TOWN OF JAMESVILLE
MONTHLY BOARD MEETING 03/09/2026
MINUTES

The following is an account of the minutes taken at the Regular Monthly Board Meeting held between 7:00 p.m. & 9:59 p.m. on 03/09/2026 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 [via Zoom]
- 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: Water/Wastewater Operator Samuel Lilley, as well as Planning Board Chairperson Delsie Williams. Also in attendance was Martin County Commissioner Skip Gurganus.

II. Adopt Agenda

Commissioner Mary Allen moved for approval of the agenda with the noted addition. The second was given by Commissioner Williams. Vote was unanimous. 5 Ayes – 0 Nays.

- VII. New Business, L. Cemetery Cleanup

III. Approval of Minutes

Commissioner Williams moved to approve the minutes as presented, seconded by Commissioner Preston Craddock. Vote was unanimous. 5 Ayes – 0 Nays.

- Regular Meeting – January 12, 2026
- Jamesville WWTP & Sewer Rehab Progress Meetings – February 18, 2026

IV. Public Comment

<u>Mary Terry - Water Leak/Account #247</u>. A letter was read into the record which detailed a water leak that occurred at 1035 NC Highway 171. Repair has been made. Commissioner Kimberly Cockell moved for approval of an adjustment [$186.20] being made on the sewer due to it not going through the sewer system. Commissioner Williams seconded. Vote was unanimous. 5 Ayes – 0 Nays.

<u>Sandra Davenport - Water Leak/Account #87</u>. Ms. Davenport described the water leak which occurred at 1092 Martin Drive during a recent winter storm. A repair invoice submitted replaced two busted water pipes. Commissioner Williams moved for approval of an adjustment to be given [$29.40]. Commissioner Allen seconded. Vote was unanimous. 5 Ayes – 0 Nays. The adjustment was given on the sewer due to it not going through the sewer system.

Neila Bendona - Water Leak/Account #466. A water leak occurred at 1415 St. Andrews Street due to a frozen water pipe breaking. Ms. Bendona indicated repair has been made, with an invoice copy provided. Commissioner Allen moved for approval that a sewer adjustment be given due to it not going through the sewer system [$362.60]. Commissioner Williams seconded. Vote was unanimous. 5 Ayes – 0 Nays.

Ebony Moore - Water Leak/Account #461. Ms. Moore reported that a water leak occurred at 1070 St. Andrews Street due to severe winter weather and stated the repair has not yet been made. For the record, the finance officer clarified that only one adjustment can be requested during a twelve-month period. Commissioner Williams moved for approval of a sewer adjustment due to it not going through the sewer system [$294.00]. Commissioner Allen seconded. Vote was unanimous. 5 Ayes – 0 Nays.

Martin County Commissioner Skip Gurganus. Commissioner Gurganus provided updates regarding improvements being made as well as ongoing county issues, particularly regarding hurdles getting the hospital reopened. An announcement was made that the school system will be joining with Elizabeth City State University to offer aviation curriculum. Discussion included the broadband grant project status and Piney Woods residents needing adequate water service. Gurganus assured board members that the county commissioners are working hard to make Martin County better.

V. Reports

A. Mayor.

1. **Mayor's Report**. Mayor Williams summarized events and issues since the board's last meeting:

- The mayor and mayor pro tem both attended the UNC School of Government's Essentials of Municipal Government course on February 12-13 in Rocky Mount.
- The Mayors' Quarterly Meeting held March 4 was hosted by the Town of Bear Grass at their newly renovated town hall. County Manager Batts shared updates and proposals.
- Mayor Williams spoke with a representative from Don Davis' office regarding Jamesville's need for 100% grant funding for a new town hall.
- An Oral History Project with Johnston Community College has been initiated with Jamesville's oldest resident, Mrs. Marian Davis.
- The Friendly Spot needs help with maintaining the Jamesville Community Garden and finding a volunteer to host Wednesday activities.
- A new flag pole has been donated and installed by Mr. Bryan Ange of Jamesville. A card was signed by board members expressing their appreciation.
- The mayor's hours of service were noted: December - 40 / January - 102 / February – 148.

