

**TOWN OF JAMESVILLE**  
**MONTHLY BOARD MEETING 04/14/2025**  
**MINUTES**

---

The following is an account of the minutes taken at the Regular Monthly Board Meeting held between 7:01 p.m. & 9:44 p.m. on 04/14/2025 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 7:01 p.m. Commissioner Willis Williams offered the prayer. Staff present: Billy Owens [arrived at 7:35 p.m.]. Samuel Lilley was unable to attend due to a family illness.

**II. Adopt Agenda**

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

**III. Approval of Minutes**

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

- Regular Monthly Board Meeting & Closed Session – November 12, 2024
- Regular Monthly Board Meeting & Closed Session – December 9, 2024
- Regular Monthly Board Meeting & Closed Session – January 13, 2025

**IV. Public Comment:** None.

**V. Reports**

**A. Mayor**

**1. Mayors' Quarterly Meeting – June 4, 2025 at 6:00 p.m.** Mayor Tucker indicated that it is the Town of Jamesville's time to host the quarterly mayors' meeting. Board discussion covered location options for the meeting, setting up special speakers and the meal being catered by Hardison's BBQ. Details to be announced at a later date.

**B. Water/Wastewater Report – Samuel Lilley.** No report was provided at this time.

**C. Public Works Report – Billy Owens.** This agenda item was addressed out of sequence. Mr. Owens gave his report approximately 7:35pm. A report was given regarding removing a large amount of debris from Water Street to clear drain areas. Work was done to fill in dirt behind the town hall, and several streets had rock put into potholes. NCDOT needs to be contacted regarding

a pothole/washout area on Old Hwy 64 near Astoria Road. When a hole on New Street was identified, Clerk Cockrell interjected that a recent staff meeting noted that the storm drain under Water Street [flows from Stewart Street] is completely clogged, which is going to require the road to be cut and the pipe to be replaced due to the condition of the clog. For town streets, patching potholes with sand and rock needs to be the temporary fix and hold up until when future street/pipe work will be done.

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

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

2. **Budget Amendments.** No budget amendments presented.

3. **QuickBooks 2025 Upgrade.** Currently, the town office is operating on QuickBooks 2022 and every three years an upgrade is required. The software upgrade in 2019 cost \$235.35, an expenditure of \$78.45 per year. FO Cockrell explained that the 2025 software upgrade subscription bundles the annual payroll update [FY 24-25 budget - \$909.50] in a Desktop Enterprise Gold package for \$1,768, which will be the base rate for the required annual update. Said rate was negotiated as the best price that could be offered at a discount of 20%. There will be an anticipated increased cost in future budgets as the rate will change. The alternative for a cloud-base package does not provide access to software and data whenever the power is out or internet is unavailable. Commissioner Williams moved to approve the QuickBooks upgrade purchase, with the second given by Commissioner Preston Craddock. The vote passed unanimously. 5 Ayes – 0 Nays.

4. **FY 23-24 Audit FPIC Response Letter.** FO Cockrell reviewed with the board the proposed FPIC response letter for the FY 23-24 audit which addresses two performance indicators of concern that were noted regarding the Town of Jamesville’s water and sewer infrastructure and the date of submission of the audit report. Commissioner Preston Craddock moved to accept the letter as written, with a second given by Commissioner Williams. Vote was unanimous. 5 Ayes – 0 Nays.

5. **Employee Comp-Time Payout 12/29/24 – 3/26/25.** FO Cockrell presented the board with the employee comp-time payout for the quarterly period of 12/29/24 through 3/26/25. Hearing no questions, Commissioner Preston Craddock moved for approval, with a second given by Commissioner Williams. The vote carried with 4 Ayes – 0 Nays – 1 Abstain [Cockrell, recipient].

