

TOWN OF JAMESVILLE
MONTHLY BOARD MEETING 05/11/2026
MINUTES

The following is an account of the minutes taken at the Regular Monthly Board Meeting held between 7:02 p.m. & 9:44 p.m. on 05/11/2026 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 Moore Williams welcomed everyone in attendance, calling the meeting to order at 7:02 p.m. Commissioner Willis Williams offered the prayer. Staff present: Water/Wastewater Operator Samuel Lilley. Others in attendance: Zoning Board Chairperson Delsie Williams. Joining via Zoom was Jacob Stalls.

II. Adopt Agenda

Upon the mayor adding two items under new business, Commissioner Williams moved for approval of the agenda with the noted additions, seconded by Commissioner Preston Craddock. Vote was unanimous. 5 Ayes – 0 Nays.

- VII. New Business, L. Purchase of Flags for USA's 250th Anniversary
- VII. New Business, M. Purchase of Office Printer

III. Approval of Minutes

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

- February 9, 2026 – Regular Meeting
- February 16, 2026 – Special Meeting

IV. Public Comment

Vicky McCombs - Traffic on Stewart Street, Request for Speed Bump. As a resident of Stewart Street for 40 years, Mrs. McCombs indicated there are fourteen residences on Stewart Street, including the trailer park. Recent traffic has become worse through all hours of the day, due to speeding vehicles and a lot of activity with delivery trucks. There is a large pothole in the roadway near the entrance of the trailer park which inadvertently helps to discourage speeding. McCombs commented that she is concerned for her grandchildren playing outside and for her aging parents navigating the street. As to a possible solution, McCombs suggested a speed bump (or hump) of some form that would cause vehicles to slow down. It was noted that Stewart Street is not the only problem within the Jamesville city limits having traffic problems. There is a “children at play” sign on the street and a posted “dead end” sign. [Said issue will be addressed later in this agenda.]

Vicky McCombs - Request for Water Bill Adjustment [Account #146]. Speaking on behalf of her parents regarding their last water bill, McCombs explained that a water hose nozzle mishap created a leak while under pressure, causing a billing of approximately \$185. Normal monthly billing is less than \$100. When the water flow was noticed, the faucet was turned off. With regard to the adjustment being requested, Mayor Williams noted that another resident was required to pay for their water hose mishap which had created a billing of approximately \$1,000, for which a payment plan was approved. After board comments agreed that such requests need to be handled consistently, Commissioner Williams moved to approve a payment plan, to give the option if needed. Commissioner Preston Craddock seconded. Vote was unanimous. 5 Ayes – 0 Nays.

Cookie's Little Palace / Louise Simmons – 1171 Swinson Road, Jamesville. Following an introduction of Louise Simmons, Mayor Williams read aloud a May 4, 2026 letter from Ms. Simmons asking for permission to hold a local fundraiser event as a western-themed block festival. The purpose of the festival would be to raise money for her childcare center to provide outdoor toys and play equipment. After reading the letter, the mayor explained the Town of Jamesville does not have any regulations for special event requests of this nature. Reference was made to the significant tasks and costs involved concerning Jamesville's Herring Festival, last held in 2023 due to planning efforts by volunteers, town staff and town officials. Mayor Williams noted she and Town Clerk/Commissioner Kimberly Cockrell have begun reviewing local ordinance regulations addressing special events, recommending that if the board wants to accommodate requests such as Ms. Simmons, regulations and procedures need to be developed and adopted as ordinance policies. Issues that need to be considered include defining financial responsibilities, insurance requirements, street closures and public safety, etc.

Ms. Simmons noted she has privately owned and operated her childcare operation for over 24 years. As much of the money she makes goes back into the business, Cookie's Little Palace is also in need of an updated fence to help protect children with special needs. Simmons acknowledged that a special event would require a lot of planning and expense, which is why she is reaching out to the Town of Jamesville and local businesses for help. When asked if a date has been chosen, Simmons indicated the end of June, favoring a small-town community atmosphere. The mayor commented that it would take several months or longer for the town to develop and put regulations in place. In offering encouragement, the mayor suggested options of church festivals, bake sales or take-out plates as donations are generous when supporting a good cause. Further discussion also addressed the need for local playgrounds in the Jamesville greater community.

In stating that future requests may come from non-profit organizations or other various groups, Mayor Williams recommended that should the town board decide to permit special events other than The Herring Festival, setting regulations should be done carefully and consistently. Board members echoed that public events carry a great responsibility of liability and expense. Suggestion was made that holding special events on private property or at a facility would be an easier accommodation versus the use of town streets. This matter was deferred for future discussion.

V. Reports

A. Mayor.

Mayor Williams noted that another busy month has been managed by town staff, with appreciation expressed for tasks seen and unseen that keep the work schedules full and challenging.

- A birthday card from the Town of Jamesville Board of Commissioners is being sent to Jamesville's eldest resident, Marian Davis, who is turning 98 years young in June.
- Office staff has been assisting the new town attorney with legal matters.
- The 2026 Mowing Services Contract was signed by Jacob Stalls on April 27, 2026 after a meeting with the mayor and town clerk reviewing incorporated board-approved amendments. Work relating to the sewer right-of-way maintenance was removed and

separated from the general scope of work for the subject mowing services contract, with an addendum signed by both the town and the contractor agreeing to the same.