B. Water/Wastewater Report – Water/Wastewater Operator Samuel Lilley.

C. Public Works Report.

With noting that he will be discussing several items in the agenda under New Business, Lilley reported that February was busy with additional maintenance work at the sewer plant. Due to the extreme cold weather, efforts were made to stay in compliance with state regulations as treatment readings were greatly affected. The water plant has been operating smoothly with leaks being resolved and the prime is holding on the chemical feed pumps. SOC water samples have been taken to the lab and won't be needed again for three years. Grant project work has begun at the sewer treatment plant.

D. Finance Officer - Kimberly Cockrell

1. **Financial Statements – February 2026.** Finance Officer Kimberly Cockrell presented and reviewed with board members the February 2026 reports for all town funds.
2. **Budget Amendments.** The proposed amendments allocate funds for mowing services and additional public safety services. Commissioner Williams moved to accept Amendments #3 and #5, with the second given by Commissioner Preston Craddock. Upon call for the vote, the motion carried unanimously. 5 Ayes – 0 Nays.

W/S BUDGET AMENDMENT #3 - 3/9/26

	CREDIT	DEBIT
3071300 Water Administration (W)	$3,940.00	
3071346 OPEB Expense (W)		$1,280.00
3071447 Contract Labor (W)		$2,660.00
3071700 Sewer Administration (S)	$3,940.00	
3071746 OPEB Expense (S)		$1,280.00
3071847 Contract Labor (S)		$2,660.00
	$7,880.00	$7,880.00

***Amendment is needed for additional OPEB Expense and to allocate mowing services to the budget.

GF BUDGET AMENDMENT #5 - 3/9/26

	CREDIT	DEBIT
1040115 Salaries	$8,060.00	
1047028 Contract Labor		$910.00
1040168 Cemetery Expense		$3,150.00
1043000 Public Safety/Sheriff Dept.		$4,000.00
	$8,060.00	$8,060.00

*** Amendment is needed to allocate mowing services to the budget and add additional public safety services to the budget.

3. **Utility Account Adjustment**. An adjustment is being requested to reverse the $25.00 penalty charge on Account #116, as the account has been approved for a payment schedule concerning a water leak expense. Commissioner Preston Craddock moved for approval, with the second by Commissioner Williams. Vote was unanimous. 5 Ayes – 0 Nays.

4. **Budget Workshop Dates.** Commissioner Williams moved to approve Monday, April 20 and Tuesday, May 5 for budget workshop dates, each to be held at 6:00 p.m. Commissioner Allen gave the second. Vote was unanimous. 5 Ayes – 0 Nays.

E. Mid-East Commission. Commissioner Rachel Craddock updated regarding the required elected-officials ethics course being offered online at no cost by Mid-East. Board members indicated they would sign up individually to pick the date which suited their schedule. A Mid-East Commission meeting will be held later this month.

F. Planning Board. Chairperson Delsie Williams noted that a zoning board meeting was held February 23, 2026 with all members present except one. A zoning district matter was reviewed, to be continued at the upcoming March 23 meeting. The Board discussed the need to fill the two vacant Alternate Board Member seats to ensure quorum coverage in the event a regular member is absent. Two individuals who previously expressed interest in serving attended the meeting. The Board acknowledged the importance of having designated alternates available.

G. Water/Sewer Grant Projects.

1. WTP Project Updates. Commissioner Cockrell noted that Municipal Engineering is still working on final close out on the WTP grant project. Enviro-Tech is working on the punch list for completion and sign off.

2. Sewer Rehab. The transfer switch has been delivered at the Hwy 171 pumping station.

a. Pre-Construction Meeting Wednesday, March 18, 2026 at 10:00 a.m.

3. WWTP Project Updates.

a. Pre-Construction Meeting Wednesday, March 18, 2026 at 9:00 a.m.

Two upcoming meetings will be held regarding the STP and WWTP grant project updates, both at the town hall on March 18, 2026.

H. Mideast Pro – TCC & TAC – Mary Allen. Commissioner Allen indicated a meeting is upcoming, with updates to follow. Information was provided regarding grant funding available for bicycle, pedestrian and multimodal planning. The grant application deadline is April 13, with Allen offering to inquire more info via email.

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. Martin County Historic Society's Presentation on How to Become a Certified Local Government. Mayor Williams and Commissioner Rachel Craddock attended the informational luncheon held February 26 at The Shamrock Restaurant. A newspaper article by Deborah Griffin was copied to board members which gave a well-written summary of the presentation made. The next step anticipated is Martin County overseeing the lead on any historical district being established with future input from local governments.

