

TOWN OF JAMESVILLE
MONTHLY BOARD MEETING 05/12/2025
MINUTES

The following is an account of the minutes taken at the Regular Monthly Board Meeting held between 7:00 p.m. & 9:58 p.m. on 05/12/2025 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
- Willis Williams – Commissioner
- Rachel Craddock – 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. Commissioner Willis Williams offered the prayer. Staff present: ORC Samuel Lilley, Employee Billy Owens [arrived at 7:50 p.m.], as well as, Planning Board Chairperson Delsie Williams. Also present was ORC/WTP Julius Patrick.

II. Adopt Agenda

Commissioner Williams moved for adoption of the agenda with the necessary changes that were made [items added listed below]. The second was given by Commissioner Mary Allen. Vote was unanimous. 5 Ayes – 0 Nays.

- VII. New Business, I. Revelle Builders WTP Repair Quote
- VII. New Business, J. Cemetery Plot Buy Back Request
- VII. New Business, K. UDEE Company Quote for Sewer Line Replacement

III. Approval of Minutes

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

- Special Board Meeting & Closed Session – January 28, 2025
- Regular Board Meeting & Closed Session – February 10, 2025
- Special Board Meeting & Closed Session – February 13, 2025
- Special Board Meeting & Closed Session – February 17, 2025
- Regular Board Meeting – March 10, 2025

IV. Public Comment

ORC/WTP - Julius Patrick. Patrick formally introduced himself and stated he appreciates the opportunity to help the town with its new water facility, bringing over thirty-three years of experience and the desire to protect public health. Appreciation was also expressed by the board members for all the contributions Patrick has already made.

Warren Pettiford - Water Bill Adjustment. Mr. Pettiford experienced a leak at his rental property located at 1215 Stewart Street, Lot #2. The leak issue and non-payment on the account has resulted in water service being turned off a month ago. A balance of \$717.17, including the reconnection fee of \$75, is due on Account #520. The landlord, Bud Swain, has sent a repairman to fix the problem but it is uncertain if the problem has been resolved due to the water service

being disconnected. After discussion with Pettiford as to conditions of policy procedures for a weekly payment plan and providing a sewer credit of \$110.76, Commissioner Williams moved for approval of a weekly payment plan for the \$606.41 balance with the stipulation that future monthly current billing must also be made timely. Commissioner Preston Craddock gave the second. The motion carried unanimously. 5 Ayes – 0 Nays.

V. Reports

A. Mayor.

1. **Mayors' Quarterly Meeting – June 4, 2025 at 6:00 p.m.** Mayor Tucker indicated that it is the Town of Jamesville's time to host the quarterly mayors' meeting. The Friendly Spot has been chosen for the meeting location with the meal being catered by Hardison's BBQ. Further details to be announced at a later date.

2. **USDA Emergency Watershed Protection Program Presentation – Ms. Shameeka McKoy.** After serving in the US Air Force for twenty years, Ms. McKoy is now, along with her husband, operating a 36-acre farm and has partnered with MCL Jasco to educate local municipalities about the programs offered by the US Department of Agriculture under the National Resources Conservation Service. The Emergency Watershed Protection Program initiative, which is separate from FEMA, deals with helping communities to recover from natural disasters. Information was provided detailing aspects of the program and instructions on requesting funding assistance.

B. Water/Wastewater Report – Samuel Lilley. Lilley reported that the chemical storage shed has been completed, though some work remains on the feed lines. Work will be done to check all the town's sewer RPZs, noting that the person who does said maintenance has been booked up. Other matters will be addressed later in this agenda.

C. Public Works Report – Billy Owens. After Owens arrived late, this agenda item was addressed out of sequence. A report was given regarding incidents at 207 Stewart Street and 1220 Water Street dealing with isolation valves being repaired. Service was done to all the trucks during the past month. A downed tree behind the town hall was cleared, and a pressure wash was performed of the building. Potholes were repaired on Stewart Street.

D. Finance Officer - Kimberly Cockrell

1. **Financial Statements – April 2025.** Finance Officer Kimberly Cockrell presented and reviewed with board members the April 2025 reports for all town funds. Expenses related to public safety and diesel fuel were clarified.

2. **Budget Amendments.** The general fund budget amendment presented relates to expense increases for telephone, public safety charges and allocation for repairs. The water/sewer fund amendment covers the WTP SCADA annual fee, additional advertising related to the sewer plant, water treatment plant chemicals and water repairs. Commissioner Preston Craddock moved for approval of said budget amendments, with a second by Commissioner Williams. Vote was unanimous. 5 Ayes – 0 Nays.