- A card of thanks from Jamesville's commissioners was sent to Brian Ange thanking him for the donation and installation of a new flag pole at the town hall.
- Mayor Williams and Commissioner Rachel Craddock attended the National Day of Prayer service held at NERSBA on May 7, 2026.
- A basketball goal placed within the Water Street roadway has been removed.

B. Water & Wastewater / Public Works Reports – Water/Wastewater Operator Samuel Lilley.

Along with regular monthly duties, Lilley reported that two primary maintenance issues were dealt with: replacing a burned-out wire at the sewer plant and relocating a water meter into the state right-of-way off private property.

C. Finance Officer - Kimberly Cockrell

1. **Financial Statements – April 2026.** Finance Officer Kimberly Cockrell presented and reviewed with board members the April 2026 reports for all town funds.

2. **Budget Amendment.** This item is discussed and approved under VII. New Business, M. Purchase of Office Printer Copier. [See page 19.]

D. Mid-East Commission. Commissioner Rachel Craddock indicated she had no update at this time other than attending the 59th Annual Mid-East Commission dinner meeting held in Murfreesboro on April 16. Executive board officers were sworn in for the upcoming year, with Craddock being appointed as secretary. The keynote speaker was Reginald Speight, Assistant Secretary of Rural Economic Development at N.C. Department of Commerce.

E. Planning Board. Chairperson Delsie Williams indicated she had no update at this time. Administrative approval has been given to NERSBA for a green house.

F. Water/Sewer Grant Projects.

1. **WTP Project Updates.**

2. **Sewer Rehab.**

a. **Construction Meeting Wednesday, May 20, 2026 at 10:00 a.m.**

3. **WWTP Project Updates.**

a. **Construction Meeting Wednesday, May 20, 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 May 20, 2026.

G. Mideast Pro – TCC & TAC. Commissioner Allen indicated a meeting will be held Thursday, May 14. NCDOT has paved Jamesville's Main Street (Old US 64) and a portion of St. Andrews Street (NC Hwy 17), which were long-awaited improvements.

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 for approval as presented, with Commissioner Williams giving the second. Vote was unanimous. 5 Ayes – 0 Nays.

B. Mowing Contract Update. Joining via Zoom was Jacob Stalls/Cuttin' Time Lawn care Services. The mowing contract states written permission is required for the use of herbicides. A heavier application will be done at facilities having fence lines or debris piles overgrowth

(especially at Well #2), with conservative use at the cemetery. Spot spraying is including in regular mowing services but application on overgrowth or debris piles will be an additional cost at \$5.00 a gallon. An estimate of ten (10) gallons is needed at each for Well #2 and the WWTP. There will be no additional cost for labor as the application will be done when on site for mowing services. Once sprayed, overgrowth will still be present but killed, and removal of treated overgrowth such as dead vines would have to be pulled out of the fencing for a complete clean up. Strength percentages and types of chemicals used was discussed, including cost, as different types of overgrowth require more chemical to kill and not just be left sickly. Stalls then proposed \$100 per site (Well #2 and WWTP) for using the strongest chemical application, adding that the other sites do not have significant overgrowth conditions and regular herbicide should be enough. Commissioner Williams moved that the board approve the stronger herbicide application of \$100 per site, at Well #2 and the WWTP, as the other sites can be treated with regular herbicide, for a total approval not to exceed \$300. Commissioner Allen gave the seconded. Vote was unanimous. 5 Ayes – 0 Nays.

As to maintenance spraying at all sites, Stalls explained herbicide application will be used wherever weed trimming is difficult or for killing grass in hard surfaces. Spot spraying at the cemetery will be done conservatively around flower stakes and flag poles, striving for a quality appearance. Commissioner Rachel Craddock moved for approval of the maintenance spraying as described in the mowing services contract, with a second by Commissioner Preston Craddock. Commissioner Cockrell asked that for any chemical applied, particularly around well and sewer sites, that it be state approved, with Stalls indicating he will verify said laws before spraying. Upon call for the vote, the motion carried unanimously. 5 Ayes – 0 Nays.

C. 2026 Annual Christmas Party. Commissioner Rachel Craddock stated that she has talked with Golden Skillet in Plymouth, that the full menu will be made available (no steak on menu), which typically ranges from \$12 - \$15 for dinner plates. Commissioner Preston Craddock moved that the board cancel its previous plan in favor of going with Golden Skillet's more affordable plan, with the date set for December 7 at 6:30 p.m. Commissioner Cockrell gave the second. The motion carried unanimously. 5 Ayes – 0 Nays.

D. Water Tank Clean Out – June 22 through June 26, 2026. ORC Julius Patrick has been working with Southern Corrosion, the tank's maintenance contractor, to schedule the water tank clean out for June 22 through June 26, 2026. The hydro-pneumatic tank will be brought in and used during the clean-out process. Once cleaned, the water tank will be refilled using the emergency bypass and back in service after word is received about the Bacti test. Residents will be notified via Facebook and by a notation on water billing regarding the tank clean out schedule with a request to be conservative with water use during that time period.

