

TOWN OF JAMESVILLE

MONTHLY BOARD MEETING 11/11/2019 MINUTES

The following is an account of the minutes taken at the Regular Monthly Board Meeting held between 7:00 pm & 8:06pm on 11/11/19 at the Town Hall Conference Room -1211 Water Street, Jamesville, North Carolina.

Attendees

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

Absentee

- 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 F. Tom Holliday - trailer and G. Meetings on Holidays to the agenda. Commissioner Larris Tolson moved to approve the agenda with the additions. Commissioner Willis Williams seconded. Motion unanimously passed. 4 Ayes - 0 Nays.

III. Review & Approval of Minutes

- Commissioner Mary Allen moved to approve the minutes of the Regular Board Meeting held on August 12, 2019 as presented. Commissioner Willis Williams seconded. Motion unanimously passed. 4 Ayes - 0 Nays.

IV. Public Comment

1. Resident Ms. Marian Davis began by commending the Commissioners for all they do for the community. She continued stating that Charles Winstead gave a report on the water at the Senior Center. He explained to the seniors how the water is treated and distributed. She stated that he did a really good job on his presentation. She thanked the town for cleaning up the trees in front of Betty Gray's home.
2. Resident Laura Eubanks spoke to the board regarding a water leak that she had at her home. She presented an invoice to repair the leak. She asked the board for an adjustment on her account. Commissioner Willis Williams moved to approve an adjustment on her account. Commissioner Mary Allen seconded. Motion unanimously passed.
4 Ayes - 0 Nays.

V. Reports

A. Mayor

1. Mayor Anton stated that a Resolution in Memory of Larry Evans will be tabled until next month's meeting.

B. Liaison

B. Water/Wastewater report - Samuel Lilley

1. Mr. Lilley stated that smoke testing was performed on October 23 - 24 with Dwight Lancaster from NCRWA. He continued that they found 41 sewer caps that had been broken or had leakage. All of the caps have been repaired with the exception of 4-5. Mr. Lancaster came back on November 4 - 5 and sent a camera in the sewer lines. He stated that the lines had water in them which made it difficult to see the entire pipe. There are some areas of infiltration that showed up as a result of using dyed water during the test. He stated that there may be some repairs that the town employees can fix but there is also some that is too deep and would need a contractor to repair.

He asked the Town Board if they would come and visit the Wastewater treatment plant and see the condition that it's in. He mentioned that the plant could use a fresh coat of paint that would enhance the appearance. He asked if they could come before the next month's meeting.

Commissioner Willis Williams stated that repairs are needed to keep from getting cited for any overflows that the town may have. He continued that the town needs a five or ten year Capital Improvement Plan done.

Mayor Anton stated that Mr. Lilley brought up very good points in his report that the town will have to decided on when the welding work and painting project can be done.

D. Public Works report - Charles Winstead

1. No report

E. Administrative Report - Kimberly Cockrell

1. Financial reports were given for October 2019. Commissioner Larris Tolson moved to accept the financial reports as presented. Commissioner Willis Williams seconded. Motion unanimously passed. 4 Ayes - 0 Nays.
2. No Budget Amendments
3. An update was given on the FY 18-19 Audit. The auditors have began working on the audit. They are planned to be in the office on November 18-20.

F. Mid East - Kimberly Cockrell

G. Planning Board

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 Willis Williams seconded. Motion unanimously passed. 4 Ayes - 0 Nays.
- B. Commissioner Larris Tolson stated that he has contacted Sharon Britt to obtain a copy of the vendor list. He stated that he should have the list in a few days. Commissioner Mary Allen asked if anyone had volunteered for the committee. Kim Cockrell mentioned that John Hilts stated that he will willing to help. Commissioner Rachel Craddock stated that Melissa Craddock and Preston Craddock will also be on the committee. She stated that she will be calling a meeting soon. Commissioner Larris Tolson stated that he would be in attendance at the first meeting to bring any information that he can provide.
- C. The smoke testing was covered under Mr. Lilley's report earlier in the meeting.
- D. Mrs. Cockrell stated that several people have been contacted regarding the town's Christmas parade and have has received a good response. She continued asking

the board if they would give approval for donations to the school bands and ROTC groups that attend. Commissioner Willis Williams stated that he thought it was a good idea as it entices them to participate and adds spirit to the parade. Commissioner Willis Williams moved to approve a \$100 donation to be given to each band and ROTC group that attends. Commissioner Larris Tolson seconded. Motion unanimously passed.
4 Ayes - 0 Nays.

