

TOWN OF JAMESVILLE
MONTHLY BOARD MEETING 08/11/2025
MINUTES

The following is an account of the minutes taken at the Regular Monthly Board Meeting held between 7:00 p.m. & 8:28 p.m. on 08/11/2025 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
- Rachel Craddock – Mayor Pro Tem
- Willis Williams – Commissioner [via Zoom]
- Mary Allen – Commissioner
- Kimberly Cockrell – Commissioner
- Preston Craddock – Commissioner

Minutes Recorder – Kimberly Cockrell, Town Clerk/Finance Officer

I. Call to Order

Mayor Craig Tucker called the meeting to order at 7:00 p.m. and offered the prayer. Staff present: Samuel Lilley, as well as, Planning Board Chairperson Delsie Williams [via Zoom].

II. Adopt Agenda

Hearing no additions, Commissioner Preston Craddock moved for approval of the agenda, with the second given by Commissioner Mary Allen. Vote was unanimous. 5 Ayes – 0 Nays.

III. Approval of Minutes

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

- Regular Board Meeting – July 14, 2025

IV. Public Comment

Betty Moore Williams, 1115 St. Andrews Street – Mayor Candidate. With appreciation expressed for those who serve on the town board, Ms. Williams shared that she has filed for mayor candidacy with the hope to use years of municipal experience to help serve the Town of Jamesville. Having previously worked with the Town of Kitty Hawk when an Outer Banks resident, Williams has also served as Jamesville's assistant town clerk just short of two years, has been attending town meetings since retiring from employment, and has been volunteering with transcription of minutes during 2025. Williams became a Jamesville resident November 2020.

V. Reports

A. Mayor. Mention was made by the mayor recalling his contacting Ms. Demetria Jackson who spoke at a recent board meeting regarding the local Open Arms program which assists persons with re-entering society after serving a prison term.

B. Water/Wastewater Report – Samuel Lilley. In addition to regular tasks, Lilley reported that several new water meters were installed and water leaks repaired, with one that resolved an ongoing situation. A leak also occurred at Marco with a sprinkler system. At the new RO plant, chlorine leaks have been occurring and are being analyzed by Mr. Fried/Enviro-Tech.

A hydrant on Roanoke Court has a pipe that is leaking and needs to be replaced, as the leak is due to a patch from a previous repair and has been a problem for some time. The temporary

solution has been to shut off the hydrant valve. A quote from UdeeCo LLC for \$1,610.00 was provided to cover the cost of purchase and installation of a new pipe. Commissioner Rachel Craddock moved that the board approve the expense and take care of the situation, seconded by Commissioner Allen. Vote was unanimous. 5 Ayes – 0 Nays.

Lilley also reported the new employee Marcus Goddard has been in initial training on the town's wastewater system and will soon be trained on reading water meters.

C. Public Works Report – None.

D. Finance Officer - Kimberly Cockrell

1. **Financial Statements – July 2025.** Finance Officer Kimberly Cockrell presented and reviewed with board members the July 2025 reports for all town funds. It was noted that the General Fund and Water/Sewer Funds insurance expense line items includes the fiscal year disbursement for all policies, as well as each fund showing fees paid that are required at the start of a new budget year. The cost of water treatment chemicals and the chemical feed pumps were each discussed briefly.

2. **Budget Amendments.** None.

E. Mid-East Commission. Commissioner Rachel Craddock indicated there was no meeting last month, with a meeting to be held next week. One situation being addressed is a performance evaluation and salary adjustment for Bryant Buck/Executive Director. A new finance officer has been hired.

F. Planning Board. There was no planning information or update to bring before the board.

G. Water/Sewer Grant Projects.

1. **WTP Project Updates.** In addition to Lilley's earlier comments, Commissioner Cockrell added that the schedule has yet to be set for installing a bypass. Two grant meetings are scheduled for this week, Wednesday, August 13 at 9:00 a.m. and 10:00 a.m. Further information may be learned at that time regarding the bypass.

A question was posed by Commissioner Rachel Craddock about who is responsible for resolving some of the post-construction water plant issues, and Commissioner Cockrell indicated that Bill Freed, Enviro-Tec Unlimited owner, has requested to be contacted first. This matter will be brought forward during the upcoming grant meetings.

2. **Sewer Rehab.**

a. **Pre-Construction Meeting Wednesday, August 13, 2025 at 10:00 a.m.** This meeting will include Enviro-Tech. Cockrell stated the upcoming projects will focus on the new pumping station on NC Hwy 171 and a rehab of the town's sewer collection lines. The projects have had to be scaled back due to lack of funding, so the new pumping station will be done first and remaining funds dealing with the most troublesome collection lines until the money runs out.

3. **WWTP Project Updates.**

a. **Pre-Construction Meeting Wednesday, August 13, 202 at 9:00 a.m.** This meeting will include Peters and White.

H. Mideast Pro – TCC & TAC – Mary Allen. Commissioner Allen summarized several matters from the last meeting held July 31 in Farmville. Safety systems were discussed for traffic intersections causing hazard concerns, with the MERPO website having a new menu item where public input can be made. Upgrading signage and ramp improvements has been approved for US 64 Interstate Exits 502, 505 and 507, 512 and 514 – all in Martin and Edgecomb Counties. Martin County improvements include ongoing plans for a new bridge across the Roanoke River and a new interchange five miles east of the existing bridge. US 13 and US 17 [Main Street, Williamston] is on schedule for 2028. US 17/Carolina Avenue is scheduled for this year, with

Boulevard Street to the river road in 2026. US 17/Taylor Road to Holly Creek Road will be managed to improve its access where accidents have occurred. Improvements for Jamesville's Main Street is scheduled for 2026. Construction on Prison Camp Road should be completed during September. For Martin County Transit, bus stops will be created for public pickups in addition to requested transportation services.

