

**TOWN OF JAMESVILLE**  
**MONTHLY BOARD MEETING 5/11/2020**  
**MINUTES**

---

The following is an account of the minutes taken at the Regular Monthly Board Meeting held between 7:00 pm & 7:36pm on 5/11/2020 at the Jamesville Fire & EMS Building 1035 Hayes Drive, Jamesville, NC 27846. The location changed due to the COVID-19 Pandemic and Governors executive orders for Mass Gatherings and Social Distancing. The meeting was held electronically using Webex.com services. Public notices were posted on the Town Hall front entrance door and side meeting room door and included meeting access information. Access information was posted on the Town of Jamesville's website and Facebook page.

**Attendees**

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

Minutes Recorder – Kimberly Cockrell

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

**II. Adoption of Agenda**

- Commissioner Rachel Craddock requested to add under VII. New Business C. Street speeding. Commissioner Craddock also requested to remove VIII. Closed Session from the agenda. Commissioner Larris Tolson moved to approve the agenda with requested items. Commissioner Carolyn Martin seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

**III. Review & Approval of Minutes**

- The Minutes for a Special Meeting held on January 28, 2020 was presented to the board for approval. Commissioner Rachel Craddock moved to approve the minutes as written. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

**IV. Public Comment**

1. None

**V. Reports**

**A. Mayor**

1. No report

**B. Water/Wastewater report - Samuel Lilley**

1. Mr. Lilley stated that he didn't have anything to report.

**D. Public Works report - Charles Winstead**

1. Mr. Winstead spoke to the board about several items. He explained to the board that the town was in need of a concrete saw to be able to cut the asphalt when repairs are needed. He continued stating that there is a washout on Hardison Drive that needs to be repaired. The last time the town rented a saw the cost was \$200 per day. He stated they would need this when repairing pot holes also. He asked the board if they would approve for the purchase of a Stihl Concrete saw for around \$1,100.00. The board took discussion. Commissioner Rachel Craddock moved to approve the purchase of the concrete saw. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes – 0 Nays. Mr. Winstead also informed the board that there are several headstones at the cemetery that are leaning with the potential of soon falling over. He stated that some of the plots the town has no deed on file. The board took discussion. Commissioner Willis Williams stated that the town needs to reach out to the attorney or the NCLM to obtain legal advice on who is responsible for the maintenance of the headstones. He also stated that former employee Eric Martin may have information that he could share on how the town has dealt with previous situations of the same matter. Commissioner Larris Tolson moved to table the item and add on the next meeting agenda. Commissioner Rachel Craddock seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

**E. Administrative Report - Kimberly Cockrell**

1. Financial reports were given for April 2020.  
2. Commissioner Willis Williams moved to approve the budget amendments as presented. Commissioner Larris Tolson seconded. Motion unanimously passed 5 Ayes – 0 Nays.

**GF BUDGET AMENDMENT #4 - 5/6/2020**

	<u>CREDIT</u>	<u>DEBIT</u>
1040151 Election Expense	\$1,660.00	
1039300 Appropriated Fund Balance	\$290.00	
1040111 Employee Health Insurance		\$1,050.00
1040128 Donations		\$100.00
1040129 Miscellaneous		\$200.00
1047027 Debris Removal (Landfill)		\$600.00
	\$1,950.00	\$1,950.00

\*\*\* Employee Health Insurance allocation, donations, Uniforms and debris removal

**W/S BUDGET AMENDMENT #4 - 5/11/2020**

	<u>CREDIT</u>	<u>DEBIT</u>
3039300 Fund Balance Appropriated	\$9,000.00	
3071839 Sewer Analysis		\$1,000.00
3071439 Water Analysis		\$1,000.00
3071448 Repairs & Maintenance (W)		\$7,000.00
	\$9,000.00	\$9,000.00

