

**TOWN OF JAMESVILLE**  
**MONTHLY BOARD MEETING 03/13/2023**  
**MINUTES**

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The following is an account of the minutes taken at the Regular Monthly Board Meeting held between 7:00 p.m. & 9:03 p.m. on 03/13/2023 at the Jamesville Town Hall, 1211 Water Street, Jamesville, NC 27846. Virtual meeting attendance was provided for public access through Zoom meeting.

**Attendees**

- Craig Tucker - Mayor
- Willis Williams - Mayor Protem
- Rachel Craddock - Commissioner
- Mary Allen – Commissioner
- Kimberly Cockrell – Commissioner

Minutes Recorder – Kimberly Cockrell, Town Clerk/Finance Officer

**I. Call to Order**

Mayor Craig Tucker called the meeting to order at 7:00 p.m. Employee Samuel Lilley offered the prayer. Mayor Tucker then welcomed all guests. Kathy Waters with the Roanoke Beacon was in attendance, as well as Employees Robert Cockrell and Betty Williams.

**II. Adopt Agenda**

The following items were added to the agenda: V. Reports, D. Finance Officer, 4. Comp Time Pay Out, and VII. New Business, C. Christmas Party. Commissioner Willis Williams moved to adopt the agenda with the two added items. Commissioner Mary Allen seconded. Motion unanimously passed. 4 Ayes – 0 Nays.

**III. Approval of Minutes**

Commissioner Rachel Craddock moved for approval of the minutes. Commissioner Williams seconded. Motion unanimously passed. 4 Ayes - 0 Nays.

- Rescheduled Regular Board Meeting – January 23, 2023

**IV. Public Comment**

1. **Hal Davis / NERSBA – Name Change.** With saying there have been many things going on with NERSBA, Mr. Hal Davis/Executive Director recognized the local school has just completed its tenth year of service. When the school first started in 2012, college courses were offered through Pamlico Community College with opportunities expanded to other approved community colleges. Currently, the University of Mount Olive has local on-campus classes which assist students in obtaining an associate’s degree in science or arts which can transfer to another four-year university. Students are also trending more towards technical programs.

In terms of the name of the school and wanting to identify the collegiate opportunities, Mr. Davis announced the upcoming name change - NERSBA Early College. The process will be gradual and will give more recognition to the programs the school offers. It is hoped that more students from the surrounding area will take advantage of NERSBA’s opportunities, both current and future.

Major renovations have been made to the Jamesville campus and the addition of a greenhouse. The electrical work is being done through the Martin County Community College electrical program, and with Dominion Power doing the underground electrical work, these efforts are saving a lot of money. In the future, renovations will be done in phases to the gymnasium creating

a wellness and recreational center not just for the students but for the community. Locker rooms will be a major expense.

The school wants to be proud of its facility and to set goals in reaching growth to serve northeast North Carolina. Opportunities for funding are being researched. A new logo will be forthcoming. A partnership is being developed with Elizabeth City State University for aviation science and drone science, as drones are used often in agricultural procedures.

During a few questions, Mr. Davis reported that 100% of NERSBA's students are accepted by a four-year college of their choice and are going for a job career and not athletics.

## **V. Reports**

### **A. Mayor**

Mayor Tucker stated that water and public works is running smoothly, with items discussed at weekly staff meetings.

The mayor then reported he and Commissioner Kimberly Cockrell had a really good meeting with Mr. Chris Hardy, Regional Director for Congressman Don Davis. Funding opportunities were discussed for community projects, a town office, and a garage. Paperwork to submit first requests is due this Friday. Another topic discussed was expanding the town's water system infrastructure.

Mayor Tucker announced that the Town of Jamesville will be hosting the area mayors and elected officials quarterly meeting to be held April 5 at 6:00 p.m. at River's Edge Restaurant. The agenda is still being set.