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 Allen giving the second. Vote was unanimous. 5 Ayes – 0 Nays.

B. NCDEQ Meeting to Approve WWTP Application Funding – Wednesday, July 16, 2025. NCDEQ accepted what was recommended but a revision has been made with re-allocating funds to Bryson City. The Town of Jamesville had been approved for \$4.5 million (of the \$4.8 million being requested), which now has been reduced to \$3 million. Finance Officer/Commissioner Cockrell has informed Bobby Blowe/Municipal Engineering that the Town of Jamesville cannot in any way financially afford payments on a \$1.8 loan. Blowe will make application in September to seek addition grant funding, with the hopes that construction prices will continue to come down.

VII. New Business

A. Brittany Wells – Credit for Lost Water. Town Clerk Cockrell explained a \$37.20 credit is due to Brittany Wells/Account #486 towards a water supply purchased for filling a pool, reflecting the amount of gallons paid for and the amount actually received. Commissioner Allen moved to approve the credit, with a second given by Commissioner Cockrell. Vote was unanimously carried. 5 Ayes – 0 Nays.

B. Complaint – Grass on Smithwick Street. The corner resident at the intersection of Smithwick Street and Middle Street is blowing grass and dirt onto Smithwick Street when mowing his lawn, with the debris creating problems covering the pavement. A complaint has been registered with the town office, as it is also state law that mowed grass cannot be blown onto a roadway. Commissioner Allen moved that the board send a letter to the resident requesting that lawn debris not be blown into the roadway due to safety concerns, with a second made by Commissioner Preston Craddock. Vote was unanimous. 5 Ayes – 0 Nays.

C. NERSBA – School Zone Signs on Sunset Avenue. Clerk Cockrell indicated that NERSBA's principal contacted the town office requesting street signs for traffic control on Sunset Avenue where students cross the roadway. Staff proposed a painted crosswalk on Sunset Avenue to designate where pedestrian crossing should occur along with appropriate signage for a school zone. An ordinance amendment would be required to change the speed limit in said area. A recommendation was also made that NERSBA staff be present during hours when student foot traffic would occur. Additional school zone signage and a slower speed limit was discussed for St. Andrews Street. Commissioner Preston Craddock moved that with regards to Sunset Avenue, which is controlled by the Town of Jamesville, school zone signs be placed as well as a painted crosswalk designated area with the understanding that NERSBA does its part to provide for monitoring to encourage proper use of the crosswalk, and that the Town of Jamesville reach out to NCDOT to establish a school zone on St. Andrews Street. A second was given by Commissioner Allen. Upon call for the vote, the motion carried unanimously. 5 Ayes – 0 Nays.

D. Weedeater. Commissioner Cockrell indicated that staff has requested a new weedeater, with the last one purchased in 2020. After brand options were reviewed, a recommendation was made for a commercial grade weedeater, which could also be adapted with an attachment to become a

pole saw – a total cost of \$916.93. A two-year warranty is included. Commissioner Rachel Craddock moved to approve the purchase of the Stihl weedeater with the pole saw attachment. Commissioner Allen gave the second. Vote was unanimous. 5 Ayes – 0 Nays.

E. Mid East Commission Contract for Services. Commissioner Cockrell presented a contract from Mid East Commission to provide the Town of Jamesville with planning and technical assistance. Commissioner Rachel Craddock moved for approval of the contract, with the second made by Commissioner Preston Craddock. Vote was unanimous. 5 Ayes – 0 Nays. The contract is available for viewing at the Town Hall upon request.

F. Wastewater School for Marcus Goddard. An upcoming 4-day school event [two sessions of two days over two weeks] which would be beneficial for the new town employee will be held in Kenansville, NC. Goddard has indicated willingness to attend said sessions commuting each day versus attending a four-day consecutive school event in Raleigh requiring overnight stays and being away from home for almost a week. Commuting will also be less expensive than overnight hotel expenses. An exam will take place in December. Upon question by the mayor about upgrades in the town's water system changing the classifications and if the same will apply with the upcoming sewer renovations, Lilley indicated no sewer classifications will change. Commissioner Preston Craddock moved for approval of the school session for Marcus Goddard, seconded by Commissioner Allen. Vote was unanimous. 5 Ayes – 0 Nays.

G. Water Main and Line Repair on Main Street – August 8, 2025. An invoice from UdeeCo LLC for \$1,200.00 covers the expense for a repair of a water leak on the corner of Circle Drive and Main Street. Commissioner Preston Craddock moved for approval of payment, with the second made by Commissioner Cockrell. Vote was unanimous. 5 Ayes – 0 Nays.

VIII. Closed Session – Pursuant to NCGS §143-318.11(a)(6) Personnel

Pursuant to NCGS §143-318.11(a)(6) Personnel, Commissioner Preston Craddock moved to go into closed session. Commissioner Cockrell seconded. Vote was unanimous. 5 Ayes – 0 Nays. Time was 8:15 p.m.

During closed session, violation letters regarding chickens within town limits were discussed.

Commissioner Preston Craddock moved to go back into regular session, seconded by Commissioner Cockrell. Vote was unanimous. 5 Ayes – 0 Nays. Time was 8:26 p.m.

No motions were needed by the board.

IX. Board Comments – None.

X. Adjourn

Commissioner Allen moved to adjourn at 8:28 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