

TOWN OF JAMESVILLE
MONTHLY BOARD MEETING 02/10/2025
MINUTES

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 02/10/2025 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 – Commissioner
- Rachel Craddock – Commissioner
- Mary Allen – Commissioner (via Zoom)
- Kimberly Cockrell – Commissioner
- Preston Craddock – 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. Commissioner Willis Williams offered the prayer, after which he gave an update on his health issues expressing gratefulness for God’s watch care. Staff present: ORC Samuel Lilley and Billy Owens.

II. Adopt Agenda

Mayor Tucker added the following item to the agenda: VII. New Business, I. SCADA Invoice. Commissioner Preston Craddock amended item VII. New Business, F. to add discussion regarding a Christmas float.

Commissioner Rachel Craddock moved for adoption of the agenda as amended. The second was given by Commissioner Preston Craddock. Vote was unanimous. 5 Ayes – 0 Nays.

III. Approval of Minutes

Commissioner Preston Craddock moved to accept the minutes as presented. A second was given by Commissioner Williams. Vote was unanimous. 5 Ayes – 0 Nays.

- Closed Session – September 9, 2024
- Special Board Meeting & Closed Session – September 26, 2024

IV. Public Comment – None.

V. Reports

A. Mayor. With regard to the Monday staff meeting, the mayor announced that a change of time and place will begin to hold the weekly meetings between 8:30 - 9:00 a.m. at the town office. As requested by ORC Lilley, the change of time allows staff to first do morning checks. The town office location better accommodates a meeting place as well as the opportunity for the town clerk to give input.

B. Water/Wastewater Report – Samuel Lilley. ORC Lilley indicated that during January 21 through 23, Kurita (plant manufacturer) was dealing with issues at the new water treatment plant

regarding bisulfate and pump priming. Fittings, union and hoses are to be changed, which should resolve the problems.

Doors need to be replaced at each of the plants.

On January 28, Armstrong Heating installed a heating unit in the RO plant, with the air conditioner to be installed at a later date.

On January 31, Town Clerk Cockrell and ORC Lilley met with Mr. Bill Freed with Enviro Tech. The old building over Well #1 will be torn down and a new structure set over the well on top of an installed concrete slab.

Other issues at the wastewater plant will require some welding and will be brought before the board at a later date.

The back-pressure valves at the wastewater treatment plant were installed this date.

Further discussion addressed that only one well point is operating, requiring constant monitoring.

C. Public Works Report –Mayor Tucker introduced the new public works employee Billy Owens, a resident of Jamesville.

D. Finance Officer - Kimberly Cockrell

1. **Financial Statements – January 2025.** Finance Officer Kimberly Cockrell presented and reviewed with board members the January 2025 reports for all town funds.

2. **Budget Amendments.** None.

3. **Water/Sewer Customer Account Adjustments.** Cockrell noted an account which incurred a late fee due to a payment not posting correctly, requesting that the board approve an adjustment of the \$25.00 penalty charge. Commissioner Preston Craddock indicated “so move” with a second given by Commissioner Williams. The vote passed unanimously. 5 Ayes – 0 Nays.

4. **FY 23-24 Audit Contract Amendment.** The town’s auditor has indicated the FY 23-24 audit report will be submitted to the LGC by February 28, 2025. The amended contract modifies the date as noted. The reason listed for the amendment is due to the auditor’s staff/turnover/workload. Commissioner Williams moved to approve the contract amendment, with a second given by Commissioner Rachel Craddock. Vote was unanimous. 5 Ayes – 0 Nays.

E. Mid-East Commission. Commissioner Rachel Craddock stated that a meeting was held last month but no new information was forthcoming, mostly focusing on upcoming budget issues. As to why the Town of Jamesville has chosen not to participate in the future overall water and sewer plan for Martin County, as well as for Washington County, it was stressed that Jamesville is adequately accommodating its residents thanks to the current grant projects underway upgrading the town’s water and sewer system operations.

F. Planning Board. Chairperson Delsie Williams had no information or update to bring before the board.

G. Water/Sewer Grant Projects

1. **WTP Project Updates.**

a. **IPad & Case for WTP.** Clerk Cockrell indicated a tablet device is needed for use at the new water treatment plant. Discussion covered internet carriers and service strengths which matters in order to accommodate an adequate signal for use with the tablet inside or outside of the plant building, in that staff often experiences lack of signal with cell use. A recommendation was made to go with the town’s current carrier US Cellular which offers an iPad Air 11-inch Starlight 256 GB at a cost of \$849, to be covered by grant funding. Mindful

consideration was given to device options that would provide service no matter which carrier is used [device can be unlocked], as AT&T has proven to provide better reception in the Jamesville area and may, in the future, be the carrier service necessary to use. The town's representative with US Cellular is aware of the current signal issues and the need for improved service in that another carrier choice may be necessary.

Further discussion pointed out that the SCADA system at the water plant is cell phone based for transferring data, not requiring WIFI which would incur further costs as it would be considered another site location. A signal booster option was researched, but US Cellular has admitted there is no guarantee the signal at the water plant would be improved even with a booster.

