

TOWN OF JAMESVILLE

MONTHLY BOARD MEETING 9/9/2019 MINUTES

The following is an account of the minutes taken at the Regular Monthly Board Meeting held between 7:00 pm & 8:31pm on 9/9/19 at the Town Hall Conference Room -1211 Water Street, Jamesville, North Carolina.

Attendees

- Dennis Anton - Mayor
- Willis Williams - Mayor Protem
- Rachel Craddock - Commissioner
- Carolyn Martin - Commissioner
- Larris Tolson - Commissioner
- Mary Allen - 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 Carolyn Martin requested to add under VII. New Business G. Letter for yard mowing. Commissioner Larris Tolson moved to approve the agenda with the addition. Commissioner Mary Allen seconded. Motion unanimously passed.
5 Ayes - 0 Nays.

III. Review & Approval of Minutes

- Commissioner Carolyn Martin moved to approve the minutes of the Regular Board Meeting held on June 10, 2019 and Mid Month Board Meeting held on June 27, 2019 as presented. Commissioner Willis Williams seconded. Motion unanimously passed.
5 Ayes - 0 Nays.

IV. Public Comment

No public comment

V. Reports

A. Mayor

1. Mayor Anton commented on the town workers stating that they did a great job with the last storm. They cleaned the storm drains and picked up debris and limbs before the storm came in. He commended everyone.

B. Liaison

C. Water/Wastewater report - Samuel Lilley

1. No report.

D. Public Works report - Charles Winstead

1. Mr. Winstead stated that the town came out of the storm very well. The sewer plant was the facility that lost power. He continued that the town did have damage to the #2 well. There are three holes to the roof of the building that needs to be repaired. He asked the board for approval of \$500.00 in materials to fix the roof. That would include new sheathing for the two areas that are damaged and to put metal on the roof, instead of shingles. They will complete the work. Commissioner Larris Tolson moved to appropriate \$500 as requested for the repairs. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

E. Administrative Report - Kimberly Cockrell

1. Financial reports were given for August 2019. Commissioner Willis Williams moved to approve the presented financials. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes - 0 Nays.
2. No budget amendments.

F. Mid East - Kimberly Cockrell

1. No report

G. Planning Board

1. Mayor Anton read a letter dated September 9, 2019 to the town board from Larry Evans, chairman of the Jamesville Zoning Board. The board took discussion. Commissioner Willis Williams moved to adopt their recommendation for mobile homes and that the town contact Mid East to update the zoning ordinance. He continued that he agrees with the zoning board recommendation because ad valor-em taxes is all the town has and if we start replacing the stick built homes with mobile homes it's going to cause the tax revenue to decrease. Commissioner Carolyn Martin seconded. Motion unanimously passed. 5 Ayes - 0 Nays.
The town board reviewed a list of individuals recommended by the zoning board as alternates for the zoning board. The board tabled it to the next meeting.

VI. Old Business

- A. The board took discussion of the water disconnect list that was presented to them. Commissioner Larris Tolson moved to disconnect utility services on the proposed delinquent water/sewer list. Commissioner Mary Allen seconded. Motion unanimously passed. 5 Ayes - 0 Nays.
- B. Commissioner Carolyn Martin stated that she had spoke with Jim Williams to see if he would be interested in being the Herring Festival Director. The board took discussion. There was a recommendation made to have the Annual Yard sale at the same weekend as the Herring Festival. Commissioner Larris Tolson moved to appoint Commissioner Carolyn Martin as the liason between the Herring Festival Committee and the Town Board. Commissioner Rachel Craddock seconded. Motion unanimously passed. 5 Ayes - 0 Nays.
- C. The town board took discussion of scheduling a special meeting to open the sealed bids that had been received for the Water Tank Maintenance contract. Commissioner Willis Williams moved to approve a Special Meeting to be held on September 30, 2019 at 5:30pm to open the submitted bids for Water Tank Maintenance. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes - 0 Nays.
- D. Town Clerk Kim Cockrell updated the board on a possible part time clerical candidate to work through the federal grant program administered through the Mid East Commission. The candidate didn't have transportation. They are currently looking for someone else in the area that could come help.
Commissioner Willis Williams stated that he would like to add a suggestion of closing

the office early on another day. That time would help the clerk out. The board took discussion. Commissioner Willis Williams moved to make the Town Hall's office hours as Monday-Thursday 8:00-1:00/2:00-3:00 to begin immediately. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes - 0 Nays. The clerk will put an ad in the newspaper and on the water/sewer bills.