**E. Mid-East Commission.** Commissioner Rachel Craddock summarized that the last meeting addressed issues regarding broadband internet, financial management, disaster risk and resiliency, hazard mitigation, flood insurance and grant funding opportunities. Mid-East also discussed the topic of AI [Artificial Intelligence]. Craddock reported that she and Cockrell recently met with an intern from Mid-East who is working to be the voice of local communities and take their concerns to the commission.

**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.**

a. **Amendment No. 3 to the Short Form of Agreement Between Owner and Engineer for Professional Services.** This amendment is due to all the change orders. Commissioner Williams moved for approval, with the second given by Commissioner Preston Craddock. Vote was unanimous. 5 Ayes – 0 Nays.

2. **Sewer Rehab & WWTP Project Updates.**

**a. Memorandum of Negotiation – Sanitary Sewer Improvements – SRP-W-ARP-0238.** This memorandum deals with the pumping station on Hwy 171. Because the work bid has come in much higher than the grant money available, a recommendation has been made to keep the pumping station and scale back some of the proposed rehab on the collection system and fix the problem areas until the money runs out. Commissioner Williams moved for approval. Commissioner Rachel Craddock gave the second. Vote was unanimous. 5 Ayes – 0 Nays.

**b. Project Bid Information – Sanitary Sewer Improvements – SRP-W-ARP-0238.** This item is related to the last agenda item, which is a summary of the project costs. Commissioner Preston Craddock moved for approval, with the second given by Commissioner Williams. The motion carried unanimously. 5 Ayes – 0 Nays.

**c. Recommendation for Award – Sewer System Improvements & Rehabilitation – SRP-W-ARP-0238.** In that only one bid was submitted, Commissioner Preston Craddock moved to award Enviro-Tech Unlimited Construction Services, LLC for the proposed sewer system improvements and rehabilitation project cited. Commissioner Williams gave the second. Vote was unanimously carried. 5 Ayes – 0 Nays.

**d. Resolution of Tentative Award – Sanitary Sewer Improvements – SRP-W-ARP-0238.** This is the resolution to officially make the award for the cited grant project. Commissioner Mary Allen moved for approval, with the second made by Commissioner Williams. Upon call for the vote, the motion carried unanimously. 5 Ayes – 0 Nays.

**RESOLUTION OF TENTATIVE AWARD**  
**Town of Jamesville**  
**Sanitary Sewer Improvements**  
**SRP-W-ARP-0238**

**WHEREAS** the Town of Jamesville, North Carolina, has received bids, pursuant to duly advertisement notice, therefore, for construction of the Jamesville Sewer System Improvements & Rehabilitation and

**WHEREAS** Municipal Engineering, Inc. Consulting Engineers has reviewed the bids and

**WHEREAS**, Enviro-Tech Unlimited Construction Services, LLC was the lowest bidder for the Town of Jamesville Sanitary Sewer Improvements & Rehabilitation, in the total bid amount of \$4,201,375.00, and

**WHEREAS**, the consulting Engineers recommend a **TENTATIVE AWARD** to the lowest bidder(s).

**NOW, THEREFORE, BE IT RESOLVED** that the **TENTATIVE AWARD** is made to the lowest bidder(s) in the Negotiated Total Bid Amount of \$2,765,220.00

Name of Contractor	Negotiated Amount
1. <u>Enviro-Tech Unlimited Construction Services, LLC</u>	<u>\$2,765,220.00</u>

**BE IT FURTHER RESOLVED** that such **TENTATIVE AWARD** be contingent upon the approval of the North Carolina Department of Environmental Quality.

Upon motion of Commissioner Mary Allen, seconded by Commissioner Willis Williams, the above **RESOLUTION** was unanimously adopted.

This 14<sup>th</sup> day of May, 2025.

**e. Resolution by Governing Body of Applicant for Wastewater Treatment Plant Upgrade – Phase II.** The project for the wastewater treatment plant is also being scaled back due to available funding. Work will proceed on what can be replaced [“head works”] and future funding sought for a new plant. Commissioner Williams moved for approval of the resolution, with a second by Commissioner Preston Craddock. Vote was unanimous. 5 Ayes – 0 Nays.

