

TOWN OF JAMESVILLE
MONTHLY BOARD MEETING 01/12/2026
MINUTES

The following is an account of the minutes taken at the Regular Monthly Board Meeting held between 7:00 p.m. & 9:11 p.m. on 01/12/2026 at the Jamesville Town Hall, 1211 Water Street, Jamesville, NC 27846. Virtual meeting attendance was provided for public access through Zoom meeting.

Attendees

- Betty Moore Williams – Mayor
- Preston Craddock – Mayor Pro Tem
- Mary Allen – Commissioner
- Kimberly Cockrell – Commissioner
- Rachel Craddock – Commissioner
- Willis Williams – Commissioner

Minutes Recorder – Kimberly Cockrell, Town Clerk/Finance Officer

I. Call to Order

Mayor Betty Williams welcomed everyone in attendance and called the meeting to order at 7:00 p.m. Commissioner Willis Williams offered the prayer. Staff present: Samuel Lilley, as well as Planning Board Chairperson Delsie Williams.

II. Adopt Agenda

With the noted addition, Commissioner Mary Allen moved for approval of the agenda, with the second given by Commissioner Preston Craddock. 5 Ayes – 0 Nays.

- VII. New Business, K. Retirement of Town Flag Pole

III. Approval of Minutes

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

- Regular Meeting – November 10, 2025
- Jamesville WWTP Progress Meeting – December 17, 2025
- Jamesville Sanitary Sewer Rehab Meeting – December 17, 2025

IV. Public Comment

Water Leak – Dawn Detz / 1075 Martin Drive. On behalf of Detz who was unable to be in attendance due to nighttime employment, Mayor Williams read a letter submitted by Ms. Detz explaining the leak which occurred with repair made, including installation of a shut-off valve. Finance Officer Cockrell indicated this new resident has only three months of account history, recommending that the board consider an adjustment based upon said usage in lieu of the ordinance stipulation of a twelve-month's average. After discussion by the board, Commissioner Preston Craddock moved for approval of a credit adjustment on the wastewater billing [Account #533 - \$58.80] as the leak occurred under the home. Commissioner Williams gave the second. Vote was unanimous. 5 Ayes – 0 Nays.

Water Leak – Kristi Bess / 1093 Martin Drive. On behalf of Bess, Commissioner Allen presented a request for an adjustment as a repair has been made replacing an outside water seal. Commissioner Preston Craddock moved for approval of a credit adjustment on the wastewater

billing [Account #465 - \$68.60] as the leak occurred under the home. Commissioner Williams gave the second. Vote was unanimous. 5 Ayes – 0 Nays.

Home Business Appearance on Main Street and Sunset Avenue Pot Holes - Doug Goddard / 1037 Middle Street. Mr. Goddard talked with the board about the front-yard appearance of a lawnmower repair business located on Main Street and requested that the property owner be asked to perhaps move the items awaiting repair to the back of the property. Goddard stressed that the problem is not with the home business but the negative visual appearance of the large amount of equipment being stored at the front of the property. Commissioner Preston Craddock responded that town staff will review the nuisance ordinance and move forward accordingly. Goddard then commented about potholes on Sunset Avenue and asked for repairs to be made.