E. NCDOT MSTA Review for the Jamesville Elementary School Traffic Concerns. NCDOT has conducted a study concerning the school traffic pickup line backing up onto Main Street. A Webinar review meeting has been scheduled for May 21, 2026 at 9:00 a.m. to open discussion regarding solutions.

F. NERSBA Graduation – Saturday, May 23, 2026 at 9:15 a.m. Mr. Hal Davis indicated the school is looking forward to celebrating a milestone at the 10th NERSBA Graduation which will also honor Memorial Day Weekend. A reception will be held at 9:15 a.m.

VII. New Business

A. FY 26-27 Proposed Budget, Budget Message, Budget Ordinance. Finance Officer Cockrell provided updated copies of these FY 26-27 budget items for board review, with last-minute figures incorporating employee insurance which increased 26.2% (20% had been originally estimated). After a brief review, FO Cockrell noted the budget ordinance is ready for the required 30-day public inspection. This budget is balanced by a sixty-five cents (\$0.65) tax rate per hundred-dollar valuation.

TOWN OF JAMESVILLE
1211 WATER STREET
P.O. BOX 215
JAMESVILLE, NORTH CAROLINA 27846
Phone: (252)792-5006
Fax: (252)799-4313

Finance Officer's Budget Message Fiscal Year 2026-2027 – May 11, 2026

May 11, 2026

Mayor Betty M. Williams
Board of Commissioners
Town of Jamesville
1211 Water Street
Jamesville, NC 27846

The Honorable Mayor Williams, Town Board Members and Citizens of Jamesville:

This budget was prepared under the general direction of the Town Board in response to the goals established during budget workshops and in direct response to the needs of our community. The FY 2026-2027 budget continues the current level of services provided for the citizens of Jamesville. This budget is balanced by a sixty-five cents (\$0.65) tax rate per hundred-dollar valuation. Martin County, including the Town of Jamesville, went through property revaluation effective January 1, 2025.

The estimated assessed tax valuation for the Town of Jamesville as of January 1, 2026 is \$23,995,444 and an estimated collection rate of 89.09% was used for real and personal taxes. The estimated assessed tax valuation for the Town of Jamesville as of January 1, 2026 is \$4,758,154 and an estimated collection rate of 99% was used for motor vehicle taxes.

This budget includes:

- Salary increases of 3% COLA for full and part time employees.
- Jamesville Per Attended Meeting Pay: Mayor \$150 / Commissioner \$125.
- Property/Liability Insurance increased by 8%.
- Operation expenses to continue services to citizens at the current levels.
- Selected adjustments to cover inflation and contractual increases along all line items.
- Water & Sewer rate increase of 3% for FY 2026-2027.
- Mowing contracted services for all town owned facilities.

Summary of the 2026-2027 Budget

Budget Overview

After careful consideration the following budget recommendations represents Board goals, departmental input and community needs within the existing tax rate of \$0.65 per \$100 valuation. The total recommended budget is **\$667,495.00**.

Departmental Budget	FY 2026-2027
Cemetery	\$13,800.00
General Government	\$210,245.00
Public Safety/Police	\$16,000.00
Sanitation	\$77,800.00
Transportation	\$33,200.00
Water & Sewer	\$317,450.00
TOTAL	\$668,495.00

The budget recommendation includes a 3% COLA salary increases for full and part time employees.

Departmental Highlights

Cemetery: The proposed budget for Cemetery is **\$13,800**.

General Government: The proposed budget for General Government is **\$210,245**.

Public Safety/Police: The proposed budget for Public Safety/Police is **\$16,000**.

Sanitation: The proposed budget for Sanitation is **\$77,800**.

Transportation: The proposed budget for Transportation is **\$33,200**. This includes recommendations appropriated for patch and pave street repairs from Powell Bill Funds. Also included is street lighting in the amount of **\$20,600**.

Water & Sewer: The proposed budget for Water and Sewer is **\$317,450**. This recommendation is based on a 3% rate increase for the fiscal year.

If you have any questions regarding the budget, please let me know and we will work to answer or make corrections. It was staff's goal to present a budget that was balanced and could be adopted to guide the town during the next fiscal year. The budget presented is a balanced departmental budget.

Respectfully submitted,

Kimberly Cockrell
Town Clerk/Finance Officer
Town of Jamesville, NC

TOWN OF JAMESVILLE
1211 WATER STREET
P.O. BOX 215
JAMESVILLE, NORTH CAROLINA 27846
Phone: (252)792-5006
Fax: (252)799-4313

BUDGET ORDINANCE
FY 2026-2027

BE IT ORDAINED BY the Board of Commissioners of Jamesville, North Carolina, pursuant to General Statute 159-181(c), meeting this 8th day of June, 2026 that the following be the budget for FY 2026-2027:

The Finance Officer is hereby authorized to execute the necessary agreements within funds included in the Budget Ordinance for the following purposes: (1) Leases or normal and routine business equipment; (2) Professional or maintenance service agreements; (3) Purchase of apparatus, supplies, materials or equipment; (4) Agreements for acceptance of State, Federal, public, and non-profit organization grant funds and funds from other governmental units for services to be rendered; Liability, health, life, disability, casualty, property or other insurance or retention and faithful performance bonds. Other appropriate Town officials are also authorized to execute or approve such insurance and bond undertakings as provided by law.