## **RESOLUTION BY GOVERNING BODY OF APPLICANT**

WHEREAS, The TOWN OF JAMESVILLE has need for and intends to construct, plan for, or conduct a study in a project described as WASTEWATER TREATMENT PLANT UPGRADE, and

WHEREAS, The TOWN OF JAMESVILLE intends to request State loan and/or grant assistance for the project,

### **NOW THEREFORE BE IT RESOLVED, BY THE BOARD OF COMMISSIONERS OF THE TOWN OF JAMESVILLE:**

That TOWN OF JAMESVILLE, the **Applicant**, will arrange financing for all remaining costs of the project, if approved for a State loan and/or grant award.

That the **Applicant** will provide for efficient operation and maintenance of the project on completion of construction thereof.

That the **Applicant** will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

That the governing body of the **Applicant** agrees to include in the loan agreement a provision authorizing the State Treasurer, upon failure of the TOWN OF JAMESVILLE to make a scheduled repayment of the loan, to withhold from the TOWN OF JAMESVILLE any State funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan.

If applying for a regional project, that the **Applicant** will partner and work with other units of local government or utilities in conducting the project, including N/A.

That RACHEL CRADDOCK, COMMISSIONER & KIMBERLY COCKRELL, FINANCE OFFICER, the **Authorized Representatives** and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a loan and/or grant to aid in the study of or construction of the project described above.

That the **Authorized Representative**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, ordinances, and funding conditions applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 14<sup>th</sup> day of April, 2025 at Jamesville, North Carolina.

---

[Documentation for Agenda Items V. & G. 2 a. through e. is available for perusal by contacting the town clerk.]

**H. Mideast Pro – TCC & TAC – Mary Allen.** Commissioner Allen informed the board that she has received an email regarding the resurfacing Old US Hwy 64. The project will be let in June,

having a start date in August with an 18-month window for completion. The board was provided an informative list regarding other projects as prioritized. Grant money for projects such as bike trails was discussed at the meeting, which is something Allen said the Town of Jamesville should look into in making use of these types of grant funding.

## **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 moved to approve, with Commissioner Preston Craddock giving the second. Vote was unanimous. 5 Ayes – 0 Nays.

**B. Response to Notice Regarding Homeschool Documentation, LLC Formation and Animal Ownership.** No update at this time. Commissioner Rachel Craddock indicated she left a message this date with the town attorney's office to contact her about this issue.

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

**D. Cemetery Ordinance Annual Cleanup.** Annual cleanup of Christmas items is done around Easter season, which will be done this week. Advertisement for cemetery cleanup to remove miscellaneous loose items not in compliance with the ordinance has also covered a year's public notice. When staff begins to do the compliance cleanup, pictures will be taken to document any items removed.

## **VII. New Business**

**A. Mid-East Annual Meeting – Bertie County Center – Thursday, April 17, at 6:30 p.m.** All board members plan to attend this annual dinner meeting except for Commissioner Cockrell due to her overload in office responsibilities before the staff holiday April 18.

**B. DWI – Water/Wastewater Energy Efficiency Training Program 4/1, 4/8, 4/15 – Greenville.** Cockrell reported that she has been attending this training program as ORC Lilley has been unable to attend. There is grant money being put out by DEQ and DWI for application, being opened up to those who have attended the seminar. The company doing the training program will be doing an energy survey for all the town facilities of Jamesville so that analysis can be made how to save on energy prices. Cockrell's training program attendance also counted towards her continuing education credential for C-Well certification.