Water Leak - Frank and Sharon Halsey / 1035 St. Andrews Street. Mr. Halsey reported his historical residence had a severe leak under the house which was discovered on December 8 resulting in a billing of \$591.58. A request for adjustment was made due to the large amount billed. Finance Officer Cockrell stated the town's water ordinance allows a customer only one adjustment per twelve-month period, noting said location received an adjustment in June 2025 for a leak which occurred in May 2025. As has been done for other accounts that have already had an adjustment within a twelve-month period, Commissioner Preston Craddock offered that customers are provided a payment plan schedule for assistance in extending the balance due timeframe. Indicating that the amount billed would be a hardship to pay, Mrs. Halsey interjected the adjustment in June 2025 was only \$34.08 and the current leak expense is much greater than the prior leak, adding their repair bill was \$275.00. Commissioner Rachel Craddock reiterated that the Town of Jamesville's water ordinance only permits one adjustment per twelve-month period and a payment plan is being provided as a way to help with the expense. What is done for one customer has to be done for all customers, Cockrell explained, and some accounts have dealt with reoccurring leaks and have been held accountable with only one allowance per twelve-month period for an adjustment. The Town of Jamesville is held accountable by the Local Government Commission for water billing, payments and rates, and control measures have been put in place so that LGC regulations are met. Discussion formed a payment plan of five months plus waiving the penalty fee for late payment, to be collected before fiscal year end June 30. Commissioner Preston Craddock moved that the board set up a payment plan [Account #116] for the Halseys, to be paid by the end of the current fiscal year, with the late fees waived each month during the payment schedule, with the amount of each monthly payment to be determined by the town clerk, if accepted. Commissioner Williams seconded. Vote was unanimous. 5 Ayes – 0 Nays.

Water Leak – Jean Hardison / 1066 Fleming Circle. Ms. Hardison's daughter spoke on her behalf, noting a leak occurred under the house with repairs made. Commissioner Preston Craddock moved for approval of an adjustment against sewer billing [Account #163 - \$88.20], with a second given by Commissioner Allen. Vote was unanimous. 5 Ayes – 0 Nays.

V. Reports

A. Mayor.

1. **Mid-East Commission.** This agenda item was postponed [speaker was unable to attend].

Report - Mayor. Reiterating a willingness to serve, Mayor Williams commented that the past month has gone well along with helping out in the office with tasks to be done. A “thank you” card was read from Amanda Bramble/Martin County Clerk of Court expressing appreciation for being included last month in Jamesville's swearing in of its elected officials. Martin County Adult & Aging Services thanked the Town of Jamesville for its contribution to help with the annual county-

wide senior Christmas luncheon. Several board members participated in the parades for Hamilton and Bear Grass, and the annual Town of Jamesville's Christmas party at The Shamrock was well enjoyed. Jamesville's tree lighting ceremony and parade were both well attended, with appreciation expressed for all those who organized the events. Jamesville's sweet 97-years-young senior Ms. Marian Davis was honored with lighting the tree as well as serving as the grand marshal for the parade.

B. Water/Wastewater Report – Samuel Lilley. Lilley reported that the required lead and copper monitoring has been reduced and will not be required again until 2028. A few leaks have been repaired at the water plant, with Enviro-Tech overseeing. A chlorine pump is down and under repair. The emergency bypass has also been installed which will allow for greater water flow, particularly for fire events. Lilley also informed the board that work is also beginning on the head works at the sewer plant and that the concrete is being poured for the UV.

C. Public Works Report – No report given.

D. Finance Officer - Kimberly Cockrell

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

2. **Budget Amendments.** None.

3. **Utility Billing Errors.** A request was made to reverse the \$54.81 charge on Account #532, as the account was closed but not deactivated in the monthly billing program. Commissioner Preston Craddock moved for approval, with the second by Commissioner Williams. Vote was unanimous. 5 Ayes – 0 Nays. A second request asked for a clerical correction reversing the \$25.00 penalty charges on Accounts #487 & 534, as both accounts had made timely payments. Commissioner Preston Craddock moved for approval, seconded by Commissioner Williams. Vote was unanimous. 5 Ayes – 0 Nays.

4. **Employee Comp-Time Payout – 9/28/25-12/27/25.** FO Cockrell presented the employee comp-time payout for September 28 through December 27, 2025 – a total of \$3,685.49. Commissioner Preston Craddock moved for approval, with a second by Commissioner Williams. Upon call for the vote, the motion carried with 4 Ayes and 1 Abstain [Cockrell, recipient].

E. Mid-East Commission. Commissioner Rachel Craddock indicated that at the December meeting it was announced Mid-East will be offering an elected officials ethics training class at no cost upon request of scheduling. The next meeting is scheduled for Thursday, January 15.

