

**TOWN OF JAMESVILLE**  
**MONTHLY BOARD MEETING 03/10/2025**  
**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. & 10:13 p.m. on 03/10/2025 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
- 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. Staff present: Samuel Lilley and Billy Owens.

**II. Adopt Agenda**

The following items were added to the agenda:

- V. Reports, D. Finance Officer, 3. Water/Sewer Billing Error and 4. WTP Chemical
- VII. New Business, F. Easter Parade and G. Town License Plates.

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

- Regular Monthly Board Meeting & Closed Session – October 14, 2024

**IV. Public Comment:**

**James Best – Request for Water Bill Adjustment.** Mr. Best presented the current billing for the church located at 2060 Main Street which went from an average of \$63 per month to \$224, being 1,000 gallons of usage to 11,000 gallons. All efforts were made to locate a leak which was not discovered, and town staff has also checked the meter to determine any active water flow. Moisture is occurring in the meter box, though there has been no recent rain to cause such. After discussion by the board regarding the credit to be given on the sewer portion of billing, Commissioner Rachel Craddock moved to approve a credit of \$85.20 on the account, seconded by Commissioner Mary Allen. Vote was unanimous. 5 Ayes – 0 Nays.

**Martina Moon – Request for Water Bill Adjustment.** Ms. Moon indicated that she had a recent water leak at 1441 St. Andrews Street that created a billing of over \$300 for 18,000 gallons used, whereas an average usage is 1,000 gallons. The leak has been repaired. A credit of \$144.84 was calculated for the sewer portion of the billing, with Commissioner Rachel Craddock moving for approval of the adjustment on the account. Commissioner Williams gave the second. Vote was unanimous. 5 Ayes – 0 Nays.

## V. Reports

### A. Mayor.

**Miss Roanoke Pageant.** Mayor Tucker shared that the organizers have received 24 contestant applications (ages 3-19 years) for the April 5, 2025 pageant to be held at NERSBA. Miss Roanoke is now recognized as a state-sponsored event so winners may compete in state-level pageants.

**1. FY 23-24 Audit Presentation – Auditor Rebekah Barr.** Auditor Barr covered a few highlights during the board’s review of the FY 23-24 report, noting there were no new findings of concern identified in the audit process. Mention was made regarding grant funding for updating the Town of Jamesville’s aging water and sewer systems, assets which are necessary capital improvements. The audit report was submitted late due to the auditor’s work schedule and staffing issues. Bound copies of the document will be provided once reviewed and approved by the state.

**B. Water/Wastewater Report – Samuel Lilley.** Lilley noted the cold weather late February caused a pump housing to bust at the sewer treatment plant, which is a problem when temperatures are in the teens. An old housing was installed with the seals replaced by staff. For future rehab needs at the WTP, new electrical panels and wiring is needed in order to make use of heaters to keep the pumps from freezing.

Cold weather is also to blame for the back flow at Marco to freeze for a second time. A valve replacement is necessary, and two estimates were presented: one being \$835 for labor and the part, or a better quality valve at a cost of \$1,025 installed, a difference of \$190. Upon Lilley recommending the Wilkins RPZ valve for the \$1,025 investment, Commissioner Rachel Craddock moved to approve the purchase with Commissioner Allen giving the second. Vote was unanimous. 5 Ayes – 0 Nays.

A hydrant was repaired on Martin Drive, and also, a new water meter was installed on Martin Drive.

Electrical work on Well #1 has been completed. A start up is scheduled for the week of March 17, with the goal of both wells to be in operation together. The new water plant has been in operation though a few hiccups need to be worked out.

On March 6, the check valve was worked on at the sewer plant.

On March 8, a water reading indicated a loss but no leaks were found when first investigated. Later that night, a citizen reported visible water behind the NERSBA gym. Staff made efforts to isolate the problem but would later find out the issue was occurring in the school’s boiler room with a water flow of about 40,000 gallons going into the storm drain.

Lilley invited board members to visit the new water plant and observe its daily operations.

**C. Public Works Report – Billy Owens.** Owens stated a lot of cleanup has been done at the water plant in trying to get everything organized. Storm drains throughout the town have also been cleared. Cleanup of the right-of-way has been done on Sportsman Drive. A 1.5-ton load of junk was taken to the landfill. Organization of the garage has been mindful of upcoming spring chores with service maintenance being done on mowing equipment. Brighter lighting is needed at the garage so that staff can better perform work being done. Discussion by the board addressed the need for a culvert on New Street to be cleared as storm water is backing up onto nearby properties and not draining properly.