### **B. Water/Wastewater Report - Samuel Lilley**

After a quick greeting, Employee Samuel Lilley reported the following items:

On February 27, Lilley talked with Mr. Tim Webb/NC Rural Water exploring options regarding sewer plant filters, that it may be something to discuss with the town engineer as plans are coming together for the new SBR plant. They toured a small packing plant to examine the above-ground system being used there, which Lilley said seemed to be a very efficient plant that would take care of the town's load. What is being proposed for Jamesville is a below-ground plant. The current system, though old and deteriorating, is still doing its job. Webb encouraged that the town ask questions while there is still time with the grant projects getting underway.

On March 6, Lilley said he was working an 811 call for Dominion Power and noticed the water meter box at 1080 Middle Street was on the side of the road and had been dug out of the ground. Work had also been done on the meter replacing a nipple but it was not done by town staff. The town office was alerted and documentation made for possible cross contamination. In stating the meter should not have been messed with, Commissioner Williams recommended the town develop a policy regarding how to do reporting of such incidents as cross contamination is not tolerated by state regulations. Said incident was also documented by police report. The owner of the property will be sent a letter with a copy of the police report notifying them that removal and alteration of the water meter is classified as a tampering offense.

The drying beds are being worked on getting the digester ready to be cleaned out. A hose is needed to pump the sludge out to the drying bed. If the job cannot be done, the town may need to get a pump truck to do the work.

The aerial lines in the woods have been worked on, as they run over ravines.

Right-of-ways will be cleared after the herring festival.

On the subject of the sewer plant, Commissioner Williams stated the proposed plant needs to be determined how projections would fit in the town's growth and planning for the next five years and up to twenty years. The board needs to be educated to understand what the engineer has suggested and that costs will be covered in such a way that the town does not lose money or hurt its citizens in the long run. With volunteering to help, Williams then moved that the board schedule a workshop to receive this information, with a second by Commissioner Craddock. Commissioner

Cockrell recommended that the mayor and Lilley get in touch with Mike McAllister/Municipal Engineering to discuss questions and concerns to be presented to the board, to which Williams agreed and included as part of the motion. Upon call for the vote, the motion passed unanimously. 4 Ayes - 0 Nays.

### **C. Public Works Report - Robert Cockrell**

Employee Robert Cockrell stated grass cutting season has started again with maintenance being done at the cemetery. A trimmer needs to be replaced and is becoming unusable. Commissioner Williams suggested the town purchase a good quality trimmer with a warranty plan. Cockrell said he personally purchased from Tractor Supply a commercial Husky weedeater and enjoys using it, a purchase around \$380 including a two-year extended warranty and supplies at half-price with purchase. Williams then moved that the board approve the purchase of a weedeater, and Craddock seconded. Vote was unanimous. 4 Ayes - 0 Nays.

Astoria Road's curb has been maintained all the way to the sewer plant. Rock was put in the potholes.

The control board for Marco has come in and will be installed.

Washington Street will be repaired before the festival, as it is part of the parade route and has a daily high traffic flow. Once the pavement is cut out, the hole will be patched with rock and bagged asphalt. While work is being done, the street will be closed to traffic. Commissioner Craddock moved for approval of the purchase of asphalt from Lowe's, however much is needed. Commissioner Cockrell seconded. Upon call for the vote, the motion passed unanimously. 4 Ayes - 0 Nays.

Barrier poles were installed on Hardison Drive to keep vehicles off the roadsides.

### **D. Finance Officer - Kimberly Cockrell**

1. **Financial Statements – February 2023.** Finance Officer Kimberly Cockrell presented and reviewed with board members the Financial Reports for February 2023. F.O. Cockrell reported that a previously approved transfer of funds to the water/sewer fund has not been done yet as the ending balance has increased. Said transfer will be done only if necessary.

2. **Budget Amendment(s).** None.

3. **Town Board Response to Financial Performance Indicators of Concern – Unit Assistance List.** F.O. Cockrell stated this response relates to the Town of Jamesville being categorized as a distressed unit. Inquiry by the LGC was made as to why the audit report was late, for which the reply explained was due to the town using a different auditor than in prior years. Commissioner Williams moved to approve the response statement, with a second given by Commissioner Craddock. Upon call for the vote, the motion carried unanimously. 4 Ayes - 0 Nays.

