

TOWN OF JAMESVILLE

MONTHLY BOARD MEETING 09/08/2025

MINUTES

The following is an account of the minutes taken at the Regular Monthly Board Meeting held between 7:00 p.m. & 9:07 p.m. on 9/08/2025 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 Mary Allen moved for approval of the agenda, with the second given by Commissioner Preston Craddock. 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 Allen. Vote was unanimous. 5 Ayes – 0 Nays.

- Special Meeting – July 28, 2025
- Regular Board Meeting – August 11, 2025
- Pre-Construction Wastewater Treatment Plant Phase I Meeting – August 13, 2025
- Pre-Construction Sewer System Rehabilitation Meeting – August 13, 2025

IV. Public Comment

Anonymous Letters. Mayor Tucker read aloud two anonymously written letters which have been received by the town office. One short letter complained about water and sewer rates, questioning also the monthly billing calculation of water meter readings. The other lengthy letter addressed Sunset Avenue residents using a section of said street as a basketball court and detailed the problems such activity has created.

Board comments pointed out that water and sewer rates were increased due to covering higher chemical costs with the new water plant, which has provided town residents with a greatly improved water quality. As to questioning the method of meter reporting for billing, there is no merit in the writer's accusations as the town's billing procedures are accurately followed with several staff involved in the process.

With regard to the Sunset Avenue matter, the board agreed that the basketball goal post needs to be removed from the roadside because the street play activity could become a liability to the town. After discussion, Commissioner Allen moved to send a letter to the owner of the basketball goal post requesting removal of said item from the street due to safety hazards. Commissioner

Rachel Craddock gave the second. Mayor Tucker commented that he lives on Sunset Avenue and he has not had the same experience as the anonymous letter writer. Craddock reiterated the goal post needs to be removed for safety reasons. Allen noted that a motion has been made and with a second given. The motion carried unanimously. 5 Ayes – 0 Nays.

Though board members received and discussed these anonymously written letters, the town board stated it is unable to adequately address concerns and enter a dialogue with a resident expressing complaints or reporting problems and how the issues may be resolved with corrective measures if they do not formally or publicly come before the board.

V. Reports

A. Mayor.

Upcoming Events. Mayor Tucker indicated the quarterly mayors meeting was held last week and all went well. Many dates were shared as to upcoming events being held by the townships. One special event will be Parmele Day on October 11 with a parade starting at 10:00 a.m. Board members discussed who would be able to participate. Another event mentioned will be held at Moratoc Park, highlighting the program assisting persons who have been in prison and re-entering society.

Special Recognition – Employee Samuel Lilley. Mayor Tucker announced that Lilley has been given by the State of NC the award of 2025 C-Well Operator of the Year. Congratulations were expressed by all. The award presentation will be in Raleigh on September 25, 2025.

B. Water/Wastewater Report – Samuel Lilley. In addition to regular tasks, Lilley reported that this past month has held few new projects or repair issues, a rare respite. A water line was repaired on Circle Drive/Main Street. A hydrant leak situation will be repaired at Roanoke Court the end of this month. The project for cleaning the town's sewer lines and CCTV inspection will begin this upcoming week, with informational fliers having been placed at residences last week.

C. Public Works Report – None.

D. Finance Officer - Kimberly Cockrell

1. Financial Statements – August 2025. Finance Officer Kimberly Cockrell presented and reviewed with board members the August 2025 reports for all town funds. The higher diesel expense reflects the fill up of all generators and equipment for a hurricane storm event that was anticipated.

2. Budget Amendments. None.

E. Mid-East Commission. Commissioner Rachel Craddock indicated there has been no meeting since June, with a meeting to be held the end of this month.

F. Planning Board. Chairperson Delsie Williams reported a person has obtained information regarding a home beauty shop use although an official application has not yet been submitted. The town's zoning agent has indicated that the proposed use would be permitted if operated in a separate outside building versus inside the residence, as long as the building meets all property setback requirements.

Mention was made that the retail business which was operating in the old women's club building on St. Andrews Street has been closed, though it was successful when first opened.

G. Water/Sewer Grant Projects.

1. WTP Project Updates.

a. Punch List / Injection Point Leaks. Commissioner Cockrell informed the board there are excessive corrosion and rusting issues due to chemical leaks that have been identified at the new water treatment plant. The new system is less than a year old and the ongoing leaks at the pre-chlorine and post-chlorine injection points are causing concern. The town's project engineer has been made aware of the problem which will be addressed with the project contractor before a completion certification is given with final payment and release.