**C. Clarke Generator Contract for Marco Pumping Station.** Commissioner Cockrell noted this contract had been initiated for annually servicing the generator at Marco. Staff has been doing the general maintenance service (i.e., oil change) in order to save the contract expense in recent budget years. There is no discount in securing the annual service, and the company can be contacted should a repair need arise but more than likely at the expense of what a contract price would cost. Commissioner Rachel Craddock moved that the board not do the contract with Clarke Power Services, Inc., with a second given by Commissioner Preston Craddock. Upon call for the vote, the motion carried unanimously. 5 Ayes – 0 Nays.

**D. 2024 Local Water Supply Plan Resolution.** Rural Water assisted the Town of Jamesville in developing its Local Water Supply Plan dated 2024. NCDEQ has notified the town that the plan meets the minimum criteria, stating approval. Commissioner Preston Craddock moved for

approval of the Town of Jamesville’s Resolution for approving its Local Water Supply Plan. A second was given by Commissioner Cockrell. The vote was unanimous. 5 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 2024, 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 14<sup>th</sup> day of April, 2025.

Name: CRAIG TUCKER

Title: MAYOR

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

ATTEST:

\_\_\_\_\_

Kimberly Cockrell, Town Clerk



**E. 2024 Consumer Confidence Report.** The CCR report is required annually, and Rural Water assisted the Town of Jamesville with said report. The public will be notified via a message on the town’s next water bill statement that a copy of the report can be obtained or viewed online.

Commissioner Williams moved to accept the 2024 Consumer Confidence Report, with a second by Commissioner Preston Craddock. The motion carried unanimously. 5 Ayes – 0 Nays.

**F. 2025 Easter Parade - Update.** Commissioner Cockrell relayed that she had contacted a volunteer who has assisted with the town parades. After general discussion, the board agreed with the volunteer's input that with the town not having the herring festival the Easter parade would not be well attended, as the parade was a highlight of the festival.

**G. ARPA Conflict of Interest Policy – Updated.** The original policy submitted was not accepted by NCDEQ, and a new draft policy was provided that meets all governmental guidelines. Page 4 has language regarding a point of contact person being named, listing the mayor or the mayor pro tem as said contact. Commissioner Williams moved for approval of the updated policy, with a second by Commissioner Preston Craddock. Vote was unanimous. 5 Ayes – 0 Nays.

**H. FY 25-26 Budget Workshop Dates.** After board members reviewed their schedules, the dates of May 6 and May 22 at 6:00 p.m. were chosen to hold budget workshop dates. These workshop meetings usually last at least three hours. Finance Officer Cockrell indicated she is still awaiting some budget figures for insurance costs, adding that, overall, the new insurance provider being selected will have lower rates and the proposed policies offer better benefits. Martin County's tax information will be available May 1.

**I. NERSBA Graduation – May 17, 2025.** Board members were encouraged to attend NERSBA's upcoming graduation and to respond to the forthcoming invite.

**J. 2025 Annual Town Christmas Party – December 1, 2025 – 6:00 p.m.** The Shamrock Restaurant has been booked for the town's annual Christmas party with a date set of December 1 at 6:00 p.m.

**K. Resolution Adopting the Updated Town of Jamesville's Wastewater 10-Year Capital Improvement Plan.**

**L. Resolution Adopting the Updated Town of Jamesville's Wastewater System Asset Management Plan.**

Board members were provided a copy of the cited plans in their meeting packets. The town's engineer updated each of the plans in order for Jamesville to earn additional points towards qualifying for future grant funding. Commissioner Preston Craddock moved for approval of the resolutions adopting [both of] the updated plans, with a second by Commissioner Williams. Vote was unanimous. 5 Ayes – 0 Nays.