F.O. Cockrell also noted the Town of Jamesville is under close watch by Ms. Natalie Roundtree/LGC. Several other general questions have been posed and will be responded to by email. In summary, the answers will basically cover the principals of government accounting that the town follows.

4. **Comp Time Pay Out.** F.O. Cockrell presented the board members with employee comp time pay out for October 1, 2022 through December 31, 2022. Commissioner Williams moved that the board pay the comp time. Upon question, Cockrell indicated she used her accumulated comp time caring for father. Commissioner Craddock seconded. Vote was unanimous. 4 Ayes - 0 Nays.

### **E. Mid East**

Commissioner Craddock indicated she had nothing to report. The next meeting is coming up March 16. Commissioner Williams stated he is making some calls to Mid East members about housing and will report at the next board meeting.

**F. Planning Board** – Nothing to report.

**G. Herring Festival**

As director of the NC Herring Festival, Commissioner Rachel Craddock stated that the number of volunteers has held at about 15-20 persons regularly attending event planning meetings. More volunteers will be needed for the weekend of the festival to help out with random tasks. A contract is in place for the rides, music groups have been booked as well as local talent, and a pageant is planned for Friday night. Fireworks have been arranged, a car show has been organized and raffles will be held with donated items being given as prizes. T-shirts have been ordered and other sales items are being made. Approximately thirty vendors have registered and the sponsorship donations have been very good, which has been a blessing. The expenses for the rides and fireworks is having to be paid upfront, as such was not required in previous years. Signs and banners are going up in Jamesville, Plymouth, Williamston and Robersonville and surrounding areas for advertisement of the festival.

A lot of work is yet to be done with weekly meetings being held. The week of the festival is going to be busy with last minute tasks. With all the bases covered, Director Craddock said she is hoping for a good festival. Many calls are coming into the town office inquiring about the festival and answering vendor questions.

Many general calls have asked if there will be vendors frying herring for sale. Federal restrictions on fishing for herring was discussed, posing if state officials could be contacted requesting that consideration be given to lifting restrictions for a given time frame during next year's festival.

**VI. Old Business**

**A. Water/Sewer Ordinance Enforcement**

Town Clerk/Finance Officer Cockrell presented the cut-off list in accordance with the Water/Sewer Ordinance #81 - Enforcement section. Commissioner Williams made the motion to approve the disconnections list and follow the rules. Commissioner Allen seconded. Motion unanimously passed. 4 Ayes - 0 Nays.

**B. Telework Policy – Liability Insurance**

Commissioner Cockrell stated she has not heard back from the town's insurance agent about costs and pertinent information. The item was tabled until the board's next meeting.

**C. Jamesville Town Board Vacancy**

The vacant seat was properly advertised by the town clerk. Interested persons were encouraged to contact the office. The deadline was today at noon with only one application received.

The applicant, Mr. Preston Craddock, read into the record his March 8, 2023 letter to the board members:

*“I am requesting that the board consider my candidacy as a commissioner for the Town of Jamesville. While a resident of the Town of Jamesville since 2007, I have worked for local and state government for fifteen years, placing me in a great position to make significant contributions to the governance of the Town of Jamesville.*

*“I have worked in various areas of human services and I am currently a Human Services Program Consultant with Aging and Adult Services, a division of NC Department of Health and Human Services. I would bring with me extensive experience in working with inter-county departments as well as various state departments and/or their subsequent divisions. These experiences include participation in various committees in the areas of general statute revisions, the allocation and monitoring of grant funding, the development of policy and procedures, and community engagement and educational events. Additional experience*

*includes programmatic supervision of various state and federally funded programs, which include several grant applications and reporting the use of any allocated funding.*

*“My interest for serving as a commissioner for the Town of Jamesville is in the investment of a community in which residents of the town can comfortably age in place knowing that the health, safety and well-being of all the residents of Jamesville are met. I have a desire to see the Town of Jamesville progress and grow in a manner that is strategic, avoiding growth issues such as gentrification, but will be attractive to future generations enough to want to call Jamesville home.*

*“Thank you for reading my appointment request, and I hope to have more opportunity to make significant contributions to the town.”*

*Respectively, L. Preston Craddock, Jr., MALS*

Mayor Tucker stated that a significant amount of time has been given for others to express their interest in the board appointment. Commissioner Allen moved that the board accept Mr. Preston Craddock’s application, with a second given by Commissioner Cockrell. Upon call for the vote, the motion passed with 3 Ayes - 0 Nays – 1 Abstain. Commissioner Craddock abstained (as mother of Preston). A welcome was given by all to the newest board member. The oath of office is scheduled for the April meeting.

