

TOWN OF JAMESVILLE
MONTHLY BOARD MEETING 10/13/2025
MINUTES

The following is an account of the minutes taken at the Regular Monthly Board Meeting held between 7:00 p.m. & 8:20 p.m. on 10/13/2025 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
- 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 Commissioner Williams offered the prayer. Staff present: Samuel Lilley, as well as, Planning Board Chairperson Delsie Williams [via Zoom].

II. Adopt Agenda

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

III. Approval of Minutes

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

- Closed Session Meeting – March 10, 2025
- Regular Board Meeting – September 8, 2025
- Special Meeting – September 23, 2025
- Special Meeting – October 6, 2025

IV. Public Comment - None

V. Reports

A. Mayor - None

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 water line was repaired at Roanoke Court and a 2” main break was repaired at Suncreek Properties (former Astoria Apartments). He continued stating that him and Wayne cleaned up a tree that fell at the cemetery. He mentioned that the tree did not damage any headstones when it fell.

C. Public Works Report – None.

D. Finance Officer - Kimberly Cockrell

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

2. **Budget Amendments.** None.

3. **3rd Qtr 2025 Employee Comp-time Payouts.** Finance Officer Kimberly Cockrell presented the comp-time payouts for board approval. Upon no questions, Commissioner Preston Craddock moved to approve the payouts. Commissioner Willis Williams gave the second. Motion unanimously passed. Commissioner Kimberly Cockrell abstained from voting due to being an employee to receive payout. 4 Ayes – 0 Nays.

E. Mid-East Commission. Commissioner Rachel Craddock indicated she has something to report but left the information at home. She will report the information at the next months meeting.

F. Planning Board. Chairperson Delsie Williams stated that there was nothing to report.

G. Water/Sewer Grant Projects.

1. **WTP Project Updates.**

a. **Punch List / Injection Point Leaks.** Commissioner Cockrell informed the board that the next Construction meetings will be held on October 15, 2025 & 9:00 a.m. and 10:00 a.m. She is hoping to get an update regarding the Water Treatment Plant punch list and emergency bypass at that time.

2. **Sewer Rehab.**

a. **Monthly Construction Meeting Wednesday, October 15, 2025 at 10:00 a.m.**

b. **Sanitary Sewer Cleaning & CCTV Inspection.**

3. **WWTP Project Updates.**

a. **Monthly 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 updated the board on several of Martin County projects that are ongoing. She stated that the US 17 to Williamston project is 52.73% completed and has a revised completion date of April 15, 2028. The Prison Camp road is 86.73% completed and has a completion date of December 2, 2025. The Holly Springs loop road completion date is August, 2026. She continued stating that the Bridge#38 over the Tar River/Hwy 13 is 75% completed and has a completion date of April, 2026. Commissioner Willis Williams asked about repaving of Hwy 64 Business/Main Street here in Jamesville and Commissioner Mary Allen stated that it will be done sometime next year.

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

B. NERSBA – School Zone Signs on Sunset Avenue. Mr. Jason Davidson/NCDOT submitted a quote for the board to review. Commissioner Rachel Craddock didn’t understand why the cost of the labor and equipment had such a high quote. Mr. Davidson included in his email that since there is no school zone speed limit, school pavement markings are not required which would save the town some money. Commissioner Kimberly Cockrell stated that the allocation can come from the Powell Bill funds. Commissioner Willis Williams moved for approval of completing the job and for a budget amendment to cover the expenses. Commissioner Rachel Craddock gave a second. Motion unanimously passed. 5 Ayes – 0 Nays.

GF BUDGET AMENDMENT #2 - 10/13/25

	<u>CREDIT</u>	<u>DEBIT</u>
1039300 Appropriated Fund Balance	\$4,500.00	
1045069 Maps/Signs		\$4,500.00
	<hr/> \$4,500.00	<hr/> \$4,500.00

***Amendment is for NCDOT to installs speed limit signs,pedestian crossing signs, school warning signs, 32 foot crosswalk markings and labor/equipment for the project. This will be done on Sunset Avenue for NERSBA.

