

**TOWN OF JAMESVILLE**  
**MONTHLY BOARD MEETING 11/10/2025**  
**MINUTES**

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The following is an account of the minutes taken at the Regular Monthly Board Meeting held between 7:00 p.m. & 8:11 p.m. on 11/10/2025 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., with Commissioner Willis Williams offering the prayer. Staff present: Samuel Lilley, as well as, Planning Board Chairperson Delsie Williams. Also in attendance were several new town residents.

**II. Adopt Agenda**

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

- VII. New Business, G. Elementary School Traffic

**III. Approval of Minutes**

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

- Regular Board Meeting – October 13, 2025
- Jamesville WWTP Progress Meeting – October 15, 2025
- Jamesville Sanitary Sewer Rehab Meeting – October 15, 2025

**IV. Public Comment**

Mayor-Elect Betty Moore Williams. As the newly elected mayor, Ms. Williams spoke about her excitement to serve Jamesville residents and becoming a part of the town board for the next four years. During the last few weeks of campaign visits, many residents shared their stories, needs and hopes for Jamesville to grow and be prosperous. Williams also offered her assistance to help with administrative tasks in the office and will continue due diligence to learn what is necessary in fulfilling the mayor's role as best as possible.

**V. Reports**

**A. Mayor.**

Register of Deeds – Kimberly J. Griffin. Mayor Tucker announced the retirement celebration for Martin County's Register of Deeds Kimberly J. Griffin to be held Tuesday, November 25, 2:00 p.m. – 4:00 p.m., at the Martin County Governmental Center.

**B. Water/Wastewater Report – Samuel Lilley.** In addition to regular tasks, Lilley reported that during the last month a difficult leak repair was done on Stewart Street due to a bad valve. A bypass was installed at the water plant which has assisted with normal operations. Other issues at the pump stations were addressed with belt repairs and clearing blockages caused by items such as rags. A repair is being planned at Marco dealing with the call-out system.

**C. Public Works Report – None.**

**D. Finance Officer - Kimberly Cockrell**

1. **Financial Statements – October 2025.** Finance Officer Kimberly Cockrell presented and reviewed with board members the October 2025 reports for all town funds. The largest transaction related to the current grant project.

2. **Budget Amendments.** Commissioner Allen moved for approval of the presented budget amendment, with a second given by Commissioner Williams. Upon call for the vote, the motion carried unanimously. 5 Ayes – 0 Nays.

W/S Budget Amendment #2 – 11/10/25

|                                   | <u>Credit</u> | <u>Debit</u> |
|-----------------------------------|---------------|--------------|
| 3039300 Fund Balance Appropriated | \$3,395.00    |              |
| 3071448 Repairs & Maintenance (W) |               | \$3,395.00   |

Amendment is needed due to the unexpected repair of water main leaks in town.

Repairs were completed with the help of a contractor.

3. **Customer Adjustment for Billing Error.** Finance Officer Cockrell explained a check for payment on Account #124 had been entered into the town's utility billing software but inadvertently did not properly post causing late fees to incur. Commissioner Preston Craddock moved to reverse the two penalty charges for Account #124 (a total adjustment of -\$50.00). A second was given by Commissioner Williams. Upon call for the vote, the motion carried unanimously. 5 Ayes – 0 Nays.

4. **Gratuity to Martin County Clerk of Court for Swearing-In Ceremony on December 8, 2025.** Commissioner Cockrell indicated Amanda Bramble (Martin Co. Clerk of Court) will be administering the oaths of office at the board's next meeting as the new terms begin. A gratuity was recommended in appreciation for Bramble's services – a \$25 gift bag and \$25 gift card, a total of \$50. Commissioner Preston Craddock moved for approval of the \$50.00 gratuity, with the second made by Commissioner Williams. The motion carried unanimously. 5 Ayes – 0 Nays.

**E. Mid-East Commission.** Commissioner Rachel Craddock indicated there has been no recent meeting but one is to be held the end of this month.

**F. Planning Board.** Chairperson Delsie Williams indicated there was no planning issue or application pending.

**G. Water/Sewer Grant Projects.**

1. **WTP Project Updates.**

a. **Punch List / Injection Point Leaks.** Commissioner Cockrell informed the board punch list issues as discussed at the board's last meeting are being corrected so that the project can be closed out and certified as completed. The emergency bypass has been installed.

2. **Sewer Rehab.**

a. **Pre-Construction Meeting Wednesday, November 19, 2025 at 10:00 a.m.** The engineer has called for a meeting with the contractor to update the town board concerning project status.

b. **Sanitary Sewer Cleaning & CCTV Inspection.** No discussion.

