department of Transportation) has had Business Highway 64 on its list to resurface for years. Commissioner Rachel Craddock would contact the local NC DOT representative regarding Smithwick Street road issues and report back to the Board at the next monthly meeting.
2. Ms. Marian Davis began by commending the Town for their continued hard work. Ms. Davis asked the Town's support for the NAACP (National Association of the Advancement of Colored People) Mother of the Year fund raiser. Ms. Davis stated she ran for 2013 NAACP Mother of the Year. At that time, the Town supported with an ad in the NAACP booklet. The 2020 cost for the ads were as follows: ¼ page \$35.00, ½ page \$60.00, and 1 whole page \$100.00. Ms. Davis added the Town's name would be included in the booklet with any amount donated, i.e. \$1.00, \$2.00. Commissioner Larris Tolson

moved to purchase a whole page in the 2020 NAACP booklet. Mayor Protem Willis Williams seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

V. Reports

A. Mayor

1. Mayor Dennis Anton introduced Mrs. Marion Thompson, part-time Assistant Town Clerk. Mayor Anton stated Mrs. Thompson was a graduate of Jamesville High School and gave a synopsis of her background and many years of experience in local government. After being welcomed by the Board and those in attendance, Mrs. Thompson expressed gratitude for this opportunity.

B. Water/Wastewater Report - Samuel Lilley

1. Wastewater ORC Samuel Lilley reported that during inclement weather, the septic aerator motor failed and had to be replaced, along with the wiring and starter. To be proactive, Mr. Lilley recommended the Board approve the purchase of another motor and starter as emergency backups, at an approximate cost of \$2,300.00. Commissioner Rachel Craddock motioned to approve the purchase of the aerator motor and starter. Mayor Protem Willis Williams seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

C. Public Works Report - Charles Winstead

1. In the absence of Public Works Supervisor Charles Winstead, Town Clerk/Finance Officer Cockrell stated a 1985 or 1988 bucket truck was being sold by UNC-Charlotte. State statutes allow a period of four days in which government personal property may be sold before entering the auction process. Mechanics for UNC-Charlotte had stated the truck was taken out of service only because monies were available to purchase a new bucket truck. Town Clerk/Finance Officer Cockrell added Public Works Supervisor Winstead supported the asking price of \$2,500.00, depending on the bucket truck being as described and was seeking the Board's approval to move forward. Mayor Protem Willis Williams moved to authorize the purchase of the 1985 bucket truck from UNC-Charlotte for \$2,500.00, contingent upon the item being as advertised. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

D. Administrative Report - Kimberly Cockrell

1. Financial reports were given for February 2020.
2. Budget Amendment (s)
Mayor Protem Willis Williams moved to approve the budget amendments as presented below. Commissioner Rachel Craddock seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

GF BUDGET AMENDMENT #2		
	<u>CREDIT</u>	<u>DEBIT</u>
1039300 Appropriated Fund Balance	\$3,173.00	
1040148 Repairs		\$900.00
1040107 Assistant Town Clerk		\$1,530.00
1040109 FICA Match		\$118.00
1040113 Workman's Comp		\$100.00
4040152 Training		\$500.00
1040117 Audit Fees		\$25.00
	\$3,173.00	\$3,173.00

*** Repair to 2014 F150 Truck, Salary/Payroll Liabilities for Assistant Town Clerk

W/S BUDGET AMENDMENT #2

	<u>CREDIT</u>	<u>DEBIT</u>
3039300 Fund Balance Appropriated	\$10,008.00	
3071425 Salt		\$60.00
3071448 Repairs & Maintenance (W)		\$6,000.00
3071707 Assistant Town Clerk (S)		\$765.00
3071307 Assistant Town Clerk (W)		\$765.00
3071309 FICA Match		\$118.00
3071823 Supplies & Materials (S)		\$400.00
3071890 Capital Outlay (S)		\$1,900.00
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	\$10,008.00	\$10,008.00

*** Repair of Fire Hydrant on Washington St., Purchase of 5 hp motor for Aerator,
Salary/Payroll Liabilities for Assistant Town Clerk

E. Mid-East – No meeting

F. Planning Board – No meeting

G. Herring Festival

1. 2020 Road Closure Ordinance

Commissioner Rachel Craddock stated the Board was being asked to approve the Road Closure Ordinance for the 2020 NC Herring Festival. Commissioner Craddock commented on being blessed to have a committee that worked well together. Sponsors response was good. Vendor participation had increased as well. The next 4 to 5 weeks were expected to be the busiest. Commissioner Craddock added this would be the 72nd documented NC Herring Festival event, making it the longest running festival in the state. Commissioner Carolyn Martin motioned to approve the following 2020 Road Closure Ordinance. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes - 0 Nays. The ordinance must be submitted to NC DOT for approval.