**D. Finance Officer - Kimberly Cockrell**

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

2. **Budget Amendments.** Finance Officer Cockrell presented an amendment to the general fund due to increases in GPS Trackit, Cloud backup storage, Zoom subscription and newspaper renewal. The amendment for the water/sewer fund covers the WTP SCADA annual fee, additional insurance costs due to property appraisal and an increase in water and sewer permits/fees. Commissioner Williams moved to adopt the presented budget amendments with Commissioner Preston Craddock seconding. Vote was unanimous. 5 Ayes – 0 Nays.

**GF BUDGET AMENDMENT #4 - 3/10/25**

	<u>CREDIT</u>	<u>DEBIT</u>
1039300 Appropriated Fund Balance	\$420.00	
1040140 Dues		\$420.00
	<hr/>	<hr/>
	\$420.00	\$420.00

\*\*\*Amendment is needed due to increases in GPS Trackit, Cloud Backup Storage, Zoom Subscription, and Newspaper Renewal.

**W/S BUDGET AMENDMENT #5 - 3/10/25**

	<u>CREDIT</u>	<u>DEBIT</u>
3039300 Fund Balance Appropriated	\$6,390.00	
3071423 Supplies/Materials (W)		\$4,000.00
3071745 Insurance (S)		\$350.00
3071345 Insurance (W)		\$350.00
3071741 Permits/Fees (S)		\$250.00
3071341 Permits/Fees (W)		\$1,440.00
	<hr/>	<hr/>
	\$6,390.00	\$6,390.00

\*\*\*Amendment is needed for WTP Scada Annual Fee, Insurance additional costs due to property appraisal, and increase in water and sewer permits/fees.

3. **Water/Sewer Billing Error.** FO Cockrell requested an adjustment on Account #377 which had an inadvertent error recorded. Commissioner Williams moved to approve the adjustment, with the second given by Commissioner Allen. The vote passed unanimously. 5 Ayes – 0 Nays.

4. **WTP Chemical.** The invoice presented is for the purchase of the Vitec 4000 chemical used in the new water treatment plant. Said item is a better quality than what another vendor has been providing. The change of chemical has been requested by the town’s engineer. The chemical feed rate will be determined as the basis on which to budget cost of supply, although it will be more cost effective to buy in bulk with having a year shelf life. The expense of freight, however, is not included in the \$2,300 cost of a 55-gallon drum. Commissioner Preston Craddock moved to approve the purchase of a 55-gallon drum, with a second given by Commissioner Williams. Vote was unanimous. 5 Ayes – 0 Nays.

**E. Mid-East Commission.** Commissioner Rachel Craddock stated there was no meeting last month. The next upcoming meeting will be the last week of March at which voting will occur for positions held.

**F. Planning Board.** Chairperson Delsie Williams indicated there is no information or update to bring before the board.

**G. Water/Sewer Grant Projects**

**1. WTP Project Updates.**

**2. Sewer Rehab & WWTP Project Updates.** Commissioner Cockrell stated that Vinnie Bryant with Clearwater Inc. will be coming the week of March 17 to do the final setup with SCADA to go online.

**H. Mideast Pro – TCC & TAC – Mary Allen.** Commissioner Allen informed the board that a meeting is to be held March 13 at the Telecenter. An update will be given at the board's next regular meeting.

**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 there is no update at this time, awaiting a response from the town attorney.

Mention was made by Commissioner Rachel Craddock that she has been informed about pigs on Holly Lane. With Holly Lane being private property, town staff will have to observe any livestock from a distance in order to obtain enforcement documentation as those properties are not served by town water or sewer because of disconnection required by the state.

**C. Hazen & Sawyer Regionalization Meeting – Wednesday, April 16, 2025 at 6:00 p.m. - Telecenter.** Commissioner Cockrell encouraged board members to attend this meeting so that the Town of Jamesville's voice will be included.

**VII. New Business**

**A. NCLM Town Property Appraisal and Invoice.** NCLM has appraised all town real and personal property at a total of \$7,809,000. FO Cockrell gave a summary of the appraisal performed and then reviewed the fee invoiced at \$2,172.71. Commissioner Preston Craddock moved to approve the invoice. Commissioner Cockrell seconded. Vote was unanimous. 5 Ayes – 0 Nays.