2. Sewer Rehab.

a. Pre-Construction Meeting Wednesday, October 15, 2025 at 10:00 a.m. 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 any remaining funds will prioritize the most troublesome collection lines for repair until the money runs out.

b. Sanitary Sewer Cleaning & CCTV Inspection. Lilley explained the sewer contractor requested to use the town's drying beds for waste disposal and town staff determined to not permit such. Even though it has been done before, the waste volume creates a situation of the sewer plant having to work harder processing additional sludge which puts more on town staff to oversee. Recommendation was made for the waste to be disposed at a facility in Greenville designed to handle such. The town's project engineer has documented the Town of Jamesville is not set up in order to receive the waste for processing and disposal options need to be sought.

3. WWTP Project Updates.

a. Pre-Construction Meeting Wednesday, October 15, 2025 at 9:00 a.m. The two project meetings for October 15 will all be accessible to board members via Zoom.

H. Mideast Pro – TCC & TAC – Mary Allen. Commissioner Allen stated a meeting will be held Thursday, September 11 and an update will be given next month.

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. NERSBA – School Zone Signs on Sunset Avenue. A school zone crosswalk has been approved for Sunset Avenue at NERSBA's canopy entrance. Mr. Jason Davidson/NCDOT has been contacted for an estimate to paint the school zone designation on Sunset Avenue as the town does not have the necessary tools for layout. A quote will be forthcoming. Appropriate school zone signage for Sunset Avenue will also be addressed by town staff once the crosswalk is done. NCDOT will be responsible for St. Andrews Street.

VII. New Business

A. Jamesville Elementary School – Afternoon Student Pickup Line. Commissioner Cockrell explained the sheriff's department is aware of the problem and was invited to come to the meeting for discussion with the board. No confirmation was made to attend. As an alternative, the board agreed NCDOT should be asked to become involved in that Main Street is a state road where the traffic is backing up for school dismissal. Options should also be considered using available school property for stacking vehicles. Commissioner Preston Craddock moved for NCDOT to be contacted about doing a study to help resolve the traffic problem with Jamesville Elementary

School's student pickup line overflowing onto Main Street. Commissioner Rachel Craddock gave the second. The vote was unanimous. 5 Ayes – 0 Nays.

B. Roanoke River Partners – Regional Trails Meeting, October 22, 2025. The Roanoke River Partners are working to create the Northeast Regional Trilateral Organization that would include nineteen counties in northeastern NC. The organization will promote all types of trails including hiking, biking, walking, equine and paddle. An upcoming meeting will be held October 22, 2025, at Moratoc Park beginning at 9:30 a.m. The workshop will be from 10:00 a.m. to 4:00 p.m.

C. NCDEQ WWTP Upgrade Phase II – Letter of Intent to Fund.

D. Letter and Resolution Declining Funding for Wastewater Treatment Plant Upgrade – Phase II. The NCDEQ WWTP project loan has been approved for \$4,802,500, with \$3,000,000 in principal forgiveness. The remaining project expense of \$1,802,500 would need to be covered by a loan, which the Town of Jamesville fiscally cannot afford. The town's engineer has recommended that the current offer be declined and then reapply for funding as a distressed unit, which might receive full principal forgiveness. Commissioner Preston Craddock moved that the Town of Jamesville officially decline funding as noted, with a second by Commissioner Allen. Vote was unanimous. 5 Ayes – 0 Nays.

**TOWN OF JAMESVILLE
RESOLUTION DECLINING FUNDING FOR WASTEWATER TREATMENT PLANT
(WWTP) UPGRADE – PHASE II
Project No.: SRF-W-0042 | Agreement ID: 2000084711**

WHEREAS, the Town of Jamesville submitted an application to the North Carolina Department of Environmental Quality, Division of Water Infrastructure, for funding assistance under the Spring 2025 Application Cycle for the Wastewater Treatment Plant (WWTP) Upgrade – Phase II project; and

WHEREAS, the Division of Water Infrastructure, by Letter of Intent to Fund dated August 21, 2025, identified the Town’s project as eligible for funding; and

WHEREAS, the Jamesville Town Board has reviewed the project requirements, associated milestones, and long-term financial implications of accepting such funding; and

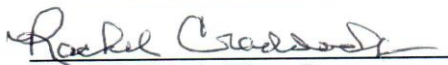
WHEREAS, after careful consideration, the Jamesville Town Board has determined that proceeding with this funding opportunity at this time is not in alignment with the Town’s current operational priorities and fiscal planning; and

WHEREAS, the Town of Jamesville values its ongoing relationship with the Division of Water Infrastructure and the State Water Infrastructure Authority, and remains committed to pursuing future funding opportunities that align with its strategic goals;

NOW, THEREFORE, BE IT RESOLVED by the Town of Jamesville Governing Board that:

1. The Town of Jamesville hereby respectfully declines the funding identified in the Division’s Letter of Intent to Fund dated August 21, 2025, for the WWTP Upgrade – Phase II project.
2. The Mayor Pro-tem, as Authorized Representative, is directed to transmit formal written notification of this decision to the Division of Water Infrastructure within the required 30-day period, and to reapply for funding for this project by September 30, 2025.
3. This resolution shall be entered into the official minutes of the Regular Monthly Meeting and maintained as part of the Town’s permanent records.