\*\*\*Lab Tests, Repair of Fire Hydrant on Middle Street

**F. Mid-East**

**G. Planning Board**

## VI. Old Business

- A. The board was presented water disconnect list that is presented to them monthly. Due to the COVID-19 Pandemic, Governor Cooper's Executive Order#141 prohibits utility disconnections and late penalties through June 1, 2020. Commissioner Larris Tolson moved to accept the disconnect list and stated that no disconnections would occur at this time. Commissioner Mary Allen seconded. Motion unanimously passed.  
5 Ayes – 0 Nays.
- B. The board meeting on April 14, 2020 was held electronically via teleconferencing. Mayor Dennis Anton and Town Clerk Kimberly Cockrell were present at the Town Hall. Mayor Protem Willis Williams, Commissioner Rachel Craddock, Commissioner Larris Tolson, Commissioner Mary Allen and Commissioner Carolyn Martin joined via telephone. The following actions were taken at the meeting:
- Mayor Protem Willis Williams moved to approve the Regular Board Meeting Minutes for 12/9/19 and 1/13/20 as presented. Commissioner Carolyn Martin seconded. Motion unanimously passed. 5 Ayes – 0 Nays.
  - Commissioner Carolyn Martin motioned to approve CMH Septic Solutions for cleaning the wet well units and grease removal. Commissioner Rachel Craddock seconded. Motion unanimously passed. 5 Ayes – 0 Nays.
  - Mayor Protem Willis Williams motioned to approve boxes to be placed at the cemetery to put flowers and material blown off of headstones for families to reclaim. Commissioner Larris Tolson seconded. Motion unanimously passes. 5 Ayes – 0 Nays.
  - Mayor Protem Willis Williams moved to approve GF Budget Amendment #3 in the amount of \$1,140.00 and W/S Budget Amendment #3 in the amount of \$10,330.00. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes – 0 Nays.
  - Mayor Protem Willis Williams moved to approve a transfer of \$3,200.00 from the Powell Bill NCCMT account to the PNC Powell Bill Checking Account. Commissioner Carolyn Martin seconded. Motion unanimously passed. 5 Ayes – 0 Nays.
  - Mayor Protem Willis Williams moved to approve the proposed revised 2020 Road Closure Ordinance (changing the rescheduled festival dates to 8/28/20-8/29/20) contingent upon the regulations regarding COVID-19 in place at that time. Commissioner Carolyn Martin seconded. Motion unanimously passed. 5 Ayes – 0 Nays.
  - Mayor Protem Willis Williams moved that Governor Cooper's Executive Order#124 effective March 31, 2020 banning any utility services be disconnected, no late penalties be charged to delinquent accounts and payment plans be offered to pay delinquent amounts over a 6 month period, be addressed in the form of a policy and put on the water/sewer bill. Commissioner Mary Allen seconded. Motion unanimously passed.  
5 Ayes – 0 Nays.
  - Commissioner Rachel Craddock would benefit and motioned to approve the purchase of a 4-ton Hotbox including supplies at an estimated cost of \$35,000. Commissioner Carolyn Martin seconded. Motion unanimously passed. 5 Ayes – 0 Nays.  
Mayor Protem Willis Williams moved to approve a budget amendment for up to \$40,000 and to authorize the transfer of Powell Bill money from savings for the equipment and supplies. Commissioner Larris Tolson seconded. Motion unanimously passed.  
5 Ayes – 0 Nays.
  - Mayor Protem Willis Williams moved to give Wastewater ORC Samuel Lilley the authority to sign off on the septic company's removal of sludge as well as authority to submit the appropriate paperwork and applications pertaining to the tracking of sludge removal. Commissioner Rachel Craddock seconded. Motion unanimously passed.  
5 Ayes – 0 Nays.

- Commissioner Larris Tolson moved to approve terminating the contract with Utility Service Co., Inc. effective October 2020. Mayor Protem Willis Williams seconded. Motion unanimously passed. 5 Ayes – 0 Nays.
- Commissioner Larris Tolson moved to accept the contract with Southern Corrosion, as presented. Mayor Protem Willis Williams seconded. Motion unanimously passed. 5 Ayes – 0 Nays.
- Mayor Protem Willis Williams moved to table the use of town equipment item to allow Town Clerk Kimberly Cockrell time to research the current policy/procedure. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

*Mayor Protem Willis Williams moved to ratify and approve all actions taken at the Electronic meeting on April 13, 2020. Commissioner Carolyn Martin seconded. Motion unanimously passed. 5 Ayes – 0 Nays.*

## **VII. New Business**

- A. Town Clerk Kimberly Cockrell spoke to the Board about Brenda Perry at the Friendly Spot and Chase Conner with Martin County EDC asking if the town would approve a Summer Main Street Market Series to be held in Jamesville. She continued stating that Mr. Conner stated that if the town gave approval and a space/lot was available to have it at, the chamber staff and volunteers would handle all vendors, getting entertainment and logistics. The board took discussion. Commissioner Carolyn Martin stated that she would like to see it not close to the Herring Festival date. Commissioner Rachel Craddock stated that she felt October would be a good time. The board discussed further and decided either October 1<sup>st</sup> or October 15<sup>th</sup> would be good.
- B. The board took discussion of scheduling another budget workshop meeting. Commissioner Larris Tolson moved to have a budget workshop on May 26, 2020 at 5:30pm. Mayor Protem Willis Williams seconded. Motion unanimously passed. 5 Ayes – 0 Nays.
- Due to the COVID-19 Pandemic and Governor Cooper’s executive orders Town Clerk Cockrell would inform everyone of where the meeting will be held. Governor Cooper’s Executive Order regarding Mass Gatherings will be re-evaluated on May 22, 2020. That will determine if the meeting can be held at the Town Hall or at another location.
- C. Commissioner Rachel Craddock spoke to the board about vehicles speeding down St. Andrews street. Many Commissioners agreed that there is speeding on all town streets. Commissioner Craddock asked if St. Andrews was a town street. Town Clerk Cockrell stated that it is a state road and maintained by NCDOT. Commissioner Craddock continued that something needed to be done. She continued that many of the trucks have loud exhaust and come through all hours of the nights. Comments were also made about the loud music coming from the vehicles on the streets. No action was taken by the board.

## **VI. Board Comments**

1. None

## **X. Adjourn**

Commissioner Mary Allen moved to adjourn at 7:36pm. Motion unanimously passed.

Respectfully submitted by:  
Kimberly Cockrell – Town Clerk