Section 1: The following amounts are hereby appropriated in the General Fund for the operation of the town government and its activities for the fiscal year beginning July 1, 2026 and ending June 30, 2027 in accordance with the chart of accounts heretofore established for this Town:

General Fund

REVENUES:

Ad Valorem Taxes	\$138,800.00
Tax Penalties & Interest	\$2,600.00
Vehicle Taxes	\$30,600.00
Interest	\$4,700.00
Cemetery Interest	\$2,400.00
Copies & Fax Collections	\$200.00
Cemetery Lot Sales	\$6,600.00
Sale of Assets	\$14,400.00
Zoning	\$200.00
Appropriated Fund Balance	\$4,800.00
Privilege License	\$60.00
Powell Bill	\$20,400.00
Recreation	\$5,285.00

Payment in Lieu of Taxes	\$2,000.00
Beer & Wine Tax	\$1,900.00
ABC Revenue	\$800.00
Local Option Sales Tax	\$85,000.00
Sales Tax Refund	\$600.00
Franchise Taxes	\$23,000.00
Solid Waste Disposal	\$200.00
TOTAL GENERAL FUND REVENUES	\$351,045.00

EXPENSES

Cemetery	\$13,800.00
General Government	\$210,245.00
Public Safety / Police	\$16,000.00
Sanitation	\$77,800.00
Transportation	\$33,200.00
TOTAL GENERAL FUND EXPENSES	\$351,045.00

There is hereby levied a tax at the rate of sixty-five cents (\$0.65) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2026, for the purpose of raising the revenue listed as "Ad Valorem Tax" and "Vehicle Tax" in the General Fund in the revenue section of this ordinance. Martin County, including the Town of Jamesville, went through property revaluation effective January 1, 2025.

This rate is based on a total estimated tax valuation of real property for the purposes of taxation of \$23,995,444 and an estimated collection rate of 89.09%.

This rate is based on a total estimated tax valuation of motor vehicle for the purposes of taxation of \$4,758,154 and an estimated collection rate of 99%.

Section 2: The following amounts are hereby appropriated in the Water & Sewer Fund for the operation of the Town's water and sewer utility for the fiscal year beginning July 1, 2026 and ending June 30, 2027 in accordance with the chart of accounts heretofore established for this Town:

Water & Sewer Fund

REVENUES:

Water & Sewer Charges	\$310,500.00
Interest	\$5,000.00
Water Taps	\$450.00
Sales Tax Refund	\$1,500.00
TOTAL REVENUES	\$317,450.00

EXPENDITURES:

USDA Debt	
Service/Contingency Fund	\$4,616.00
Insurance	\$20,200.00
Office Expense	\$6,000.00
Permits and Fees	\$8,450.00
Professional Fees	\$9,600.00
Salaries and Benefits	\$130,664.00
Sludge Removal	\$900.00
Supplies, materials & repairs	\$98,220.00
Utilities	\$28,800.00
Water & Sewer Analysis	\$10,000.00
TOTAL EXPENDITURES	\$317,450.00

Section 3: There is hereby established, for the Fiscal Year 2026-2027, Salary increases consist of a 3% COLA for full and part time employees. The increases shall be available beginning with the first payroll on July 2, 2026.

Copies of this Budget Ordinance shall be furnished to the Governing Board and to the Finance Officer to be kept on file by them for their direction in the disbursement of funds.

Adopted this 8th day of June, 2026.

Betty M. Williams - Mayor

Kimberly Cockrell – Town Clerk/Finance Officer



B. FY 26-27 Budget Public Hearing – June 8, 2026. Commissioner Preston Craddock moved to set the FY 26-27 Budget Public Hearing date for June 8, 2026. Commissioner Williams gave the second. Vote was unanimous. 5 Ayes – 0 Nays.

C. Amendment to Ordinance #81 Water & Sewer Proposed Rate Increase. FO Cockrell explained this amendment addresses the three percent (3%) water and sewer rate increase for FY 26-27, effective July 1, 2026. Commissioner Preston Craddock moved for approval of the amendment to Ordinance #81 as presented. Commissioner Williams seconded. Vote was unanimously carried. 5 Ayes – 0 Nays. Residents will be notified of an increase in water and sewer rates on the monthly utility bills.

|

Town of Jamesville
PO BOX 215
JAMESVILLE, NORTH CAROLINA 27846
PHONE (252) 792-5006 FAX (252) 799-4313
Jamesville@embarqmail.com

AMENDMENT TO ORDINANCE #81

The rates for water and sewer usage will have an increase of 3% across the board for flat rate and per 1,000 gallons used effective July 1, 2026. The new rates on July 1, 2026 will be \$56.46 (Water \$27.01 / Sewer \$29.45) for a flat fee. The new rate for per 1,000 gallons will be \$19.07 (Water \$8.98 / Sewer \$10.09).
The Bulk Water rate will be \$9.58 per 1,000 gallons.