Commissioner Williams moved that the board approve the option that will work the best, whichever provides a 24-hour signal in order to cover emergency situations. Commissioner Rachel Craddock gave the second, acknowledging how it is unfair to staff to have to leave the water plant to go to the town hall in order to gain a service signal. Board comments indicated that if a different service costs more, it may become necessary when all issues are weighed, recognizing that the town also has the responsibility to find additional funding when costs continue to increase. On the motion, Clerk Cockrell verified approval is being granted for the previously cited tablet, plus an additional \$40-\$50 for a protective case. Insurance on the device should be considered. Upon call for the vote, the motion carried unanimously. 5 Ayes – 0 Nays.

2. Sewer Rehab & WWTP Project Updates. Finance Officer Cockrell indicated she had no updates at this time.

H. Mideast Pro – TCC & TAC – Mary Allen. Commissioner Allen stated that information via email addressed Mideast cutting funding on certain projects, with more information to be forthcoming at its March meeting. Highway 17 new road construction is progressing, as well as work on Prison Camp Road nearing completion.

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 Allen moved to approve, with Commissioner Williams giving the second. Vote was unanimous. 5 Ayes – 0 Nays.

B. Response to Notice Regarding Homeschool Documentation, LLC Formation and Animal Ownership. Commissioner Cockrell reported that a call from the town attorney late afternoon this date indicated he is working on said matter.

VII. New Business

A. Hazen & Sawyer Regionalization Meeting – Wednesday, April 16, 2025 at 6:00 p.m. to 8:00 p.m. – NC Telecenter. This meeting will summarize the results of the alternatives analysis and receive feedback from the local townships on potential impacts of each alternative. Board members indicated their availability for attendance.

B. NCLM FY 25-26 Legislative Goals. Information was provided to board members which summarized NCLM's goals for the upcoming fiscal year based upon input solicited from municipalities.

C. Martin County EDC Annual Business & Industry Dinner – Thursday, March 20, 2025. The Town of Jamesville did not attend this meeting last year. Mayor Tucker offered that he could attend this meeting if the board desired to have a representative present.

D. NCLM Lunch-n-Learn – Tuesday, March 25, 2025 – Winterville, NC. Finance Officer Cockrell indicated she will be attending this meeting as it will be providing information regarding insurance costs for the upcoming fiscal year.

E. Biological WW School 5/5/25 – 5/9/25 – Raleigh, NC. This school session is for the new public works employee. The course provides a general knowledge of the laws and regulations related to wastewater treatment systems, equipment in such plants, and operation requirements. Commissioner Williams moved to approve, with a second by Commissioner Cockrell. Vote was unanimous. 5 Ayes – 0 Nays.

F. Christmas Banners / Lights / Banner Hardware Purchase / Christmas Float. A Mosca Design quote of \$481.50 provides for replacing damaged Christmas banner-pole hardware, shipping costs not included. Currently, the banners are in good condition.

Board members discussed the idea of a Christmas float versus driving vehicles in the town parade, with it determined that using vehicles would still be preferable considering potential weather conditions and safety.

Commissioner Rachel Craddock moved for approval of the hardware purchase. Commissioner Williams gave the second. The vote carried unanimously. 5 Ayes – 0 Nays.

G. 2024 StRAP Grant Contract for Services. This contract is for maintenance services for the 2024 StRAP Grant project, which includes amendments as recommended by NCLM. Commissioner Rachel Craddock moved to accept this contract and get the necessary signatures, seconded by Commissioner Preston Craddock. Vote was unanimous. 5 Ayes – 0 Nays.

H. Employee ID for Town Travel. HTM has provided a \$5.00 each quote for creating employee non-photo identification cards which will be the same size as a driver's license. Hotels require employment verification and often times much paperwork for certain reservations, which use of identification cards will help relieve. Employees will continue to use their driver's license for photo identification. Commissioner Rachel Craddock moved for approval of the employee ID cards, with a second by Commissioner Williams. Vote was unanimous. 5 Ayes – 0 Nays.

I. SCADA Invoice. Through Mission Communications, the \$1,186.80 invoice details the expense of data services for cell use in combination with the SCADA system. The cost covers the annual fee for both Well #2 and the water treatment plant. This does not include service for Well #1, which will be incurred later once in operation. Commissioner Williams moved for approval of the necessary SCADA expense, including future billing for Well #1, that said added service does not have to come back before the board. Commissioner Preston Craddock gave the second. The motion carried unanimously. 5 Ayes – 0 Nays.

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

Commissioner Rachel Craddock moved to go into closed session, with the second given by Commissioner Preston Craddock. Vote was unanimous. 5 Ayes – 0 Nays. Time was 8:12 p.m.

During Closed Session the board discussed personnel relations with the town employees and briefly discussed how they wanted to review the Assistant Town Clerk applications.

Commissioner Rachel Craddock moved to go back into regular session, seconded by Commissioner Preston Craddock. Vote was unanimous. 5 Ayes – 0 Nays. Time was 9:00 p.m.

Commissioner Preston Craddock moved to hold a special meeting on February 13, 2025 at 6:00 p.m. and a special meeting on February 17, 2025 at 6:00 p.m. to review and interview the applicants for the Assistant Town Clerk position. Commissioner Williams gave the second. Vote unanimously carried. 5 Ayes – 0 Nays.

IX. Board Comments – None.

X. Adjourn

Commissioner Allen moved to adjourn at 9:03 p.m., with a second by Commissioner Preston Craddock. The motion unanimously passed. 5 Ayes – 0 Nays.

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