VII. New Business

- A. Charles Winstead presented a quote in the amount of \$960.00 from NCDOT for brush to be cut on both sides of Astoria road. Commissioner Willis Williams moved to approve the quote using Powell Bill funds and for it to be included in the budget annually. Commissioner Carolyn Martin seconded. Motion unanimously passed. 5 Ayes - 0 Nays.
- B. Mr. Winstead presented several quotes for new mowers for the town. The board took discussion. Commissioner Rachel Craddock moved to approve purchase of a 2019 Hustler Fastrack SDX 48" Commercial Mower in the amount of \$6,285.78. The expense will be equally split between the General Fund, Water/Sewer fund and the Cemetery fund. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes - 0 Nays.
- C. The board reviewed a flyer for a supervisor training class to be held on November 4, 2019 in Rocky Mount for \$199.00. Commissioner Rachel Craddock moved to approve Charles Winstead to attend the class. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes - 0 Nays.
- D. The board reviewed a revised copy of the Water/Sewer Ordinance #81. This document was compiled from documents that the town attorney sent to the town. The board took discussion. Commissioner Larris Tolson moved to approve the Water/Sewer Ordinance#81 with the revisions that were made. The revised copy will be effectively immediately. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes - 0 Nays.



Ordinance #81
 Amended: September 9, 2019

**An Ordinance Regulating Water and Sewer Services For
 The Town of Jamesville**

This ordinance shall be known as the Town of Jamesville, North Carolina Water and Sewer Regulations Ordinance. Be it ordained that:

The Town of Jamesville is proud to provide water and sewer utility services to all residents who live within the town limits. We, as the town, would like to take the opportunity to set forth our terms and conditions for maintaining quality water/sewer services. Attached are the Rules and Regulations.

The Town of Jamesville requires all applicants to fill out an application for service in person at the Town Hall along with a cash or money order deposit. Each applicant must also provide a government issued ID, proof of address, and evidence of ownership or authority to occupy the residence. Water and sewer service connections are scheduled between 11:00am and 3:00pm. Water connections will be made 24 hours after a proper application is filed. The Town will make every effort to connect service on the same day the application is received, but if an application is received after 12:00pm, the Town does not guarantee same day service. **FOR SAFETY REASONS, ALL WATER FAUCETS MUST BE TURNED OFF WHEN SERVICE IS CONNECTED.**

For Commercial/Business accounts, new home construction, and service line replacements, the State of North Carolina requires installation of back flow prevention.

Commercial/Business Accounts:

Application for a zoning permit must be obtained before the business can be opened and provided with water and sewer service.

- Call the Planning/Zoning office at **(252) 792-5006**

Rate Schedule and Tap-On Fees

Exhibit A
Rate Schedule

• Flat Rate Water Charge:	\$16.60
• Flat Rate Sewer Charge:	\$18.11
• Variable Flow Charge -per 1000 gallons	
1. Water	\$5.51
2. Sewer	\$6.20
• Bulk Water – per 1,000 gallons:	\$5.00

Exhibit B
Fee Schedule

1. Cash, Money Order, Certified Check Deposit for water service on Existing water main	\$300.00
2. Tap on Fee	
a. Water	
• ¾" Water Tap	\$450.00
• 1" Water Tap	\$550.00
• 1 ½" Water Tap	\$950.00
• 2" Water Tap	\$1200.00
b. Sewer	\$800.00
3. Reconnection Fee	\$75.00
4. Insufficient Funds Service Fee	\$25.00
5. Service Tampering Fee (Hydrants, Valves, or Devices)	\$200.00
6. Late Fee (based on a monthly base)	\$25.00
7. Hardware (New/Replacement- Hand Valve, Check Valve, Piping, Sewer Caps)	\$30.00
8. Water Meter Replacement (Broken due to Customer)	\$100.00

- A. All water rates and tap fees shall be those most recently adopted by the Town of Jamesville and a schedule of same shall be available upon request at Town Hall.
- B. Each user must be metered separately. A user is defined as house, mobile home, other residence or place of business.
- C. Bulk customers may be allowed. Bulk customers will be determined on a case-by-case basis.

Application for Service

- A. Service will be supplied only to those who have paid the tap fee and deposit.
- B. Application for service shall be made at the Town of Jamesville Town Hall.
- C. Application for service shall be accompanied by appropriate fees as shown in Exhibit B.
- D. Deposits are refundable upon termination of service and settlement of all accounts.
- E. Deposits are non- interest bearing.
- F. Tap-on fees are non-refundable once taps have been installed and once installed, taps will not be relocated without payment of additional tap fee.
- G. All customers are required to make deposit with application for service.
- H. The individual in whose name the account is established shall be responsible for payment of all bills incurred in connection with the service furnished.
- I. The Town of Jamesville may reject any application for service when the applicant is delinquent in payment of bills incurred for service previously supplied at any location. When a member of the household has been served water and has not paid, the Town shall not be required to render service to any other member at said location where the water was used until water bill has been paid. When all members of the same household move to a new location, service will not be rendered under the name of a different household member until all previous bills have been paid.