#### **D. Jamesville Cemetery**

Commissioner Cockrell recalled the board held a February 23 workshop about the town cemetery to discuss several issues relating to maintenance, burials, expansion and pricing. Many things were addressed at the workshop though the office schedule has not permitted time to prepare an updated ordinance to present for review and approval. However, the immediate decision that needs to be made is increasing the price of plots. As finance officer, Cockrell shared information regarding local cemetery prices for comparison to Jamesville’s fees. A proposed ordinance amendment was given to the board members for consideration with the following recommendation of price increases:

- If living within the city limits, cost will increase from \$300 per plot to \$900 per plot
- If living outside city limits but within Martin County, NC, cost will increase from \$600 per plot to \$1,100 per plot
- If living outside of Martin County, NC, cost will increase from \$900 per plot to \$1,200 per plot

Commissioner Craddock stated she agrees the town needs to change the prices using the figures as presented in that they are in line with other local cemeteries, adding that Jamesville is hurting itself with its current low fees. Craddock then moved that the board accept the proposed prices and table the other issues until there is time to revise the ordinance and pass the updated policy. Discussion mentioned recent purchases but no one who has indicated they would be forthcoming to purchase a plot and has been quoted current pricing.

Commissioner Cockrell pointed out that the Town of Jamesville does not charge additional fees for services rendered, that the purchase of the plot covers everything. Local cemeteries do have additional fees, for example, the marking of a plot. Commissioner Williams indicated he agrees with the proposed price as they are based on the average local cost.

Employee Robert Cockrell noted that more than two-thirds of the cemetery has been used. The cemetery workshop discussed ways of expanding burial that do not increase land mass, such as an urn wall.

Commissioner Cockrell returned the board’s attention to the issue of clarifying if a resident is considered only as someone actually living within the city limits because there are property owners paying taxes who reside out of the city limits, adding that renters do not pay taxes to the town. In light of other cemeteries’ policies, Commissioner Craddock stated she believes the town has already lost enough money and should require residency and not property ownership as the

distinction the town needs to set policies by that ensure making the money needed to maintain the cemetery. Commissioner Allen noted the Town of Williamston’s policy requiring residency.

Commissioner Williams recalled a time in history when his family could not purchase a plot in the cemetery. He encouraged that decisions be made with care and compassion. Mayor Tucker noted this decision being made by the board is to primarily create an income that will be the base of perpetual care and maintenance even after the cemetery plots have all been purchased. Williams then reiterated his support of the proposed prices but encouraged the board to be able to stand by its decision and be able to explain why it was made even though the public may not all agree with the same and have an emotional response. Commissioner Cockrell stated the board’s intention is to do what is best for the town being mindful of how to maintain perpetual care.

A second was given by Commissioner Williams. Upon call for the vote, the motion carried unanimously. 4 Ayes - 0 Nays.

**Town of Jamesville  
Cemetery Ordinance #80  
Amendment**

The rates for cemetery plots will have an increase as follows Effective March 14, 2023:

If living within the city limits - cost will increase from \$300 per plot to \$900 per plot

If living outside city limits but within Martin County, NC - cost will increase from \$600 per plot to \$1100 per plot

If living outside of Martin County - cost will increase from \$900 per plot to \$1200 per plot.

Motion made on March 13, 2023 by Commissioner Rachel Craddock to accept the above amendment effective March 14, 2023. Commissioner Willis Williams seconded. Motion passed. 4 Ayes - 0 Nays.