**RESOLUTION BY THE BOARD OF COMMISSIONERS OF JAMESVILLE, NORTH  
CAROLINA**

**Adopting the Updated Town of Jamesville's  
Wastewater 10-Year (2025/26 – 2034/35) Capital Improvements Plan**

---

**RESOLUTION BY GOVERNING BODY OF APPLICANT**

WHEREAS, The Town of Jamesville operates and maintains a wastewater collection and treatment system, and

WHEREAS, WHEREAS, the Town of Jamesville has developed a Wastewater 10-Year Capital Improvements Plan to identify needed capital improvements and their costs,

**NOW THEREFORE BE IT RESOLVED, BY THE BOARD OF COMMISSIONERS OF THE TOWN OF  
JAMESVILLE**

That, the Town of Jamesville's Board of Commissioners hereby adopts the updated 10-Year Wastewater Capital Improvements Plan (2025/26-2034/35) as a guidance document for pursuing capital improvement funds to keep the wastewater system in good operating order, and

That town staff, under the direction of the Mayor and Board of Commissioners, shall regularly review and update the Wastewater 10-Year Capital Improvements Plan to ensure compliance with all federal, state and local regulations.

**ADOPTED**, this the 14<sup>th</sup> day of April, 2025 at Jamesville, North Carolina.

## RESOLUTION BY THE BOARD OF COMMISSIONERS OF JAMESVILLE, NC

### Adopting the Updated Town of JAMESVILLE's Wastewater System Asset Management Plan

---

#### RESOLUTION BY GOVERNING BODY OF APPLICANT

- WHEREAS, The Town of Jamesville has made a comprehensive effort to compile available information into a single document that presents an inventory and condition assessment of the wastewater system; and includes a 10-year Capital Improvements Plan with cost estimates; and includes an Operations and Maintenance Plan to ensure the proper management of the wastewater system assets; and
- WHEREAS, The plan, as designed, will be updated regularly and will serve the Town well as a management tool for the planning and operation and maintenance of the wastewater system; and
- WHEREAS, The plan, originally adopted and implemented in March, 2020 and previously updated on April 11, 2022 was updated and presented to the Town of Jamesville's Board of Commissioners during the regular Board meeting held on April 14, 2025 for Board members' review, comment and adoption.

#### NOW THEREFORE BE IT RESOLVED, BY THE TOWN COUNCIL OF THE TOWN OF JAMESVILLE

that the updated Town of Jamesville's Asset Management Plan for the wastewater system is hereby adopted this date by the Board of Commissioners of the Town of Jamesville.

ADOPTED, this the 14<sup>th</sup> day of April, 2025 at Jamesville, North Carolina.

#### 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 Allen. Vote was unanimous. 5 Ayes – 0 Nays. Time was 8:30 p.m.

Commissioner Rachel Craddock moved to go back into regular session, seconded by Commissioner Allen. Vote was unanimous. 5 Ayes – 0 Nays. Time was 9:41 p.m.

Commissioner Preston Craddock moved to approve a fulltime employee that is under the probationary period to continue working in his capacity and postpone his termination and schooling for a little while longer to see how he acclimates to become familiar how the town functions. Commissioner Williams gave the second. Vote was unanimous. 5 Ayes – 0 Nays.

Commissioner Preston Craddock moved to relieve the responsibility of staff supervision from the mayor position as it is superfluous and is not needed for town employees as they are easily able to contact any of the board members whenever a significant issue arises. Initiating discussion on the motion, Mayor Tucker requested an amendment to the motion, to change the wording of "relieve" with "accept the resignation," as Tucker then offered his verbal resignation [as supervisor] for the record. Commissioner Preston Craddock offered his amended motion that the board accept Tucker's resignation just as supervisor for the employees of the Town of Jamesville, that it is superfluous to have a supervisor as the employees are easily able to contact a member of the town board for any significant issue that may arise. Commissioner Rachel Craddock gave the second. Vote was unanimous. 5 Ayes – 0 Nays.

**IX. Board Comments:**

**Health Update.** Commissioner Williams gave the board an update on his health, saying that he is a miracle to come through a crisis and thanks God to be able to continue serving Jamesville and helping it to become better for its citizens.

**X. Adjourn**

Commissioner Allen moved to adjourn at 9:44 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