Security Deposit

- A. A deposit, in an amount set by the Jamesville Town Board of Commissioners, is required for all customers.
- B. Deposit cannot be transferred to another location within the town limits and cannot be transferred to another individual.

Town's Responsibility and Liability

- A. When two or more meters are to be installed on the same premises for different consumers, they shall be closely grouped and each clearly designated to which consumer it applies.
- B. The Town reserves the right to refuse service unless the consumer's line or piping is installed in such manner as to prevent cross-connections or backflow and multiple hook-ups. **Under no conditions shall cross-connections with the Town system be permitted. The Town reserves the right to inspect the customer's outside water**

flow apparatus to ensure cross-connections and multiple hook-ups are not present. Violation of this regulation may be considered tampering with a public water supply, carrying with it a minimum of \$200 fine.

- C. The Town shall not be liable for damage of any kind whatsoever resulting from water or the use of water on the consumer's premises, unless such damage results directly from negligence on the part of the Town. The Town shall not be responsible for any damage done by or resulting from any defect in the piping, fixtures or appliances on the consumers premises. The Town shall not be responsible for negligence of third persons or forces beyond the control of the Town resulting in any interruption of service.
- D. Under normal conditions of scheduled maintenance, the consumer will be notified of any anticipated interruption of service. Emergency repairs and unscheduled maintenance may cause service disruption, for which the consumer may not be notified.
- E. The Town will cut off service to any customer that is past due in payment of the monthly bill or whose pipes are busted from freeze or other damage from the meter through the house if the pipes or lines are not repaired immediately. A service charge of \$75 will be charged to cut the water back on.
- F. The Town shall not be liable for damages of any kind to household appliances which include refrigerators, ice-makers, hot water heaters as well as hot water furnaces, if service is discontinued for non-payment of bill.
- G. The Town shall not be liable for damages of any kind to household appliances which include refrigerators, ice-makers, hot water heaters as well as hot water furnaces as a result of water being turned off to make emergency repairs to lines, after an attempt has been made to notify the customers.

Customer's Responsibility

- A. The customer shall furnish and maintain a private cutoff valve on the customer's side of the meter; the Town will provide a cutoff valve on the town side of the meter of within.
- B. Where meter is placed on customer's property, a suitable and unobstructed place shall be provided by customer and accessible at all times to the meter.
- C. The customer's piping and apparatus shall be installed and maintained by the customer at their own expenses and shall meet the Town's rules regulations and be in full compliance with the State Board of Health sanitary regulations. **IN NO STANCE SHALL A CROSS-CONNECTION BE ALLOWED.**
- D. In an event that any loss or damage property of the Town or any accident/injury to Town personnel is caused from the negligence or wrongful act of the customer, the cost of the necessary repairs or replacements shall be paid by the customer to the Town and any liability otherwise shall be assumed by the customer.
- E. The cost of repairs, loss, or damage shall be added to customer's bill; and if not paid, service shall be discontinued.
- F. The customer shall guarantee proper protection for Town property and permits access to property only by authorized Town personnel.

Access to Premises

- A. Authorized Town personnel shall have access at all reasonable hours to the premises of the customer for installing or removing Town's property, inspecting piping, checking for cross-connections, checking for multiple hookups, reading or testing meters, in connection with the Town's service and facilities.
- B. Each customer shall grant perpetual easement and right of way across any property owned or controlled by the customer wherever is necessary for the Town water facilities and lines to be able to furnish service to the customer.

Change of Occupancy

- A. The outgoing party shall be responsible for all water consumed up to the time of departure.

Meter Reading- Billing- Collecting

- A. Meters will be read and bills rendered monthly; but the Town reserves the right to vary the dates of length of period covered, temporarily or permanently if necessary or desirable.
- B. Bills are due when rendered and become delinquent after two months. Bills not paid by the 10th of the second month will be cut off by vote of the Town Board of Commissioner after the monthly meeting held on the second Monday of each month. (Notes: Meter reading cycle is between the 11th and 17th of the month. Dates may vary due to emergencies or inclement weather.)

- C. Any customer who has a check or draft returned from any financial institution cause of insufficient funds or a closed account shall be charged a service fee as specified in exhibit B.
- D. Charge for service commences when meter is installed and connection made, whether used or not.
- E. Bills for utility will be figured in accordance with the Town's rate schedule then in effect and will be based on the amount consumed for the period covered by the meter readings.

Utility Rates

- A. All water and sewer accounts are charged a fixed monthly rate and an additional charge for consumption per each thousand gallons of usage. These fees are set by the Town Board of Commissioners. Current rates are listed in exhibit B.

