

# TOWN OF JAMESVILLE

## MONTHLY BOARD MEETING 11/12/2018 MINUTES

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The following is an account of the minutes taken at the Regular Monthly Board Meeting held between 7:00 pm & 8:39pm on 11/12/2018 at the Town Hall Conference Room -1211 Water Street, Jamesville, North Carolina.

### Attendees

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

Minutes Recorder – Kimberly Sutton

**I.** Mayor Protem Willis Williams called the meeting to order. Commissioner Larris Tolson opened with a prayer.

### **II. Adoption of Agenda**

- Mayor Protem Willis Williams requested to add under VII. New Business E. Proclamation Mrs. Mildred Davis Cheatham birthday. Commissioner Larris Tolson requested to add under VI. Old Business - F. Backhoe. Commissioner Carolyn Martin moved to approve the Agenda with the additions. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

### **III. Review & Approval of Minutes**

- Commissioner Rachel Craddock moved to approve the minutes for the Regular Board Meeting held on October 5, 2018 as written. Commissioner Carolyn Martin seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

### **IV. Public Comment**

- None

### **V. Reports**

#### **A. Mayor**

1. Mayor Protem Williams spoke with Val Valentine regarding a project that he is working on just outside the city limits of Jamesville. Mayor Protem Williams stated that Mr. Valentine is interested in hooking to the towns water and sewer system. He asked the board if the board was interested in speaking with Mr. Valentine. Commissioner Larris Tolson motioned that the town should move forward in speaking with Mr. Valentine about his project. Commissioner Carolyn Martin seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

#### **B. Liaison**

1. Commissioner Carolyn Martin reported that she spoke with Mr. Bill Lucas regarding moving forward with ordering the monument for Robert Staton Jr.. Commissioner Martin has been in contact with Mrs. Joyce Moore and all have agreed on the wording that will

be on the stone. She continued that the stone will be ready sometime the beginning of 2019. She briefly explained to the board what was going to be on the stone.

2. Commissioner Martin stated that she had spoke with employee Charles Winstead regarding equipment that the town may be needing. He stated that he will work on making a list of items that they could use.

Mr. Winstead stated they really could use a second pickup truck to use around town. He stated that the blue tractor is being used to pickup items/debris and for running around town. A pickup truck could be used more efficiently than the blue tractor. He continued that the blue tractor could be sold to help offset the vehicle cost. The truck could be used as a service truck and have parts/supplies on hand as needed for repairs.

Commissioner Martin reported that a question come up at the last board meeting asking about a tool box on the gray truck. She stated that for clarity there never was a tool box on that truck.

The board took discussion and Commissioner Larris Tolson stated that he has been looking since the last board meeting and has found some reasonably priced trucks around \$15,000. Mayor Protem Williams stated that this should be revisited and discussed during the next fiscal year budget workshops.

### **C. Water/Wastewater report - Samuel Lilley**

1. No report

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

1. Charles spoke to the board regarding several topics.

He presented quotes to the board for the purchase of 12 new water meters. He stated that he didn't have any on hand and several meters in the system were in need of replacement. Commissioner Larris Tolson moved to approve the quote for 12 new meters from Miller Supply Co. Commissioner Rachel Craddock seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

Mr. Winstead mentioned that there were problems with the sewer pipes on Washington Street by the old Fire Department building. The Town of Williamston's utility crew came down and viewed the pipe with a camera. They found that the pipe was caving in. It has been suggested that the town could get a contractor to slip line the pipe for a temporary fix. Mayor Protem Williams stated that he would recommend that the board make a motion to start the process of getting the pipe repaired. Commissioner Larris Tolson moved to authorize Charles Winstead to start the process of the repair/replacement of the sewer pipe on Washington Street. Commissioner Mary Allen seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

### **E. Administrative Report - Kimberly Sutton**

1. Financial reports were given for October 2018.
2. Commissioner Carolyn Martin moved to approve the budget amendments as presented. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

## **GF BUDGET AMENDMENT #3 - 11/12/18**

	<u>CREDIT</u>	<u>DEBIT</u>
1040168 Cemetery Expense	\$2,300.00	
1039300 Appropriated Fund Balance		\$2,300.00
	<u>\$2,300.00</u>	<u>\$2,300.00</u>

\*\*For Robert Staton Memorial and replacement of damaged plate

3. The board was given an update on the Herring Festival Account with Union Bank. The account was sustaining service charges. During the bank buyout that occurred earlier this year the bank account terms and conditions changed with the new firm. With the new terms the account is required to have a minimum of \$2,500.00 to be exempt from a monthly service charge. The account has a little over \$2000 daily. There were service charges in the amount of \$30 on the account. John Gardner Vice President of the Plymouth branch refunded the \$30 in service charges and was able to switch it to a simple checking account to avoid accruing a monthly service charge. The board gave approval to move the funds to BB&T to keep from sustaining any fees. This move was not needed.