Ordinance # _____

TOWN OF JAMESVILLE

An Ordinance Declaring A Road Closure for the Annual Herring Festival

WHEREAS, the Jamesville Board of Commissioners acknowledges a tradition that began in 1949 of providing an Annual Herring Festival for the pleasure of its citizens and visitors; and

WHEREAS, the Jamesville Board of Commissioners acknowledges the Annual Herring Festival requires approximately 36 hours for setup/break down, traffic control, sign removal and litter cleanup;

NOW THEREFORE IT BE ORDAINED by the Jamesville Board of Commissioners pursuant to the authority granted by G.S. 20-169 that they do hereby declare a temporary road closure during the day(s) and times set forth below on the following described portion of a State Highway System route:

Date(s) & Times: Road Closure begins Friday April 10, 2020 @ 12:00pm
Road Closure Ends Saturday April 11, 2020 @ 12:00am

Road Closure Description: Main Street/Business U.S. 64 from the intersections of Main/Stewart Street to Main/Sunset Avenue.

This ordinance to become effective when signs are erected giving notice of road closure.

Adopted this 9th day of March, 2020

Dennis Anton, Mayor

Attest:

Kimberly Cockrell, Town Clerk

VI. Old Business

A. Water/Sewer Ordinance Enforcement

Water/Sewer payments in arrears were presented to the Board for approval. Commissioner Larris Tolson moved to enforce the Water/Sewer Ordinance #81 as stated in section titled “*Meter Reading-Billing-Collecting*”. Mayor Protem Willis Williams seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

B. Job Description – Assistant Town Clerk – Tabled until next month.

VII. New Business

A. Cemetery Ad – Christmas Flowers removed by April 3, 2020

Commissioner Mary Allen mentioned more may be reached if the notice to remove Christmas flowers by April 3rd were placed on Facebook instead. Commissioner Rachel Craddock expressed concern for those who do not have Facebook. Mayor Protem Willis Williams encouraged supporting the local print/newspaper because many companies may go out of business due to drop in sales. After the discussion, Commissioner Allen moved to approve publishing the advertisement. Mayor Protem Williams seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

B. Resolution Appointing Authorized Official for Wastewater Grant Application

In accordance to the grant, a resolution must be approved by the Board naming an authorized official for the Wastewater grant application. Commissioner Rachel Craddock stated she would act in this capacity with the assistance of Mayor Protem Willis Williams. Commissioner Larris Tolson moved to approve the following resolution appointing Commissioner Craddock as the authorized official for the Wastewater Grant Application, with the stipulation Mayor Protem Williams would assist. Commissioner Carolyn Martin seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

RESOLUTION BY TOWN OF JAMESVILLE, NC

WHEREAS, The Federal Clean Water Act Amendments of 1987 and the North Carolina the Water Infrastructure Act of 2005 (NCGS 159G) have authorized the making of loans and grants to aid eligible units of government in financing the cost of construction of wastewater collection system rehabilitation system, and

WHEREAS, The Town of Jamesville has need for and intends to construct the rehabilitation of its wastewater collection system, project described as the rehabilitation of the Town’s gravity sanitary sewer collection system and replacement of the main pump station, and

WHEREAS, The Town of Jamesville intends to request state (loan or grant) assistance for the project,

NOW THEREFORE BE IT RESOLVED, BY THE BOARD OF COMMISSIONERS OF THE TOWN OF JAMESVILLE:

That Town of Jamesville, the **Applicant**, will arrange financing for all remaining costs of the project, if approved for a State (loan or grant) award.

That the **Applicant** will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

That the governing body of the **Applicant** agrees to include in the loan agreement a provision authorizing the State Treasurer, upon failure of the Town of Jamesville to make scheduled repayment of the loan, to withhold from the Town of Jamesville any State funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan.

That the **Applicant** will provide for efficient operation and maintenance of the project on completion of construction thereof.

That (Rachel Craddock, Commissioner and Willis Williams, Mayor Pro Tem), the **Authorized Officials**, and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a (loan or grant) to aid in the construction of the project described above.

That the **Authorized Officials**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application of the project: to make the assurances as contained above, and to execute such other documents as may be required in connection with the application.

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this 9th day of March, 2020 at Jamesville, North Carolina.

(Signature of Chief Executive Officer)

Mayor

(Title)

The undersigned duly qualified and acting Town Clerk of the Town of Jamesville does hereby certify: That the above/ attached resolution is a true and correct copy of the resolution authorizing the filing of and application with the State of North Carolina, as regularly adopted at a legally convened meeting of the **Town of Jamesville, NC, Board of Commissioners** duly held on the 9th day of March 2020; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this 9th day of March, 2020

Kimberly Cockrell

Town Clerk

(Title of Recoding Officer)

C. Asset Management & Capital Improvement Plan

Mr. Mike McCallister, of Municipal Engineering, thanked the Town staff for the time spent a couple weeks ago in the collection of data regarding the inventory of the sewer system, including the plant, three pump stations as well as the collection system. Hopefully, additional points will be gained in the grant process. Additionally, Mr. McCallister stated he planned to apply for a Community Development Block Grant (CDBG) for the maximum amount of \$2 million in the fall on behalf of the Town of Jamesville.