C. 2026 Annual Christmas Party. Commissioner Rachel Craddock reported regarding several catering options. Further discussion was tabled until the next meeting.

D. Mowing Contract. Mayor Williams noted that she and Commissioner Kimberly Cockrell met this date with Mr. Jacob Stalls/Cuttin' Time Lawn Care to sign the 2026 Mowing Contract based on language contained in the bid proposal as approved by the NCLM. The mayor and Cockrell gave an oral summary of the meeting which discussed concerns expressed by Stalls regarding contract language and scope of work details. Lilley offered input describing the current condition of the sewer right-of-way and the extensive clearing which should be done. Hayes St. will continue to be town-maintained by staff.

Contract Language. Commissioner Preston Craddock moved that Mayor Williams and Commissioner Cockrell continue working on the contract language addressing those items raised by Stalls, with the second given by Commissioner Williams. Vote on the motion was unanimous. 5 Ayes – 0 Nays.

Interim Mowing. In that a contract has not been executed, Commissioner Williams moved for approval of interim mowing following the schedule of the mowing services bid proposal and the quote given by Stalls. Commissioner Allen gave the second. Upon call for the vote, the motion carried unanimously. 5 Ayes – 0 Nays.

Spraying Services. Regarding board permission for spraying services where applicable around water and sewer facilities, Commissioner Williams moved for approval of mowing services maintenance spraying. Commissioner Allen seconded. Vote was unanimous. 5 Ayes – 0 Nays.

VII. New Business

A. River Partners Funding Request. Commissioner Allen moved to approve the annual donation of $250 supporting Roanoke River Partners. Commissioner Williams gave the second. Vote was unanimous. 5 Ayes – 0 Nays.

B. W/S Ordinance Deposit Question. Commissioner Cockrell brought forward a situation dealing with a deposit transfer request by the family of a deceased account holder. Research has determined that a deposit collected in 1981 was refunded in 1982 [reason not noted in records], and no other deposit has been verified by record for the subject account. Family has been informed of needing to provide the currently required $300 deposit for setting up a new account. Commissioner Preston Craddock moved that if the family cannot provide proof of a deposit having been made and the Town of Jamesville is unable to verify by record any collected deposit on the subject account, the $300 deposit will be required for a new account to be started. Commissioner Allen gave the second. Vote was unanimously carried. 5 Ayes – 0 Nays.

C. Consumer Confidence Report. Mike Houston/Rural Water has provided the annual Consumer Confidence Report. A copy was provided to board members and notification of its availability will be made to the public.

D. Local Water Supply Plan Resolution. Mike Houston/Rural Water prepared Jamesville's Local Water Supply Plan which has been submitted to and approved by NC Division of Water Resources. Commissioner Preston Craddock moved to pass the resolution accepting the current water plan, seconded given by Commissioner Williams. Vote was unanimous. 5 Ayes – 0 Nays.

TOWN OF JAMESVILLE

RESOLUTION FOR APPROVING LOCAL WATER SUPPLY PLAN

WHEREAS, North Carolina General Statute 143-355 (l) 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 (l) 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 2025, 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 9th day of March, 2026.

Name: BETTY M. WILLIAMS

Title: MAYOR

Signature: ______________________________

ATTEST:

____

Kimberly Cockrell, Town Clerk

E. Marco Pumping Station RPZ Repair Invoice. This necessary repair expense is due to recent cold weather damage to the backflow valve. Commissioner Allen moved to approve the Westbrook & Jarman invoice for $1,291.02. Commissioner Preston Craddock seconded. Vote was unanimous. 5 Ayes – 0 Nays.

F. FY 26-27 Audit Contract with Rebekah Barr. Commissioner Preston Craddock moved for approval of the upcoming fiscal year's Contract to Audit Accounts, as submitted by Rebekah Barr/CPA [$15,200]. Commissioner Williams seconded. Vote was unanimous. 5 Ayes – 0 Nays.

G. AFLAC for Elected Officials. Finance Officer Cockrell indicated the town's personnel policy states elected officials may participate in insurance plans as long as they cover the expense. As an elected official has expressed interest in the AFLAC programs, opportunity was given to all board members with the understanding that the AFLAC fee would have to come out of board fees to be paid monthly as a payroll deduction is required. A review date will be reserved with the insurance agent so that those wishing to participate may be informed about all available plans.