**B. NCLM Health Benefits Trust Pool Closure.** The Risk Management Services Board of Trustees has voted to close the Health Benefits Trust and wind down its operations effective June 30, 2025. This decision was not made lightly and many factors contributed toward this end. Finance Officer Cockrell explained that the brokers working with HBT will be able to help municipalities determine the best provider and customize plans according to need and potentially offer better benefits. Board discussion recommended that quotes be obtained for comparison from Hilb Group and The Robert Taylor Group, brokers that are able to assist options for small groups.

Clerk Cockrell noted that insurance benefits will be a vital part of upcoming fiscal year budget considerations. Property tax re-evaluation information will be released May 1. The board will then be able to conduct budget workshop meetings after that time.

**C. Complaint Regarding Basketball Court on Sunset Avenue.** A complaint has been filed regarding persons playing basketball in the street on Sunset Avenue, with the complainant reporting their vehicle could not pass through because the players would not move out of the roadway. Though the basketball goal is set adjacent to the street, the players are in the roadway itself for the benefit of the hard surface. As a precedent, Clerk Cockrell referenced a previous situation occurring on New Street and the town had sent a letter indicating the basketball activity was not allowed. “Watch for Children” signage was briefly discussed, noting the subject location is near a school, adding that the ages of the players are both young and older persons. Reiteration was then made that only one person has officially complained about the Sunset Avenue basketball goal. Commissioner Preston Craddock moved that the town send a letter indicating that playing in the street is not permitted. Commissioner Allen gave the second. Upon call for the vote, the motion carried with 4 Ayes and 1 Nay, with Commissioner Rachel Craddock casting the dissenting vote. 4 Ayes – 1 Nay.

**D. Cemetery Ordinance and Annual Cleanup / Advertisements.** Advertisement for the annual cemetery cleanup is usually done via local newspapers. A recommendation was made by the town clerk for posting on social media as recent town job advertisements have received a lot of feedback. The fee for social media advertisement is \$55 for fourteen days. Commissioner Preston Craddock moved for approval of the social media advertisement, with Commissioner Williams giving the second. Vote was unanimous. 5 Ayes – 0 Nays.

**E. Udee Co. LLC – Fire Hydrant Repair Estimate.** A stem on a fire hydrant on Martin Drive needed to be repaired due to its age. An invoice of \$595 was submitted for the work performed, which is still much cheaper than a replacement hydrant expense. Commissioner Preston Craddock moved to pay the repair bill, with a second by Commissioner Williams. The motion carried unanimously. 5 Ayes – 0 Nays.

**F. Easter Parade.** Commissioner Rachel Craddock stated someone has asked her if the town would be having an Easter parade, which was once part of the herring festival. As the coordination of a parade does require additional work, it was noted that a volunteer would need to help organize the event so that it does not fall back on the office staff. The town clerk indicated she would make contact with a Christmas parade volunteer to see if anyone would be willing to help. A tentative date of April 12 was selected.

**G. Town License.** A new supply of town license plates is available for public purchase. Brief mention was made about the possibility in the future of doing novelty license plates recognizing the herring festival.

**VIII. Closed Session – Pursuant to NCGS §143-318.11(a)(6) Personnel  
Pursuant to NCGS §143-318.11(a)(3) Attorney-Client Privilege**

Commissioner Preston Craddock moved to go into closed session, with the second given by Commissioner Cockrell. Vote was unanimous. 5 Ayes – 0 Nays. Time was 8:35 p.m.

The Town board took discussion of an employee's job performance and had a conference call with the Town Attorney.

Commissioner Preston Craddock moved to go back into regular session, seconded by Commissioner Cockrell. Vote was unanimous. 5 Ayes – 0 Nays. Time was 10:06 p.m.

No motions were made by the board after closed session.

**IX. Board Comments:**

**Documents to be Shredded.** Commissioner Cockrell noted the town has many documents which need to be shredded and that she has reached out to Martin County for assistance as the county has a heavy-duty shredder. The request has been made an agenda item on the county's upcoming meeting, March 13.

**X. Adjourn**

Commissioner Allen moved to adjourn at 10:13 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