C. Wellhead Protection Plan Recertification. Commissioner Kimberly Cockrell briefly explained that NC Rural Water Association is helping the town with completing the paperwork to recertify the Wellhead Protection Plan that the town has in place. Ms. Katie Dunning (NCRWA) made a visit to town to complete site visits that are required for the plan. Ms. Dunning has already spoken with NCDEQ regarding the recertification and made sure they didn’t have a problem with the fuel tank that the town has at the Water Plant, which they had no concerns with.

VII. New Business

A. Donation for National First Responders Day. Commissioner Cockrell mentioned that Lou Ann VanLandingham with the Enterprise is asking for donations for National First Responders Day on Tuesday, October 28, 2025. This event is recognizing the 300 paid and volunteer Fire and EMS members who have faithfully served our communities since the closure of our local hospital by providing them a special meal. Commissioner Rachel Craddock moved to donate at Gold level in the amount of \$150.00. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

B. Martin County Adult & Aging Senior Christmas Party Donation. The Martin County Adult & Aging Services is asking for donations for the upcoming Senior Christmas Party to be held on Friday, December 12, 2025. Commissioner Rachel Craddock moved to make a donation in the amount of \$50.00 from the town. Commissioner Mary Allen seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

C. MediaCom Contract for services. Commissioner Cockrell discussed with the board the poor phone and internet services that the town is receiving from Brightspeed. The town has had service technicians to check the service lines and has reported that the service line going down the road is the issue and would have to be replaced to improve the service. MediaCom has submitted a contract that would offer higher mbps internet speeds as well as improved telephone and fax reception. The cost would primarily be consistent with what the town is currently paying Brightspeed. There is an installation charge of \$149.99 that would be added to the first month’s bill. Commissioner Preston Craddock moved to approve the

MediaCom Contract for services and to discontinue services with Brightspeed at the Town Hall. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

D. First National Bank Credit Cards. Finance Officer Kimberly Cockrell spoke to the board regarding ongoing problems with First National Bank Customer Service Department. Several times fees were added to the town's account in error. The reversal of those fee took several months to clear up on both occasions. The First National Bank in Williamston is not allowed to take credit card payments and can't speak to anyone regarding the charges on a credit card. You can only mail the payments in and are given a phone number to contact customer support with any issues or questions. FO Cockrell asked the board if the town would approve with going with another bank for the credit cards. She asked if we could pick a bank that you can actually go in and sit down with someone to go over any questions or problems on the account. The town had credit cards with Truist in the past and never had any issues. Commissioner Willis Williams moved to approve FO Kimberly Cockrell to contact another local bank and open a credit card account. Commissioner Mary Allen seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

E. Consolidated Pipe Invoice for Roanoke Court repair parts. Commissioner Cockrell stated that the parts to fix the water main leak at Roanoke Court totaled \$1,110.84. The parts were purchase under an emergency repair as prior authority was given by the Town Board. Commissioner Mary Allen moved to approve the parts invoice for the emergency repair. Commissioner Preston Craddock gave a second. Motion unanimously passed. 5 Ayes – 0 Nays.

F. Personnel Policy – revision for Part-time employees & holidays. Commissioner Cockrell presented a revision to the towns personnel policy that would allow part-time employees to get paid for holidays that fall on a regularly scheduled work day. Commissioner Mary Allen moved to approve the personnel policy revision as presented. Commissioner Rachel Craddock seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

ARTICLE VI

HOLIDAYS

The following days and such other days as the Town of Jamesville Board of Commissioners may designate are holidays with pay for employees of the Town working the basic work week:

New Year's Day	Labor Day
Dr. Martin Luther King's Birthday (3 rd Monday in Jan)	Veterans Day
*Good Friday or Easter Monday	Thanksgiving Day
Memorial Day	Day After Thanksgiving
Juneteenth Nat'l Independence Day	Christmas – Two (2) or Three (3) Days – See Below
Independence Day	

When a holiday other than Christmas Day falls on a Saturday, Friday shall be observed as a holiday. When a holiday other than Christmas Day falls on a Sunday, Monday shall be observed as a holiday.