Motion made on May 11, 2026 by Commissioner Preston Craddock to accept the above amendment as part of the FY 2026-2027 Budget. Commissioner Willis Williams seconded.
Motion passed. 5 Ayes / 0 Nays.

Betty M. Williams Mayor _____ Date

Attested by:

Kimberly Cockrell Town Clerk _____ Date

D. NCDWI Letter of Intent to Fund for WWTP Upgrade – Phase II. The NC Department of Environmental Quality Division of Water Infrastructure has determined the Town of Jamesville’s grant funding application request to upgrade its wastewater treatment plant is eligible for a total of \$4,802,500. Commissioner Preston Craddock moved to accept the \$4,802,500 in grant funding, with a second by Commissioner Williams. Vote was unanimous. 5 Ayes – 0 Nays.

E. Resolution Accepting Grant Offer for WWTP Upgrade – Phase II. Commissioner Preston Craddock moved to approve the resolution accepting the grant offer of \$4,802,500 for the construction of the Wastewater Treatment Plant – Phase II. Commissioner Allen gave the second. Vote was unanimous. 5 Ayes – 0 Nays.

RESOLUTION BY GOVERNING BODY OF APPLICANT

- WHEREAS,** the North Carolina Clean Water Revolving Loan and Grant Act of 1987 has authorized the making of loans and grants to aid eligible units of government in financing the cost of construction of wastewater treatment works, wastewater collection systems, and water supply systems, water conservation projects, and
- WHEREAS,** the North Carolina Department of Environmental Quality has offered a State Grant in the amount of **\$4,802,500**, for the construction of the **WWTP – Phase II**, and
- WHEREAS,** the **Town of Jamesville** intends to construct said project in accordance with the approved plans and specifications,

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

That the **Town of Jamesville** does hereby accept the State Grant offer of **\$4,802,500**.

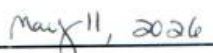
That the **Town of Jamesville** does hereby give assurance to the North Carolina Department of Environmental Quality that all items specified in the grant offer, Section II - Assurances will be adhered to.

That **Rachel Craddock & Kimberly Cockrell, Commissioners**, 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 **Town of Jamesville** has substantially complied or will substantially comply with all Federal, State and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 11th day of May, 2026 in Jamesville, North Carolina.


Betty M. Williams, Mayor


Date

Attest:

Kimberly Cockrell, Town Clerk


Date

F. Proposed Cemetery Ordinance Amendments. Two amendments are being proposed to the cemetery ordinance:

- site restoration after a grave excavation – to ensure that headstones and gravesites are restored to a neat condition after internment; and,
- storage timeframe for non-approved items removed from gravesites – thirty (30) days.

Commissioner Preston Craddock moved to accept the changes to the cemetery ordinance. Commissioner Williams seconded. The motion carried unanimously. 5 Ayes – 0 Nays.

**AN ORDINANCE REGULATING THE CEMETERY
OF THE
TOWN OF JAMESVILLE PROPERTY**

This Ordinance shall be known as the Town of Jamesville, North Carolina Cemetery Ordinance. Be it ordained that:

ARTICLE 1 – AUTHORITY

Section 1.1-Authority:

No person may bury or cause to be buried the body of any deceased person within the town limits in any place other than a church cemetery or a cemetery operated by a governmental entity or a private cemetery licensed or specifically exempted from licensing according to the North Carolina Cemetery Act (N.C.G.S. Chapter 65, Article 9 and N.C.G.S. §160A-341:7).

ARTICLE 2 – SUPERVISION

Section 2.1-Supervision:

All supervision of the Town of Jamesville cemetery shall be by or under direction of the Public Works Department or its Designee. No grave shall be opened, or interment conducted without prior notice to the Public Works Department or its Designee of at least twenty-four (24) hours and without prior permission from the Town.

Section 2.2-General Duties:

The Public Works Department or its Designee shall have the powers and duties as shall be conferred by this ordinance, resolution, or order of the Board of Commissioners. The Public Works Department or its Designee shall have charge of the upkeep, protection, and preservation of the cemetery, shall supervise the digging of all graves, the interment and disinterment of bodies and the erection of monuments and markers, shall supervise the planting of any and all shrubbery, trees and flowers and shall make provision for the entrance and exit of persons and vehicles to and from the cemetery. The Town Board of Commissioners reserves the right to enhance the surrounding cemetery grounds.

ARTICLE 3 – GENERAL PROVISIONS

Section 3.1-Purchase of Burial Rights:

Upon payment of the appropriate fees to the Town of Jamesville, evidence of burial rights shall be transferred from the Town.

Section 3.2-Schedule of Charges:

The Town shall establish and revise from time to time rates or costs for burial rights in its cemetery plots. This rate or cost may vary according to purchasers living outside the corporate limits of the Town and outside Martin County. Gravesites shall be paid for in full at the time of purchase. Gravesite dimensions and layout shall be as designed by the Town.