GF BUDGET AMENDMENT #7 - 5/12/2025

	<u>CREDIT</u>	<u>DEBIT</u>
1039300 Appropriated Fund Balance	\$4,500.00	
1040134 Telephone		\$500.00
1040148 Repairs		\$2,000.00
1043000 Public Safety/Sheriff Dept		\$2,000.00
	<hr/> \$4,500.00	<hr/> \$4,500.00

***Amendment is needed due to increases of telephone, public safety charges & allocation for repair

W/S BUDGET AMENDMENT #6 - 5/12/2025

	<u>CREDIT</u>	<u>DEBIT</u>
3039300 Fund Balance Appropriated	\$1,400.00	
3071839 Sewer Analysis	\$3,000.00	
3071439 Water Analysis	\$3,000.00	
3071423 Supplies/Materials (W)		\$4,000.00
3071837 Advertising (S)		\$200.00
3071340 Dues (W)		\$1,200.00
3071448 Repairs & Maintenance (W)		\$2,000.00
	<hr/>	<hr/>
	\$7,400.00	\$7,400.00

***Amendment is needed for WTP SCADA Annual Fee, additional advertising sewer plants, water treatment plant chemicals and water repairs.

3. **Water/Sewer Billing Adjustments.** FO Cockrell noted two payments were received timely but inadvertently not posted correctly before the 20th of the month which caused the \$25 late fee to incur on each account [Account #157 and Account #401]. Commissioner Allen moved for approval of the late fee adjustment for said accounts. Commissioner Williams seconded. Vote was unanimous. 5 Ayes – 0 Nays.

4. **FY 23-24 LGC FPIC Response / LGC Audit Reporting Deadline for FY 2025.** FO Cockrell reported the LGC has approved the town's audit report and responses given addressing the late date of submission and updating aging infrastructure. Beginning FY 2025, the LGC has changed its deadline for submission of audit reports to December 31, from October 31, which eliminates the grace period. Submissions after December 31 fall under additional requirements and penalties.

5. **Microsoft Office Upgrade.** FO Cockrell presented the board with a request to upgrade the administrative office's 2016 Microsoft Office software to the 2021 version which will be compatible with Windows 11, the current operating system. Said cost is \$22.50. Commissioner Williams moved for approval, with a second by Commissioner Allen. Vote was unanimous. 5 Ayes – 0 Nays.

E. Mid-East Commission. Commissioner Rachel Craddock indicated that a meeting is scheduled for Thursday, May 15. An update will be forthcoming.

F. Planning Board. Chairperson Delsie Williams indicated there is no information or update to bring before the board.

G. Water/Sewer Grant Projects

1. WTP Project Updates.

a. Testing Equipment. Regarding the needed testing equipment, it is not certain if DEQ will be covering this expense. One item is a pH meter device, estimated cost of \$1,391.72, and a colorimeter for \$2,415.00, as well as lab testing supplies for \$89.77. Purchase is being recommended because of its necessity now at this time with reimbursement to be sought later, if

possible. Finance Officer Cockrell recommended a water/sewer fund budget amendment for \$4,500 to cover said expenses. Commissioner Williams moved for approval of the purchase and the recommended budget amendment, with the second given by Commissioner Preston Craddock. Vote was unanimous. 5 Ayes – 0 Nays.

2. **Sewer Rehab.** No updates at this time.

3. **WWTP Project Updates.**

a. **Recommendation for Award / Memorandum of Negotiation.** A Municipal Engineering letter dated May 5, 2025 summarizes the proposed wastewater treatment plant improvements and the recommendation for award according to review of the one negotiated bid received of \$3,048,991.38 from Peters and White Construction Company of Chesapeake, Virginia [original bid was \$6,980,850.00]. NCDEQ funds available to cover total project expenses is \$3,816,250.00. Commissioner Preston Craddock moved for approval with a second by Commissioner Cockrell. The motion carried unanimously. 5 Ayes – 0 Nays. These documents are available for public review by contacting the town clerk.

b. **Revised Pricing & Project Scope Reduction / Project Bid Information.** The scope summary provides a revised price description by bid item and the bid information covers all items required for bid submission. Commissioner Williams moved for approval with a second by Commissioner Preston Craddock. Vote was unanimous. 5 Ayes – 0 Nays. These documents are available for public review by contacting the town clerk.

c. **Capital Project Ordinance / Resolution of Tentative Award.** With regard to the capital project ordinance for the wastewater treatment plant grant project and the resolution of tentative award, Commissioner Preston Craddock moved for approval as presented. The second was given by Commissioner Allen. Vote was unanimous. 5 Ayes – 0 Nays.