#### **F. Mid East**

1. No report

#### **G. Planning Board**

### **VI. Old Business**

- A. The board took discussion of the water disconnect list that was presented to them. Commissioner Rachel Craddock 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 Larris Tolson talked to the board about fundraiser ideas for Robert Staton Jr.'s memorial. He stated that all of the suggestions came from Mrs. Joyce Moore. List of suggestions include: Go Fund Me Account, Donation dropoff Dollar General/Mini Mart, Letters to churches, sell tickets for TV raffle (with her donating the TV), Dinner plate sell. Commissioner Tolson continued that he has been trying to get in contact with a NERSBA Student, Robert Ogburn, that is interested in taking this on as an eagle scout project. He has passed on his contact information to Mr. Ogburn. More information will be brought back at next months meeting.
- C. Commissioner Tolson stated that he has not received any information back from none of the companies that he had spoken with regarding the gas tank. He has spoken with several people and in order to use the tank that the town has a containment area would have to be built around the tank. He stated that his recommendation would be to find someone to dispose of the tank and continue purchasing the fuel from the Mini Mart. Mayor Protem Williams stated that the town can get fuel under the state contract for a much cheaper amount. The town would need to have their own fuel tank. He continued that the old tank would need to be disposed of and it will come with a cost. The board continued discussion. Charles Winstead stated that the town has received a quote from Jernigan for a double walled tank. Mayor Protem Williams asked Mr. Winstead if he would find out how much it would cost for the town to dispose of the tank. Mr. Winstead stated that a farmer maybe interested in taking it off the town's hand. The item was tabled until more information has been received.
- D. The town clerk stated that she had contacted two caterers in Martin County requesting quotes for the Town's Annual Christmas Party. The Filling Station would not cater for any parties less than \$500. Canon's Catering provide a quote for the board to review. Commissioner Mary Allen moved to approve Canon's catering quote. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes - 0 Nays. The Annual Christmas Party will be held on December 4<sup>th</sup> eating at 6:30pm at the Jamesville Christian Church.
- E. Mayor Protem Williams stated that the town had received a letter from Roy Cooper withdrawing his nomination for mayor. He continued stating that he is willing to continue to serve as Mayor Protem filling in for the mayor until a mayor is appointed. Commissioner Larris Tolson moved to allow Commissioner Williams to continue to

serve as Mayor Protem filling in for mayor until someone is appointed. Commissioner Carolyn Martin seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

- F. Commissioner Larris Tolson gave the board an update on quote for a new backhoe. He stated that he was waiting on more information from the vendors.

## VII. New Business

- A. Mayor Protem Williams stated that the town is having problems with horse excretions on the town streets and cars are running through them. The board took discussion. Mayor Protem Williams stated that he feels that it should be added to the towns' nuisance ordinance that the owners cleanup the horse excretions or require a manure bag to be worn while traveling down the town's streets. He continued that the ordinance needs to include a \$100 fine if individual(s) do not adhere to the ordinance. Commissioner Carolyn Martin asked if it could be exempted from parades. Mayor Protem Williams stated that the board could make any ordinance exemptions that they feel is necessary. He asked the clerk to contact the town attorney for assistance with the ordinance revision.
- B. Mayor Protem Williams stated that the town's Christmas parade would be on December 1<sup>st</sup> at 11am. The board took discussion and decided that due to Mayor Protem Williams' disability that it would be easier for him to drive his vehicle in the parade.
- C. Charles Winstead presented quotes to the board for the purchase of 12 new water meters. He stated that he didn't have any on hand and several meters in the system were in need of replacement. Commissioner Larris Tolson moved to approve the quote for 12 new meters from Miller Supply Co. Commissioner Rachel Craddock seconded. Motion unanimously passed. 5 Ayes - 0 Nays.
- D. A Memo received from County Manager David Bone inviting all of the elected officials to a meeting to be held on January 24, 2019 at Oak City Fire Department was read. He asked for everyone to add it to their calendars.
- E. Commissioner Carolyn Martin moved to approve the Proclamation Celebrating Mrs. Mildred Davis Cheatham's 100<sup>th</sup> Birthday. Commissioner Larris Tolson seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

Proclamation of the Town of Jamesville NC  
on the occasion of the 100<sup>th</sup> Birthday of  
Mrs. Mildred Davis Cheatham

November 12, 2018

Whereas Mrs. Mildred Davis Cheatham was born November 14, 1918 to Nathaniel Davis and Winnie Midgette Davis and


Whereas Mrs. Mildred Davis Cheatham grew up in Jamesville and was a long-time resident and

Whereas Mrs. Mildred Davis Cheatham still considers Jamesville her home and

Whereas Mrs. Mildred Davis Cheatham is celebrating her 100<sup>th</sup> birthday, we the Town Board and Mayor of the Town of Jamesville recognize and congratulate her on this momentous occasion.

Adopted this 12<sup>th</sup> day of November, 2018 by unanimous vote of the Town of Jamesville Board of Commissioners.

  
Willis Williams - Mayor Protem

Attest:  
  
Kimberly Sutton - Town Clerk



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

- A. At 8:20 pm Commissioner Mary Allen moved to go into closed session. Commissioner Carolyn Martin seconded. Motion unanimously passed. 5 Ayes - 0 Nays.
- B. At 8:36pm Commissioner Larris Tolson moved to come out of closed session. Commissioner Mary Allen seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

Commissioner Carolyn Martin moved to adopt an addendum to the personnel memo of 3/28/18. Commissioner Mary Allen seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

**IX. Board Comments**

- A. Mayor Protem Williams stated that everyone should start using the side door to enter into the Town Hall for Board Meetings. He asked to notify the newspaper so it could be included in the meeting article.

**X. Adjourn**

Commissioner Mary Allen moved to adjourn at 8:39pm. Motion unanimously passed.

Respectfully submitted by:  
Kimberly Sutton – Town Clerk