ARTICLE 4 – TRANSFER OF LOTS

Section 4.1-Lots Transfer Provision:

Unused burial rights shall not be sold, resold, assigned or otherwise transferred to any other person or entity except by and to the Town of Jamesville. The Town will repurchase unused burial rights from an owner who desires to sell these rights. The price shall be the same price originally paid for the burial rights to the Town.

ARTICLE 5 – DEFINITION

Section 5.1-Immediate Family:

Burial rights to any given gravesite shall be limited to the purchaser and the immediate family of the purchaser. The term “immediate family” shall mean the spouse, parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law and son-in-law. Adopted and step members are also included in immediate family.

ARTICLE 6 – GRAVES

Section 6.1-Watertight Vault:

No person may bury or cause to be buried the body of a deceased person unless a watertight casket is properly placed within a watertight vault.

Section 6.2-Depth:

Graves in the cemetery shall be at least four (4) feet in depth.

Section 6.3-Setback:

No graves in the cemetery shall be dug nearer than twelve (12) inches to any property or gravesite line.

Section 6.4-Coping, Curves and Mounds: Prohibited:

No coping, curb, fencing, grave mound or border of any kind shall be allowed on any burial lot in the cemetery.

Section 6.5 – Grave Excavation, Backfilling, and Site Restoration:

Funeral homes, vault companies, and any contractor engaged in the opening or closing of graves shall restore the burial site to a neat, level, and orderly condition immediately upon completion of interment. All excess soil shall be leveled, compacted, and removed from the surface area. Dirt piles, ruts, depressions, or uneven ground shall not be left on or around the grave.

Any headstone, marker, monument, or adjacent lot feature that becomes soiled, covered, or displaced due to excavation, backfilling, equipment operation, or worker activity must be cleaned and restored to its prior condition before the contractor leaves the cemetery.

Failure to comply with this section shall constitute a violation of this Ordinance and may result

in enforcement action, including suspension of cemetery access privileges for the responsible funeral home or contractor.

ARTICLE 7 – INTERMENT PLACEMENT

Section 7.1-Interment Placement:

There shall be no more than one interment in a graveside, except as provided in Section 7.2 below.

Section 7.2-Dispensation For Infants and Cremation Urns:

Infants and cremation urns may be interred in family plots. The number of infants and cremation urns which may be placed in one grave site shall be as determined from time to time by the Town.

ARTICLE 8 – MONUMENTS

Section 8.1-One Per Family Lot:

Only one central or family monument shall be allowed on a family lot in the cemetery. When a monument is not desired by the family, one head marker per grave may be authorized.

Section 8.2-Head Marker:

When a head marker is used in place of a monument, it shall be laid flush with the ground and shall not exceed two feet (24 inches) in length and eighteen (18) inches in width and shall be placed at the head of the grave.

Section 8.3-Marker:

When a monument is used, a marker may also be placed at the end of each grave farthest from the monument. The marker shall be laid flush with the ground and shall not exceed two (2) feet in length and one (1) feet in width.

Section 8.4-Foundation:

Section 8.4.1-No memorial shall be erected in the cemetery unless there shall be a foundation to consist of a concrete mixtures follows: One (1) part cement of standard brand, two (2) parts clean sharp sand and three (3) parts rock, size not to exceed one and one-half (1 ½) inches.

Section 8.4.2-The foundation for monuments shall be twelve (12) inches longer than the length of the base of the monument, and twelve (12) inches wider than the width of the base of the monument, thus making an extension of six (6) inches on each side of the monument base. The foundation will be twelve (12) inches thick for monuments weighing over four hundred (400)

pounds and eight (8) inches thick for monuments less than four hundred (400) pounds. The finished grade of the foundation shall be flush with the ground. The foundation will not extend over the property line. No portion of any monument or marker (excluding foundations) will be closer than six (6) inches from any property line.

Section 8.4.3-The foundation for markers shall extend two (2) inches beyond the marker on all sides. The thickness of the foundation shall be equal to the thickness of the marker or a minimum of four (4) inches, whichever is greater. The finished grade of the foundation shall be at a depth also equal to the thickness of the marker. Thus, upon completion of construction, the top surface of the marker will be flush with the ground.

Section 8.4.4-Any variance from the provisions of this Ordinance shall be based on special circumstances unique to that particular case and approved in advance by the Town Board.

ARTICLE 8A - FLOWER & DECORATION REGULATIONS

Section 8A-Flower & Decorations

Section 8A.1-Flowers, wreaths, funeral designs, flags, and similar items are permitted in the Town cemetery. On the day of burial, any special arrangements that you may wish to keep at your home or office should be removed at that time. If the items mentioned in this section are not removed within a timely manner, the Town has the authority to remove and dispose of said such item.

The Town reserves the right to remove, at any time, any arrangement and container that is considered unsafe or unsightly.

The Town is not responsible for lost, stolen or damaged items. This includes flowers (both artificial and real), vases, markers, monuments, shrubs, trees, or any other memorial related items. Damaged or lost items placed at burial sites are done so at the owner's risk.