CAPITAL PROJECT ORDINANCE

Jamesville, NC Wastewater Treatment Plant Improvements

BE IT ORDAINED by the Town of Jamesville, Board of Commissioners, that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section 1: The Project authorized is the **Jamesville WWTP Improvements**, to be funded by NCDEQ-Division of Water Infrastructure SRP-Grant and American Recovery Plan Act (ARPA) funds.

Section 2: The officers of this unit are hereby directed to proceed with the capital project within the terms of the budget contained herein. This is a project-length budget wherein the Capital Project Fund will remain operational for the term of this Project.

Section 3: The following expenditure amounts are appropriated for the Project:

Peters and White Construction Company	\$3,048,991.38 (Negotiated)
Planning & Design	\$ 281,000.00
Construction Admin/Observation	\$ 333,809.05
Contingency	<u>\$ 152,449.57</u>
Total Project Costs	\$3,816,250.00

Section 4: The following financing source is anticipated to be available to complete this Project:

NCDEQ-DWI APRA (SRP-W-ARP-0234)	<u>\$3,816,250.00</u>
Total	\$3,816,250.00

Section 5: The Finance Officer is hereby directed to maintain within the Capital Project Fund sufficient detailed accounting records to satisfy the requirements of the funding agency, the funding agreements, and the federal regulations. The terms of the bond resolution shall also be met.

Section 6: Funds may be advanced from the General Fund for the purpose of making payments as due. Reimbursement requests should be made to the funding agency in an orderly and timely manner.

Section 7: The Finance Officer is directed to report, on a quarterly basis, on the financial status of each Project element in Section 3 and on the total grant/loan revenues received or claimed.

Section 8: The Budget Officer is directed to include a detailed analysis of past and future costs and revenues related to this capital project in every budget submission made to this Board.

Section 9: Copies of this Capital Project Ordinance shall be furnished by the Clerk to the Governing Board, to the Budget Officer, and the Finance Officer for direction in carrying out this Project.

Duly adopted this _____ day of _____ 2025

Craig Allen Tucker, Mayor

Attest:

Kimberly Cockrell, Town Clerk

RESOLUTION OF TENTATIVE AWARD
Town of Jamesville
Sanitary Sewer Improvements
SRP-W-ARP-0238

WHEREAS the Town of Jamesville, North Carolina, has received bids, pursuant to duly advertisement notice, therefore, for construction of the Jamesville Sewer System Improvements & Rehabilitation and

WHEREAS Municipal Engineering, Inc. Consulting Engineers has reviewed the bids and

WHEREAS, Enviro-Tech Unlimited Construction Services, LLC was the lowest bidder for the Town of Jamesville Sanitary Sewer Improvements & Rehabilitation, in the total bid amount of \$4,201,375.00, and

WHEREAS, the consulting Engineers recommend a **TENTATIVE AWARD** to the lowest bidder(s).

NOW, THEREFORE, BE IT RESOLVED that the **TENTATIVE AWARD** is made to the lowest bidder(s) in the Negotiated Total Bid Amount of \$2,765,220.00

Name of Contractor	Negotiated Amount
1. <u>Enviro-Tech Unlimited Construction Services, LLC</u>	<u>\$2,765,220.00</u>

BE IT FURTHER RESOLVED that such **TENTATIVE AWARD** be contingent upon the approval of the North Carolina Department of Environmental Quality.

Upon motion of Commissioner Mary Allen, seconded by Commissioner Willis Williams, the above **RESOLUTION** was unanimously adopted.

This 14th day of May, 2025.

Rachel Craddock, Commissioner

(Seal)

Attest:

Kimberly Cockrell, Town Clerk

H. Mideast Pro – TCC & TAC – Mary Allen. Commissioner Allen indicated she has no update report to offer at this time.

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 Allen moved to approve, with Commissioner Williams giving the second. Vote was unanimous. 5 Ayes – 0 Nays.

B. Cemetery Ordinance Annual Cleanup. Staff will begin cleanup tasks this week to remove those items in violation of the current cemetery ordinance. Pictures will be taken to document plot sites before any item is removed.

C. NERSBA Graduation – May 17, 2025. Board members were encouraged to attend NERSBA's upcoming graduation and RSVPs have been made. A social for lineup will be held prior to the ceremony, with time of arrival requested by 9:15 a.m.

VII. New Business

A. Hazen & Sawyer – Special Meeting –Thursday, May 22, 2025. This special meeting is scheduled for 6:00 p.m. at the Jamesville Town Hall, with representatives from Hazen & Sawyer to meet with Jamesville's commissioners. [The board will also be conducting a budget workshop following the special meeting.]