### **3. WWTP Project Updates.**

**a. Pre-Construction Meeting Wednesday, November 19, 2025 at 9:00 a.m.** The engineer has called for a meeting with the contractor to update the town board concerning project status.

**H. Mideast Pro – TCC & TAC – Mary Allen.** Commissioner Allen stated no recent meeting has been held since the last update. The Holly Springs Road improvement is nearing completion.

## **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 and enforce, with Commissioner Allen giving the second. Vote was unanimous. 5 Ayes – 0 Nays.

**B. NERSBA – School Zone Signs on Sunset Avenue – NCDOT Proposal Email.** Referencing an email from Mr. Jason Davidson/NCDOT concerning school zone designations and street marking, Commissioner Cockrell presented ordinance research clarifying actions taken by the town concerning streets adjacent to school locations and speed limits. A recommendation was made to void Ordinance #15 [adopted 1961] as Sunset Avenue's restricted use as written is no longer valid. Said ordinance needs to be voided before any street marking expense is incurred as the board has deemed pavement delineation necessary to address current school activity use and foot traffic on Sunset Avenue. A school zone was established on Sunset Avenue between Corey Street and Main Street [Ordinance #13 adopted 1958] with a designated speed limit of 15 mph. After discussion, board consensus requested that a new ordinance be written and presented at the next town meeting so updates of current school zone uses may be incorporated and clarified.

**C. Wellhead Protection Plan Recertification.** Commissioner Cockrell indicated the plan has been presented to NCDEQ for approval.

## **VII. New Business**

**A. County Christmas Parades & Tree Lighting Services.** A list of dates was provided covering events for upcoming Christmas parades and tree lighting ceremonies. Board members' availability to participate in these events will be discussed at the December meeting.

**B. Jamesville Annual Christmas Party – December 1 at 6:00 p.m.** The Town of Jamesville will be holding its annual Christmas party on December 1 at The Shamrock Restaurant in Williamston. Brief discussion talked about alternative restaurants or catering options for future Christmas events.

**C. Quarterly Mayors Meeting – December 3 at 6:00 p.m. in Oak City.** The next quarterly mayors meeting will be held December 3 and hosted by the Town of Oak City. Board members indicated their commitment to attend.

**D. Basketball Goal on Water Street and Fleming Circle.** Though no formal complaints have been registered with the town office, Commissioner Cockrell stated basketball goals on Water Street and Fleming Circle need to be addressed as official requests for removal of other basketball goal locations have been made. Such enforcement actions taken due to safety concerns need to be executed uniformly throughout the town. Commissioner Allen moved for approval to have letters sent to the cited locations requesting that the basketball goals be removed from the street, with a second given by Commissioner Preston Craddock. Vote was unanimous. 5 Ayes – 0 Nays.

**E. High Grass Complaint.** A location on the corner of Main Street and Smithwick Street has been reported as a high-grass nuisance, along with cats and snakes sheltering in the grass. Other locations were mentioned as problem areas where mowing has finally occurred. Commissioner Preston Craddock moved that a letter be sent to the property owner to request that the high grass be mowed. Commissioner Williams seconded. Vote was unanimous. 5 Ayes – 0 Nays.

**F. Jamesville Cemetery – Tree Removal.** A tree recently fell at the town cemetery but no damage occurred to any headstone although it was close. At some near date, potentially hazardous trees adjacent to the Ruritan property need to be removed as well as additional trees towards the back to allow for expansion of available cemetery plots. Clearing costs and the possibility of selling the lumber was discussed. Property alongside of Dollar General [contains Dominion right-of-way] was also mentioned for procurement. Commissioner Preston Craddock moved that research be done and presented at a later date for further board discussion. The second was given by Commissioner Allen. Vote was unanimous. 5 Ayes – 0 Nays.

**G. Elementary School Traffic.** Commissioner Cockrell noted this issue is being discussed during staff meetings, an ongoing problem that needs to be officially addressed with the county superintendent of schools (not the school board). Until a resolve can be determined, a suggestion from town staff has been made that a deputy sheriff needs to be positioned for assistance in directing vehicles due to the current safety problems with traffic flow. Commissioner Preston Craddock moved that the town make contact with the superintendent and file a formal complaint reporting the ongoing safety problems with an urgent request that something be done. Commissioner Williams seconded. Vote was unanimous. 5 Ayes – 0 Nays.

**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**

Town Clerk Cockrell indicated no updates need to be discussed in closed session.

**IX. Board Comments**

No board comments were offered.

**X. Adjourn**

Commissioner Allen moved to adjourn at 8:11 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