The Town does not allow the placement of, at any time, stand-alone vases, shells, toys, metal designs, ornaments, chairs, glass, crockery, wood or iron cases, and other similar articles and materials hazardous to lawn mowers. None of these items will be permitted due to safety reasons. The Town reserves the right to remove and dispose of such items at any time, even when it is not mowing season, to ensure a safer environment for the workers and the equipment utilized for the beautification of the cemetery.

No Burial Rights Owner or any other individual other than the Public Works Department or its Designee will be allowed to perform any landscaping of any sort such as digging holes or practicing any other sort of similar nature of landscaping, without prior permission from the Town.

The Town will notify the next of kin if the Public Works Department sees something that needs repairing. If it is minimum, such as, the sealant, the town will repair, with the consent of the next of kin.

Items removed by the Town for violation of this section shall be held for a period of thirty (30) days before disposal, consistent with Section 9.5 of this Ordinance.

ARTICLE 9 – REMOVAL AND DESTRUCTION

Section 9.1-Removal of Unused Building Materials:

Any tools, material or debris remaining after the erection of monuments, markers, or other lawful structures authorized herein shall be promptly removed from the cemetery by the owner of the lot upon which the monument, marker or structure is located.

Section 9.2-Grading, Landscaping and Improvements:

All grading, landscaping and improvements of every kind in the cemetery shall be made or done by the Town only.

Section 9.3-Removal or Injury To Structures:

It shall be unlawful for any person to remove any marker, gravestone or other monument erected at any grave or to deface, injure or destroy any marker, gravestone, or monument in any manner.

Section 9.4-Destroying or Injuring Plants:

It shall be unlawful for any person to destroy or injure in any manner any flower, shrub, tree, or plant in the cemetery. All pruning or cutting of trees and shrubbery is prohibited except as done under the supervision of the Public Works Department or its Designee.

Section 9.5 – Retention of Items Removed for Ordinance Violations:

Items removed by the Town due to violation of this Ordinance shall be retained by the Town for a period of thirty (30) days from the date of removal. During this period, the owner or responsible party may retrieve the items by contacting Town Hall.

Items not claimed within thirty (30) days shall be considered abandoned property and may be disposed of by the Town at its discretion.

ARTICLE 10 –VIOLATIONS

Section 10.1-Trespassing:

Section 10-1-1-It shall be unlawful for any person, other than officers of the law engaged in the prosecution of their duties as such, to enter the cemetery in the nighttime between 11 p.m. and 5 a.m., without prior authority to do so from the Public Works Department or its designee.

Section 10.1.2-No person shall enter the cemetery at other times except for the purpose of attending funerals, visiting graves, or pursuing some other lawful mission.

Section 10.2-Disturbing The Peace:

No person shall disturb the quiet, repose and good order of the cemetery.

Section 10.3-Vehicle Speed:

It shall be unlawful for any reason to drive any vehicle within the cemetery roadway at a speed in excess of 10 mph.

Section 10.4-Violation:

A violation of this Ordinance shall be a class 3 Misdemeanor punishable by a fine not to exceed Five Hundred Dollars (\$500.00).

This Ordinance shall be effective upon adoption.

Adopted the 10th day of August, 2020.

Amended this 12th day of July 2021.

Amended this 11th day of May 2026.

MAYOR

ATTEST:

TOWN CLERK

G. Bowen Heating & Air Invoice for Town Hall HVAC Unit Repair. The HVAC unit at the town hall malfunctioned, and, unfortunately, it occurred shortly after original warranty expiration. On April 23, 2026, the repair technician identified that the problem was due to copper wires rubbing together, a manufacturing issue, which caused freon to be lost. The amount invoiced on April 24 but not received until May 4 was for \$833.91. Commissioner Rachel Craddock indicated she talked with David Bowen and tried to negotiate the amount invoiced but was unsuccessful, with Bowen placing the responsibility of the faulty operation on the manufacturer of the HVAC unit. Commissioner Preston Craddock moved to pay the \$833.91 invoice for services rendered, seconded by Commissioner Williams. Vote was unanimous. 5 Ayes – 0 Nays.

H. Chemical Feed Pumps - Quotes. FO Cockrell explained that ORC Patrick is recommending a backup pump for the blended water pump on the RO water treatment plant, as there is no backup on hand should the one in operation fail. Next, different options on a chemical feed pump backup were reviewed, which operates with two pumps in place. One option would be to purchase the same feed pump as what is currently in use. The other upgraded LMI pump would serve better for off-gassing with hypo and would feed at lower speeds, thus saving the town substantially in chemical costs. Discussion weighed that chemical costs saved using the LMI pump could be applied towards the purchase of the more expensive feed pump. Commissioner Williams moved for approval of the purchase of one (1) blended water pump at \$3,125 and the purchase of two (2) LMI feed pumps at \$4,120 each, for a total of \$11,365 plus tax. Commissioner Preston gave the second. Upon call for the vote, the motion carried unanimously. 5 Ayes – 0 Nays.