D. Resolution To Adopt The Asset Management & Capital Improvement Plan 2020-2040

Mr. McCallister explained the resolution adopting the Asset Management & Capital Improvement Plan 2020-2040 were requirements of the grant application. Mayor Protem Willis Williams moved to adopt the Asset Management and Capital Improvement Plan 2020-2040 below. Commissioner Rachel Craddock seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

**RESOLUTION TO ADOPT
The
TOWN OF JAMESVILLE ASSET MANAGEMENT PLAN
And
CAPITAL IMPROVEMENT PLAN
For the Years
2020-2040**

NOW THEREFORE BE IT RESOLVED, BY THE BOARD OF COMMISSIONERS OF THE TOWN OF JAMESVILLE:

The document entitled “Town of Jamesville, Asset Management Plan and Capital Improvement Plan for the Wastewater Treatment & Collection System for the Years 2020-2040”, dated March, 2020 was presented and adopted by the Board of Commissioners for the Town of Jamesville, North Carolina at its regular meeting held on this 9th day of March, 2020

Adopted this 9th day of March, 2020

Dennis Anton, Mayor

The undersigned duly qualified and acting Town Clerk of the Town of Jamesville does hereby certify: That the above resolution is a true and correct copy of the resolution adopting the Town of Jamesville, Asset Management and Capital Improvement Plan for the Wastewater Treatment & Collection System for the Years 2020-2040 date March 2020 at a legally convened meeting of the **Town of Jamesville, NC, Board of Commissioners** duly held on the 9th day of March 2020; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this 9th day of March, 2020

Kimberly Cockrell, Town Clerk

E. On-Call General Engineering Service Agreement

Mayor Protem Willis Williams explained that on most projects especially federal or state funding projects, engineering services are needed. Municipal Engineering Services had been recommended as a potential on-call/as needed engineer service for the Town of Jamesville. Commissioner Rachel Craddock, along with Mayor Protem Williams mentioned overseeing the Valentine project as an example of the need to have the services Municipal Engineering Services provided. Mayor Protem Williams moved to acquire the services of Municipal

Engineering Services on an on-call basis. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

F. 17th Annual Raleigh Fair Housing Community Conference

Mayor Dennis Anton stated handout had been received concerning the 17th Annual Fair Housing Conference to be held in Raleigh on April 24, 2020. The conference would be from 9 a.m. to 2 p.m., with a reception to take place from 6 p.m. to 7:30 p.m. Mr. Bobby Blowe, Municipal Engineering Services recommended that one or two board members attend the conference. Attendance by the Applicant was a requirement for the grant. Mayor Protem Willis Williams, as well as Commissioners Rachel Craddock and Larris Tolson maybe attending. Mayor Protem Williams motioned for the Town to approve and cover the expenses of those who attend the conference. Commissioner Mary Allen seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

G. Register of Deeds- Contribution Request for Annual Conference

Mayor Dennis Anton stated Martin County Register of Deeds Kimberly Griffin was soliciting monetary support from the Town for the annual Register of Deeds conference. This was the first time for such a request. Commissioner Carolyn Martin suggested the Board respectful reply that it would like to contribute; however, because of unexpected expenses such as allocating funds for the Herring Festival and monumental expenses that had not been budgeted for the fiscal year, the Town could not make a contribution at this time. To please revisit the request next year. Commissioner Martin moved as previously stated. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes – 0 Nays. The Board consensually agree Commissioner Martin would call the Register of Deeds to relay the Board sentiments and regrets.

H. 2014 F-150 Repairs

Town Clerk/Finance Officer Cockrell requested the Board's authorization to pay Feyer Ford for repairs completed on the 2014 F-150 truck. Mayor Protem Willis Williams motioned to authorize payment to Feyer Ford for the repairs. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

I. NCLGC Audit Response Letter – FY 18-19

Town Clerk/Finance Officer Cockrell stated the Town as well as the Town's auditor had been in contact with the North Carolina Local Government Commission (NCLGC) regarding the letter received, and had been told the letter had been misstated and a new letter would be drafted and sent to the Town. To please disregard this letter. Commissioner Rachel Craddock explained that an employee unfamiliar with small municipality operations has issued the letter. Mayor Protem Willis Williams motioned to table the matter until a new letter was received from the NCLGC. Commissioner Allen seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

J. OPEB/LGERS Training

Town Clerk/Finance Officer Cockrell requested that the Board approve funds for her to receive training in Other Post-Employment Benefits/Local Government Employees Retirement System (OPEB/LGERS) for the audit financial statements. Mayor Protem Willis Williams motioned to authorize the OPEB/LGERS training. Commissioner Rachel Craddock seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

VIII. Boards Comments

Mayor Protem Willis Williams requested an inquiry into putting a stop sign at Roanoke Court Housing Authority to hopefully reduce speeding.

IX. Adjourn

Commissioner Mary Allen moved to adjourn at 7:51pm. Motion unanimously passed.

Respectfully submitted by:

Kimberly Cockrell – Town Clerk/Finance Officer