F. Planning Board. No report or update given.

G. Water/Sewer Grant Projects.

1. **WTP Project Updates.**

2. **Sewer Rehab.**

a. **Pre-Construction Meeting Wednesday, January 21, 2026 at 10:00 a.m.**

3. **WWTP Project Updates.**

a. **Pre-Construction Meeting Wednesday, January 21, 2026 at 9:00 a.m.**

Two upcoming meetings will be held regarding the WTP and WWTP grant project updates, both at the town hall on January 21, 2026.

H. Mideast Pro – TCC & TAC – Mary Allen. Commissioner Allen stated she attended the meeting held last week in Farmville and shared great news that the contract has been awarded for the repaving of Old US 64 and NC Hwy 171, scheduled to be completed in 2026.

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

VII. New Business

A. Ordinance #81 – Water/Sewer Proposed Rate Change Due to Removal of Pennies. Finance Officer/Commissioner Cockrell explained this proposed adjustment in water/sewer rates is to accommodate cash payments when making change, as the penny coin will no longer be reproduced. Said flat rates would be adjusted from \$54.81 to \$54.80 and from \$18.51 to \$18.50. Commissioner Preston Craddock moved for approval, with the second by Commissioner Williams. Vote was unanimous. 5 Ayes – 0 Nays.

B. SHI Quote for Endpoint Security Software for Town’s Computers. This expense for \$209.28 is the annually budgeted renewal of security software for all town computers. Commissioner Allen moved for approval, with a second given by Commissioner Williams. Vote was unanimously carried. 5 Ayes – 0 Nays.

C. WWTP Quote for Repair and Pump Winterization. A quote by UdeeCo LLC provides a two-line description separating costs. The \$1,625.00 quote for repair of drain trough between carriages is not an emergency repair, especially with the new WWTP underway, although it needs to be done at some point. A hold on this item could be reasonable while the WWTP grant project moves forward accordingly and an emergency does not occur. The winterization of the sumps and adding heaters and receptacles on both carriages should have been done a long time ago, and with the predicted extreme cold weather upcoming this month, the \$1,840.00 quote should be approved and done at this time. Commissioner Cockrell moved for approval of the \$1,840.00 quoted winterization expense to be done with the \$1,625.00 quoted portion approved but that the work be placed on hold until necessary. Commissioner Williams gave the second. Vote was unanimous. 5 Ayes – 0 Nays.

D. Proposed Request for Mowing Services Quote. FO/Commissioner Cockrell informed board members that Mayor Williams assisted with writing the RFQ for mowing services using document language from different municipalities that was adapted for Jamesville’s needs. Said document has been reviewed by The League of Municipalities and approved, with a request to amend insurance coverage to match the Town of Jamesville’s [\$5,000,000] as well as providing language for insertion concerning the same. Highlights of the proposed RFQ’s scope of work was reviewed by Cockrell, pointing out that quotes were being requested per location and not by a bulk rate as different sites tend to have different mowing requirements or maintenance needs. Language is also included that would allow for more than one contractor to be chosen. Discussion on the insurance requirement noted said work expense could be absorbed in the cost of services, recognizing original language before the NCLM’s review used the base of \$1,000,000 as used by, for example, the City of Greenville and the Town of Marshall. In response to Commissioners Rachel Craddock and Allen indicating that \$5,000,000 is a huge requirement, Commissioner Williams spoke in support of said amount offering that it is what a lawsuit would want to claim in the case of catastrophic personal injury vs. only \$1,000,000. The insurance language also requires that the contractor(s) chosen must add the Town of Jamesville onto their insurance for coverage. Commissioner Preston Craddock moved to go forward with the proposed Request for Quotes for Mowing Services as written. Commissioner Williams seconded. Upon call for the vote, the motion

passed with 4 Ayes and 1 dissenting vote by Commissioner Rachel Craddock citing the \$5,000,000 insurance stipulation and questioning the same as being affordable to local contractors. The board will review bids at its next regular meeting, February 9. Advertisement will begin January 13.