- E. The town received five ornaments from the Town of Williamston earlier in the year. Mr. Winstead has replaced the lights in three of the fixtures as the other two needed to be rewired and were discarded. The fixtures will be placed on St. Andrews street. Discussion was made regarding the lift that would be rented to put up the lights. Commissioner Larris Tolson moved to approve anything that was necessary to get the Christmas lights put up. Commissioner Willis Williams seconded. Motion unanimously passed. 4 Ayes - 0 Nays.
The town employees are looking for a bucket truck for sale. The town could use a truck for many projects.
- F. The town's annual Christmas party will be held on December 2nd and eating at 6:30. Mrs. Cockrell asked the board if Pam Evans and Mitch Dotson & Wife could be invited. Commissioner Willis Williams moved to approve the request. Commissioner Larris Tolson seconded. Motion unanimously passed. 4 Ayes - 0 Nays.

VII. **New Business**

- A. The board took discussion regarding paying mileage to town employees if the trucks where in the shop for repair. Commissioner Willis Williams stated that the town needs to have an emergency policy so that when town trucks are down the employees can record mileage on a log and be reimbursed for those expenses. Commissioner Larris Tolson moved to approve an emergency policy as stated. Commissioner Willis Williams seconded. Motion unanimously passed. 4 Ayes - 0 Nays.
- B. Mr. Lilley stated that the town has a backflow preventer that needs to be repaired at the WWTP. Two quotes were presented to the board for their review. The town discussed the quotes. Commissioner Larris Tolson moved to approve David Cook's Plumbing to install a new backflow preventer at the Wastewater Treatment Plant. Commissioner Mary Allen seconded. Motion unanimously passed. 4 Ayes - 0 Nays.
- C. The board took discussion of a Resolution of Intent of Internal Control by the town board.
Commissioner Mary Allen - Bank Statements for all Funds and Accounts
Commissioner Larris Tolson - Ad Valorem, Motor Vehicle, Beer & Wine and any other Taxes or permits.
Commissioner Carolyn Martin - Cemetery account, Community Development Block Grant funds, Herring Festival account
Commissioner Willis Williams - All areas of Water and Sewer Utility Billing Fund
Commissioner Rachel Craddock - Deputy Liaison and Dept. of Transportation Rep.
Commissioner Willis Williams moved to adopt the resolution with the above duties for each Commissioner. Commissioner Larris Tolson seconded. Motion unanimously passed.
4 Ayes - 0 Nays.
- D. The board was presented with a quote from Feyer Ford for repairs on the Gray F150 truck. Commissioner Larris Tolson moved to approve the quote for repairs. Commissioner Willis Williams seconded. Motion unanimously passed. 4 Ayes - 0 Nays.
- E. The board was presented a quote for a PULSAtron Metering Pump for the water plant. Commissioner Willis Williams moved to approve the purchasing of the pump. Commissioner Larris Tolson seconded. Motion unanimously passed. 4 Ayes - 0 Nays.
- F. Commissioner Rachel Craddock talked to the board about the trailer that is at Tom Holliday's property. The trailer needs to be removed and is very dangerous to the public. Commissioner Rachel Craddock moved to approve a letter be sent to Tom regarding the trailer. Commissioner Willis Williams seconded. Motion unanimously passed.

4 Ayes - 0 Nays.

- G. Commissioner Rachel Craddock talked to the board about changing the meeting dates for any meetings that fall on a Holiday. Commissioner Rachel Craddock moved to approve that when a holiday falls on a Monday when there is a town board meeting, the meeting will be held on Tuesday. Commissioner Larris Tolson seconded. Motion unanimously passed. 4 Ayes - 0 Nays.

VIII. Closed Session - Pursuant to G.S. 143-318.11(a)(6) Personnel

- A. At 7:49 pm Commissioner Larris Tolson moved to go into closed session. Commissioner Willis Williams seconded. Motion unanimously passed. 4 Ayes - 0 Nays.
- B. At 7:59pm Commissioner Larris Tolson moved to come out of closed session. Commissioner Willis Williams seconded. Motion unanimously passed. 4 Ayes - 0 Nays.

Commissioner Larris Tolson moved to pay the employee bonuses this year and the the town board discuss the bonuses and longevity at the budget workshops in the spring. Commissioner Willis Williams seconded. Motion passed. 3 Ayes - 1 Nay. Commissioner Rachel Craddock stated that she didn't have a problem with the longevity; she did not agree with giving the bonuses.

VI. Board Comments

None

X. Adjourn

Commissioner Mary Allen moved to adjourn at 8:06pm. Motion unanimously passed.

Respectfully submitted by:
Kimberly Cockrell – Town Clerk