Making Payments

- A. Bills may be paid at the Town Hall from 8:00am to 4:30pm, Monday through Thursday or at the designated drop box. Drop box is located on front door of Town Hall. Payments may be mailed to: Town of Jamesville, Po Box 215, Jamesville, NC 27846. Also payments can be made online through the link on Town of Jamesville website.

Returned Check Charge

- A. A \$25.00 returned check charge will be due if a check is returned by your bank. The Town will not accept checks as payment from any customer who has previously issued an insufficient funds check for at least one year.
- B. Water services will be suspended if prompt payment of a returned check is not made.
- C. Shall a second check be taken on the account and returns to the Town unpaid, check writing privileges will be terminated permanently.

Actions Taken for Non-Payment

- A. Service will be restored the same day if payment is made prior to 2pm. If payment is made after 2pm, service will be restored the next day.

Adjustments- Complaints

- A. If a water leak is detected, the bill can be adjusted after proof of repair (i.e. repair bill or receipts) is presented and approved by the Town Board of Commissioners. If an adjustment is approved, the water will be adjusted per current adjustment policy. Adjustments are based on an average 12 month usage. **Only one adjustment is allowed during a 12 month period without proof of repair.**
- B. If the user believes his/her bill to be an error, the claim shall be presented in person at the Town Hall office before the bill becomes delinquent. Such claim, if made after the bill has become delinquent, shall not be effective in preventing discontinuance of service as heretofore provided. The user may pay such bill under protest and said payment shall not prejudice their claim.
- C. If the meter fails to register correctly or is stopped for any cause, the customer shall pay an amount estimated from the record of their previous bills and/or from other proper data.

Suspension of Service

- A. Service discontinues by non-payment of bill or at voluntary request for suspension by a user will be restored only after bills are paid in full, redeposit made, and pay a service charge as specified in Exhibit B for reconnection. **Service will be re-connected within 24 hours of receipt of payment.**
- B. The Town of Jamesville reserves the right to discontinue its service without notice for the following reasons:
 1. To prevent fraud or abuse.
 2. Users willful disregard of the Town's rules.
 3. Emergency repairs.
 4. Insufficiency of supply due to circumstances beyond the Town's control.
 5. Legal procedures.
 6. Direction of public authorities.

- 7. Strikes, riot, fire, and flood accident or any unavoidable cause.
- C. The Town may permanently refuse service to any customer who tampers with a meter or other measuring device. Tampering carries with it a minimum of \$200.00 fine and cost of repairs.
- D. When services are discontinued and all bills are paid in full, the deposit will be refunded.
- E. Upon discontinuance of service for non-payment, the deposit will be applied toward the settlement of the account. Any balance will be refunded to the customer. If the deposit is not sufficient to cover the bill, the Town will proceed to collect the balance in the usual way provided by law for collection.
- F. The order in which the deposit will be applied for discontinuance of service for non-payment:
 - 1. Penalty
 - 2. Sewer
 - 3. Water

Modification of Rules

- A. No promise, agreement or presentation of any employee of the Town shall be binding upon the Town except as it shall have been agreed upon writing, signed and accepted by the acknowledged representative of the Town.
- B. No modification of rates or any of the rules and regulations shall be made by any agent of the Town.

Adoption of Rules

Until further order of the Jamesville Town Board of Commissioners, the rules and regulation as the same are herein above set, are hereby adopted as the date hereof to become effective.

Motion made on September 9, 2019 by Commissioner Larris Tolson to accept the above amendment effectively immediately. Commissioner Willis Williams seconded. Motion unanimously was passed.

 Dennis Anton – Mayor 9/9/2019 Date

 Willis Williams - Mayor Protem 9/9/2019 Date

 Mary Allen - Commissioner 9/9/2019 Date

 Rachel Craddock - Commissioner 9/9/2019 Date

 Carolyn Martin - Commissioner 9/9/19 Date

 Larris Tolson - Commissioner 9/9/19 Date

- E. Town Hall hours were discussed earlier.
- F. The board was notified of a Ribbon Cutting Ceremony for the new Martin County Regional Communications Center on Wednesday September 18, 2019 @ 10:00am.
- G. Commissioner Carolyn Martin asked the board if a letter can be sent to Linwood Price requesting that the grass be cut at the property that the trailer was located on. Commissioner Willis Williams moved to approve a letter to be sent as requested. Commissioner Mary Allen seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

VI. Board Comments

None

X. Adjourn

Commissioner Mary Allen moved to adjourn at 8:31pm. Motion unanimously passed.

Respectfully submitted by:
Kimberly Cockrell – Town Clerk