E. 2026 Annual Christmas Party Location. Discussion by the board members considered location options for the Town of Jamesville's annual Christmas party. It was noted by Mayor Williams that if The Friendly Spot would be used for a catering option, town staff would be responsible for setup and cleanup as part of the use of the building, whereas a restaurant choice would not put extra work on employees. Locations were mentioned with everyone being mindful of cost as well as wanting to enjoy a menu with variety. Booking a date needs to be done as soon as possible for securing a location. Options will be researched and brought back to the board at its next meeting.

F. UNCISOG Essentials of Municipal Government Two-Day Seminar, Rocky Mount, 2/12-2/13/26. This in-person course is geared for newly elected municipal officials, with it being recommended that Mayor Williams and Commissioner Preston Craddock attend as board members who have never taken said course. Ethics training will also be covered. The cost per person is \$355.00. Commissioner Preston Craddock moved for approval of the UNCISOG/NCLM Essentials of Municipal Government seminar, with a second was given by Commissioner Williams. Vote was unanimously carried. 5 Ayes – 0 Nays.

G. NCLM RMS Regional Meeting – Winterville – 3/25/26 – 9a.m.-1:30p.m. Commissioner Preston Craddock moved for approval of Commissioners Kimberly Cockrell and Rachel Craddock and Mayor Betty Williams to attend the March 25, 2026 NCLM RMS Regional Meeting in Winterville [\$10.00 registration per member]. Commissioner Allen gave the second. Vote was unanimous. 5 Ayes – 0 Nays.

H. Martin County Annual Business & Industry Appreciation Dinner – Thursday, March 19, 2026. At this time, no members of the board indicated attending.

I. Martin County Committee of 100 – Invitation to Join. At this time, a consensus of the board declined the invitation.

J. Martin County Historic Societies Presentation on How to Become a Certified Local Government. PowerPoint information from Martin County Manager Drew Batts covered the concept of establishing a historic district for Martin County and its municipalities. After board discussion, a request was made for Manager Batts to come speak with the Jamesville Town Board to be available for questions concerning historic district requirements, pro and con.

K. Retirement of Flag Pole. The Christmas tree displayed at the Jamesville Community Garden was damaged beyond repair during a recent wind storm. Ms. Ann Martin has researched using a pole for lights to be strung as a tree-shaped structure and is interested in using the town hall's old flag pole. During the holidays, the pole would be used for the Christmas tree lights display and then as a flag pole during the rest of the year. Commissioner Preston Craddock moved that the town donate the old flag pole to the Jamesville Community Garden / The Friendly Spot location. Commissioner Williams gave the second. Vote was unanimous. 5 Ayes – 0 Nays.

**VIII. Closed Session – Pursuant to NCGS §143-318.11(a)(5) Acquisition of Real Property
Closed Session – Pursuant to NCGS §143-318.11(a)(3) Attorney-Client Privilege**

Pursuant to NCGS §143-318.11(a)(5) Acquisition of Real Property and NCGS §143-318.11(a)(3) Attorney-Client Privilege, Commissioner Preston Craddock moved to go into closed session. Commissioner Cockrell seconded. Vote was unanimous. 5 Ayes – 0 Nays. Time was 8:36 p.m.

During closed session, consideration of a vacant property purchase was discussed, as well as an ongoing livestock violation.

Commissioner Preston Craddock moved to go back into regular session, seconded by Commissioner Cockrell. Vote was unanimous. 5 Ayes – 0 Nays. Time was 9:10 p.m.

IX. Board Comments

Pot Holes. Commissioner Rachel Craddock returned to the issue of potholes on town streets. Board consensus agreed that NCDOT be contacted for repair quotes.

X. Adjourn

Commissioner Allen moved to adjourn at 9:11 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