*On the years the town holds the Annual Herring Festival the employees will work on Good Friday and have Easter Monday off. If the Annual Herring Festival is not held the employees will observe Good Friday and work on Easter Monday.

When Christmas Day Falls On:

Sunday
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday

The County Observes:

Friday and Monday
~~Monday and Tuesday~~
Monday, Tuesday, Wednesday
Tuesday, Wednesday, Thursday
Wednesday, Thursday, Friday
Thursday and Friday
Friday and Monday

The Town of Jamesville Board of Commissioners reserves the right to make administrative changes.

Regular holidays which occur during annual, sick, or other paid leave period shall not be charged as leave.

Employees who are required to and do work holidays will be compensated by receiving compensatory time.

Part-time employees will receive holiday pay equal to their regularly scheduled hours when a paid holiday falls on their scheduled workday.

G. Proclamation Declaring November 20, 2025 as the World Pancreatic Day. Commissioner Willis Williams moved to approve the Proclamation declaring November 20, 2025 as the World Pancreatic Day. Commissioner Rachel Craddock seconded. Vote was unanimous. 5 Ayes – 0 Nays.

Town of Jamesville Proclamation Declaring and Recognizing November 20, 2025 as the World Pancreatic Day in the Town of Jamesville

WHEREAS, in 2025, an estimated 67,440 individuals in the United States will be diagnosed with pancreatic cancer, and approximately 51,980 will lose their lives to this devastating disease;

WHEREAS, pancreatic cancer is currently the third leading cause of cancer-related death in the United States—surpassing breast cancer—and is projected to become the second by 2030;

WHEREAS, pancreatic cancer has the lowest five-year relative survival rate of all major cancers, currently at just 13%, and remains the only major cancer with a five-year survival rate below 20%;

WHEREAS, symptoms of pancreatic cancer often appear in the late stages, resulting in only 15% of cases being diagnosed when the disease is still localized, and more than 87% of those diagnosed die within five years;

WHEREAS, an estimated 1,910 deaths will occur in North Carolina due to pancreatic cancer in 2025;

WHEREAS, the health and well-being of the residents of Jamesville are enhanced through greater awareness, education, and research into early detection, risk factors, and effective treatments for pancreatic cancer;

NOW, THEREFORE, BE IT RESOLVED, that the town hereby proclaims 20 November, 2025, as World Pancreatic Cancer Day in Jamesville and encourages all residents to learn more about this disease and support efforts toward finding a cure.

This the 13th day of October, 2025.

Proclamation 10-2025

October 13, 2025 Regular Town Board Meeting

**VIII. Closed Session – Pursuant to NCGS §143-318.11(a)(6) Personnel
Closed Session – Pursuant to NCGS §143-318.11(a)(5) Acquisition of Real Property**

Pursuant to NCGS §143-318.11(a)(6) Personnel & Pursuant to NCGS §143-318.11(a)(5) Acquisition of Real Property, Commissioner Preston Craddock moved to go into closed session. Commissioner Willis Williams seconded. Vote was unanimous. 5 Ayes – 0 Nays. Time was 7:48 p.m.

During closed session, the board spoke with a job applicant regarding the vacant water/sewer job vacancy. The town board also discussed a parcel of real property that the town is interested in purchasing.

Commissioner Preston Craddock moved to go back into regular session, seconded by Commissioner Willis Williams. Vote was unanimous. 5 Ayes – 0 Nays. Time was 8:19 p.m.

IX. Board Comments. None

X. Adjourn

Commissioner Allen moved to adjourn at 8:20 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