\_\_\_\_\_  
Craig Tucker - Mayor

Date \_\_\_\_\_

Attested by:

\_\_\_\_\_  
Kimberly Cockrell - Town Clerk

Date \_\_\_\_\_

**E. Budget Workshop Dates / Times**

After board discussion regarding schedules, Commissioner Cockrell confirmed budget workshop dates for March 16 at 3:00 p.m., April 13 at 5:00 p.m. and April 27 at 5:00 p.m.

**VII. New Business**

**A. Local Water Supply Plan**

Commissioner Cockrell presented board members with a letter from DEQ which basically stated that the Town of Jamesville’s 2022 Local Water Supply Plan meets the minimum criteria established in NCGS 143-355(1). A resolution was also presented to officially approve said plan. Commissioner Williams moved to adopt the resolution, with a second by Commissioner Craddock. Vote was unanimous. 4 Ayes - 0 Nays.

**TOWN OF JAMESVILLE**  
**RESOLUTION FOR APPROVING LOCAL WATER SUPPLY PLAN**

WHEREAS, North Carolina General Statute 143-355 (1) requires that each unit of local government that provides public water service or that plans to provide public water service and each large community water system shall, either individually or together with other units of local government and large community water systems, prepare and submit a Local Water Supply Plan; and

WHEREAS, as required by the statute and in the interests of sound local planning, a Local Water Supply Plan for the Town of Jamesville, has been developed and submitted to the Jamesville Town Board of Commissioners for approval; and

WHEREAS, the Jamesville Town Board of Commissioners finds that the Local Water Supply Plan is in accordance with the provisions of North Carolina General Statute 143-355 (1) and that it will provide appropriate guidance for the future management of water supplies for the Town of Jamesville, as well as useful information to the Department of Environmental Quality for the development of a state water supply plan as required by statute;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Jamesville that the Local Water Supply Plan entitled, Local Water Supply Plan dated 2022, is hereby approved and shall be submitted to the Department of Environmental Quality, Division of Water Resources; and

BE IT FURTHER RESOLVED that the Jamesville Board of Commissioners intends that this plan shall be revised to reflect changes in relevant data and projections at least once every five years or as otherwise requested by the Department, in accordance with the statute and sound planning practice.

This the 13<sup>th</sup> day of March, 2023.

Name: CRAIG TUCKER

Title: MAYOR

Signature: \_\_\_\_\_

ATTEST:

(SEAL)

\_\_\_\_\_  
Kimberly Cockrell, Town Clerk

**B. Utility Rate Structure and Fees**

Commissioner Cockrell brought forward an email from Ms. Natalie Roundtree/LGC regarding the town's water and sewer rate structure and fees for residents within city limits, which referenced a newspaper article concerning the ballfield's water usage. Cockrell noted she is reaching out to the NCLM for legal advice as to how to move forward concerning Jamesville town and governmental properties that receive free water and how the statutes apply to what can or cannot be done with rate adjustments.

Commissioner Williams stated that prior town minutes should document the arrangement via ordinance between the town and the ballfield league, explaining it was a trade-off to help support a recreational facility that began with a gift from the J.W. Willis estate. New changes to state statute may affect the standing arrangement and require re-negotiation if not grandfathered.

Mayor Tucker cited different towns have different arrangements with utilities as it is often determined by who owns the water plant, whether private or governmental. The ballfield property is owned by the town and should be considered as a parks and recreation use.

Commissioner Cockrell indicated she will update board members as to NCLM's response. The town's intent is to practice due diligence and being transparent.

**C. Christmas Party**

After board discussion, the following dates were suggested for the town's Christmas party: December 4 or December 7. As a favored location, the Shamrock Restaurant in Williamston will be contacted to see which date is available for booking the reservation. A time was set for 6:00 p.m. All employees, board and committee members will be invited, with an invitation extended to Mr. Mitch Dotson and his wife as he does so much for the town.

**VIII. Closed Session – Pursuant to NCGS §143-318.11(a)(6) Personnel**

No closed session was held.

**IX. Board Comments – None.**

**X. Adjourn**

Commissioner Allen moved to adjourn at 9:03 p.m., with a second by Commissioner Williams. The motion unanimously passed. 4 Ayes – 0 Nays.

Respectfully submitted by:  
Kimberly Cockrell,  
Town Clerk/Finance Officer