H. Parmele – Cell Phone Tower. The Town of Parmele has inquired about the status of the radio/communications tower donation. Town Clerk Cockrell verified the Town of Jamesville gave approval of the donation at its August 8, 2022 regular meeting. Discussion noted the hold harmless clause should still be valid in the agreement signed September 14, 2022 as the document gives no expiration date. Parmele will be notified they may come and remove the tower.

I. Suncreek Apartments Meter Request – Tom Schweiterman. Mike Houston/Rural Water and town staff have met with Schweiterman to discuss his request for installing individual water meters to service units at Suncreek Apartments, which already has established water service through one main meter. Quotes were obtained providing two options on how the completed work would be done, ranging from $82,899 to $127,515, which would have to be paid by Schweiterman. At this time, no further action has been initiated by Schweiterman. Clarification was made that each apartment unit would be required to pay a $300 deposit should the project be done.

J. Gray F150 Truck Repairs. Repairs needed to be made to replace the blower motor and two tire sensors. Commissioner Williams moved to approve the Roberson Brothers Gas & Service invoice for $356.15. Commissioner Preston Craddock seconded. Upon call for the vote, the motion passed unanimously. 5 Ayes – 0 Nays.

K. NCDEQ – PFAS Sampling. Via memo, ORC/Water Julius Patrick is recommending that Jamesville take advantage of the free PFAS required testing being offered by the Department of Environmental Quality, a savings of approximately $500. Commissioner Cockrell moved that the Town accept DEQ's free testing offer, with the second given by Commissioner Williams. Vote was unanimous. 5 Ayes – 0 Nays.

L. Cemetery Clean Up. A year has passed since the date of March 19, 2025 was advertised and posted at the cemetery requesting that non-approved items be removed. Annual notice for 2026 has also been posted requesting that Christmas décor be removed. Commissioner Williams moved that the board give town staff [N. Lilley, W. Thomas, K. Cockrell, C. Hardison, along with the mayor] permission to close the office so that a cleanup work day may be dedicated to the cemetery, to be done on a date in March set by the staff as weather permits. Commissioner Allen gave the second. Vote was unanimous. 5 Ayes – 0 Nays.

Permanent Signage – Cemetery Regulations. Commissioner Williams then moved to approve town staff obtaining quotes regarding permanent signage for the cemetery so that regulations may be displayed for the public's benefit. Commissioner Rachel Craddock seconded. 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)(6) Personnel
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, NCGS §143-318.11(a)(6) Personnel, and NCGS §143-318.11(a)(3) Attorney-Client Privilege, Commissioner Allen moved to go into closed session. Commissioner Preston Craddock seconded. Vote was unanimous. 5 Ayes – 0 Nays. Time was 9:24 p.m.

During closed session, consideration of a property purchase was discussed. A proposal of hiring a part-time water plant operator was presented. Also, a livestock violation matter was addressed.

Commissioner Allen moved to go back into regular session, seconded by Commissioner Preston Craddock. Vote was unanimous. 5 Ayes – 0 Nays. Time was 9:54 p.m.

Personnel – Part-Time Water Plant Operator. Commissioner Williams moved that ORC/Water Julius Patrick be contacted regarding recommendations for a part-time weekend water plant operator. Commissioner Preston Craddock seconded. Vote was unanimous. 5 Ayes – 0 Nays.

Property Consideration. Commissioner Willias moved for approval that Commissioner Cockrell make contact with a Jamesville property owner regarding a potential purchase or donation. Commissioner Preston Craddock gave the second. Vote was unanimous. 5 Ayes – 0 Nays.

IX. Board Comments

Property Consideration - Grant Funding. Commissioner Allen offered to help with seeking grant funding for a town hall/offices project.

Posting Task – Surgery Time Out. Commissioner Allen noted she has an upcoming surgical procedure. Discussion with Mayor Williams and Commissioner Cockrell indicated the office staff is willing to cover the daily posting task and assist however needed during recovery. Commissioner Williams moved to approve office staff assisting Allen with the daily posting records as needed during surgery recovery, with the second by Commissioner Preston Craddock. Vote was unanimous. 5 Ayes – 0 Nays.

X. Adjourn

Commissioner Preston Craddock moved to adjourn at 9:59 p.m., with a second by Commissioner Allen. The motion unanimously passed. 5 Ayes – 0 Nays.

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