Adopted this 8th day of September, 2025.


Rachel Craddock, Mayor Pro-tem
Town of Jamesville

ATTEST:


Kimberly Cockrell, Town Clerk



E. NC Local Government Debt Setoff Program Resolution. Commissioner Cockrell explained this debt setoff is authorized annually so that the NC Department of Revenue may cooperate in identifying debtors who owe money to qualifying local agencies, as said debt is collected against tax refunds. Commissioner Preston Craddock moved for approval. Commissioner Allen seconded. Vote was unanimous. 5 Ayes – 0 Nays.

NC Local Government Debt Setoff Program

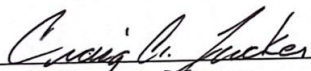
Whereas, NCGS Chapter 105A, Setoff Debt Collection Act, authorizes the North Carolina Department of Revenue to cooperate in identifying debtors who owe money to qualifying local agencies and who are due refunds from the Department of Revenue; and

Whereas, the law authorizes the setting off of certain debts owed to qualifying local agencies against tax refunds; and

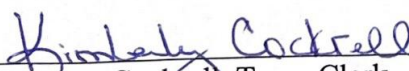
Whereas, the North Carolina Association of County Commissioners and the North Carolina League of Municipalities have jointly established a clearinghouse to submit debts on behalf of the Local Agency, The Town of Jamesville, as defined in G.S 105A -2 (6), effective January 1, 2006 and thereafter as provided by law;

Now Therefore, be it Resolved that the local agency will participate in the debt setoff program and hereby designates the Town of Jamesville Board of Commissioners as to hold hearings and conduct necessary proceedings. The Governing Body Chair and Manager/Administrator/Director are hereby authorized to execute such documents and agreements as necessary to participate in the debt setoff program.

Adopted by the Town of Jamesville Board of Commissioners on September 8, 2025.


Craig Tucker, Mayor

Attest:


Kimberly Cockrell, Town Clerk



F. Wellhead Protection Plan Recertification – Designated Committee Members. The Town of Jamesville’s Wellhead Protection Plan needs to be updated for approval, including designated committee positions. Discussion decisions: all board members being listed as committee members, with Samuel Lilley designated as ORC; keep Commissioner Rachel Craddock as the authority to implement said plan; and, emergency contact designation language to read as “operator in responsible charge” with the backup person language remaining as is, with Julius Patrick and Samuel Lilley being designated as such respectively. Commissioner Preston Craddock indicated “so move” with the second made by Commissioner Allen. Upon call for the vote, the motion carried unanimously. 5 Ayes – 0 Nays.

G. Jamesville Cemetery Vandalism. One of the large posted ordinance signs has been intentionally torn down, with a brace in the frame itself broken. Commissioner Allen moved for approval to obtain quotes for permanent signage detailing ordinance regulations. Commissioner Preston Craddock seconded. Vote was unanimous. 5 Ayes – 0 Nays.

H. Animal Control Violation Status Update. Violation letters were recently mailed to several residences addressing town ordinances pertaining to livestock. All cited locations have come into compliance, with the exception of one property on Main Street which is being investigated by Martin County’s animal control officer.

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 8:34 p.m.

During closed session, employee matters and policies 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 9:02 p.m.

Commissioner Preston Craddock moved to accept Marcus Goddard’s resignation and pay out earned vacation and comp time, with a second given by Commissioner Allen. Vote was unanimous. 5 Ayes – 0 Nays.

Commissioner Preston Craddock moved that the board hold a special meeting on September 23 at 6:00 p.m. for the purpose of reviewing job applications. Commissioner Allen seconded. Vote was unanimously carried. 5 Ayes – 0 Nays.

Commissioner Allen moved for approval of a merit pay increase for Employee Crystal Hardison, assistant town clerk. Commissioner Preston Craddock gave the second. Vote was unanimous. 5 Ayes – 0 Nays.

Commissioner Preston Craddock moved that the Town of Jamesville update its travel policy for meal expense allowances to match the current State of NC’s policy: \$16 - breakfast, \$19 - lunch, \$28 – supper. Commissioner Allen seconded. Vote was unanimous. 5 Ayes – 0 Nays.

IX. Board Comments

Audio System for Town Meeting. Town Clerk/Commissioner Cockrell reported that a new audio device has been ordered for assisting with town meetings. The cost for the single-item hardware was under \$100 and operates via Bluetooth, replacing several microphones and providing easier meeting setup.

X. Adjourn

Commissioner Allen moved to adjourn at 9:07 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