I. Water Treatment Plant Contractor Agreement. Commissioner Preston Craddock moved to accept the Water Treatment Plant Contractor Agreement, instructing the mayor to sign off on it. Commissioner Williams gave the second. Vote was unanimous. 5 Ayes – 0 Nays.

J. Sewer Right-of-Way Maintenance. The mowing bids recently solicited were reviewed again for the quotes given for sewer right-of-way maintenance. UdeeCO LLC provided a quote of \$4,800 for a first-service extensive mow/mulch clearing width of 12' to 20' (including overhead), as well as, removing felled debris. Twice-a-year seasonal maintenance would be done at \$2,450 for each service. There may be another future need to do an extensive clearing, but the seasonal maintenance schedule should suffice for the next few years.

At the board's April 13 regular meeting, an estimate of \$12,600 was provided by Jacob Stalls/Cuttin' Time Lawn care for sewer right-of-way clearing, which would be done through a subcontractor. At that time, revisions requested by Stalls regarding the mowing services contract were still being considered, as well as determining how to address the right-of-way maintenance due to WW/ORC Lilly stating that extensive mulching-type clearing is necessary because of overgrowth. As a contract had yet to be finalized with Stalls, the mowing bids could still be reviewed, with the language of the proposed contract also allowing for the Town of Jamesville to be able to choose more than one contractor.

FO Cockrell indicated the current fiscal budget can be amended to cover the \$4,800 first-time expense, mindful also of the right-of-way needing to be maintained per state requirement and could be inspected at any time. Next year's fiscal budget needs to incorporate the seasonal right-of-way maintenance expense. UdeeCO has indicated the initial work could be completed before June 30.

Commissioner Preston Craddock moved that the board approve doing what is necessary to get a contract in place with UdeeCo LLC doing the initial work at \$4,800 before the end of this fiscal year to get the right-of-way maintenance taken care of and to have the contract set up for the next fiscal year [\$2,450 for each seasonal maintenance service]. Commissioner Cockrell gave the

second. Vote was unanimous. 5 Ayes – 0 Nays. Instruction by the board directed the mayor and town clerk to put a contract together for the sewer right-of-way maintenance.

K. Speed Bump Requests on Stewart & Washington Streets. This matter was addressed earlier in the agenda under public comment. Commissioner Cockrell indicated that the board needs to determine whether a speed bump or hump would be preferred as well as who would do the installation work. For the time being, due to the current sewer and wastewater grant projects that may require some town streets to have pavement torn up in order to access underground piping, any approval and work regarding speed control should be delayed until after grant work is completed which is scheduled to be done by December 31, 2026.

Board members offered a consensus that speeding on town streets has long been a problem, but if one neighborhood requested a speed control method, the town would have to honor all requests which could result in speed bumps or humps on all streets. Discussion determined quotes should be obtained for how much a speed bump and/or a speed hump would cost. NCDOT does not install such.

With regard to Stewart Street, Zoning Chairperson Delsie Williams noted that the adjacent field has stormwater ponding that often creates washout alongside the pavement which has caused damage to the pavement edge. Another section problem area deals with a ditch by the church on the street.

L. Purchase of US 250th Anniversary Flags. As a way for the Town of Jamesville to recognize the nation’s upcoming 250th anniversary, commemorative flags were recommended to be flown at the town hall and the town cemetery for a designated time period. After their use, the flags may be stored and later displayed as historical sentiments. After consideration of the two selections presented, costing in total approximately \$100-\$125, Commissioner Preston Craddock moved to approve the purchase of the flags to be flown during the month of July, with the second by Commissioner Allen. Vote was unanimously carried. 5 Ayes – 0 Nays.

M. Purchase of Office Printer Copier. As funds are available, Finance Officer Cockrell recommended the purchase of a Canon color laser printer to put in use at the town office for special printing projects, continuing to use current aging equipment as the primary printer. The new printer purchase will serve as backup when necessary and will require use of the manufacturer’s brand of toner during warranty coverage. Commissioner Preston Craddock moved for approval of the purchase of the Canon MF753CdwII color printer with the additional high-yield black toner cartridge, as well as, amending the budget for the general fund to cover the purchase. Commissioner Williams gave the second. Vote was unanimous. 5 Ayes – 0 Nays.

GF BUDGET AMENDMENT #7 - 5/11/26

	<u>CREDIT</u>	<u>DEBIT</u>
1040124 Office Supplies		\$750.00
1045000 PB Salaries	\$750.00	
	\$750.00	\$750.00

*** Amendment is needed to allocate for the purchase of a new office copier

**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 Preston Craddock moved to go into closed session. Commissioner Allen seconded. Vote was unanimously carried. 5 Ayes – 0 Nays. Time was 9:22 p.m.

During closed session, updates were given regarding property the town is considering for purchase and legal issues being handled by the town attorney. No personnel matters were addressed.

Commissioner Preston Craddock moved to go back into regular session, seconded by Commissioner Allen. Vote was unanimous. 5 Ayes – 0 Nays. Time was 9:43 p.m.

No action was taken by the board after closed session.

IX. Board Comments – None.

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