B. Resolutions for Citizen Appreciation Program. Commissioner Cockrell moved to approve the resolutions for the town's citizen appreciation program as presented. Commissioner Williams gave the second. Vote was unanimous. 5 Ayes – 0 Nays.



Town of Jamesville
In Appreciation to
Mr. Alfred "Al" Paduch
for Outstanding Community
Service



WHEREAS, the Town of Jamesville desires to recognize and honor citizens for distinguished and dedicated contributions; and

WHEREAS, Mr. Alfred "Al" Paduch has been a Jamesville resident for several decades and calls it home; and

WHEREAS, Mr. Alfred "Al" Paduch has for years walked the town streets picking up trash and debris to make the town presentable and a place to be proud of; and

WHEREAS, By Mr. Alfred "Al" Paduch sharing his time and passion to clean up Jamesville and deliver solutions to the challenges we face that we need now more than ever; and

WHEREAS, We are now living in a day that calls for HOPE for our futures, LIGHT to see our way forward and LOVE for one another, which Mr. Paduch shows through his services by providing all three; and

NOW, THEREFORE, BE IT RESOLVED, by the Council of the Town of Jamesville, that appreciation be shown to Mr. Alfred "Al" Paduch for the many years of volunteer leadership to make Jamesville a cleaner place to call home.

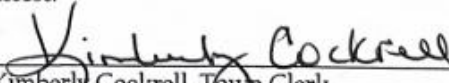
BE IT FURTHER RESOLVED, this Council as evidence of appreciation, adopts this Resolution to be spread upon the record and a copy with the Corporate Seal of the Town be affixed on this 12th day of May, 2025, and transmitted with sincere thanks.





Craig Tucker, Mayor

Attest:



Kimberly Cockrell, Town Clerk



Town of Jamesville
In Appreciation to
Ms. Betty Margaret Williams
for Outstanding Community
Service



WHEREAS, the Town of Jamesville desires to recognize and honor citizens for distinguished and dedicated contributions; and

WHEREAS, Ms. Betty Margaret Williams was born and raised in the Jamesville Community and calls Jamesville home; and

WHEREAS, Ms. Betty Margaret Williams has committed herself to donating many hours to help the town with various clerical duties as well as community needs; and


WHEREAS, Ms. Betty Margaret Williams has exhibited remarkable integrity, exceptional problem-solving skills, and an extraordinary work ethic that well exceeds most; and

WHEREAS, We are living in a moment that calls for HOPE for our futures, LIGHT to see our way forward and LOVE for one another. Through Ms. Betty Margaret Williams' services she has provided all three; and

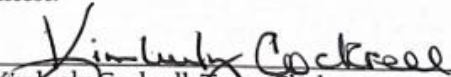
NOW, THEREFORE, BE IT RESOLVED, by the Council of the Town of Jamesville, that appreciation be shown to Ms. Betty Margaret Williams for the many years of dedicated professional clerical services she has provided to the Town of Jamesville when she saw the need.

BE IT FURTHER RESOLVED, this Council as evidence of appreciation, adopts this Resolution to be spread upon the record and a copy with the Corporate Seal of the Town be affixed on this 12th day of May, 2025, and transmitted with sincere thanks.




Craig Tucker, Mayor

Attest:


Kimberly Cockrell, Town Clerk

C. Resolution Authorizing Advertisement of Contract Opportunities by Electronic Means. This resolution was recommended by the town's engineer for saving money for advertisement of public contracts solely by electronic means versus newspaper advertisement. Commissioner Preston Craddock moved for approval, with a second by Commissioner Williams. Vote was unanimous. 5 Ayes – 0 Nays.

**Resolution Authorizing Advertisement of Contract Opportunities Solely by
Electronic Means**

WHEREAS, NCGS §143-129(b) generally requires the advertisement of opportunities for public contracts in a newspaper having general circulation in the Town of Jamesville, and

WHEREAS, NCGS §143-129(b) allows the Town of Jamesville Governing Board to authorize the advertisement of such contracts solely by electronic means, and

WHEREAS, the reach of relevant electronic means has increased, and

WHEREAS, the cost of advertisement in a newspaper having general circulation has increased, and

WHEREAS, the reach of a newspaper having general circulation has declined below the reach of relevant electronic means,

NOW, THEREFORE, BE IT RESOLVED that the Town of Jamesville Governing Board authorizes the town to advertise contracts solely by electronic means, without advertisement in a newspaper having general circulation or other additional means.

BE IT FURTHER RESOLVED that the Town of Jamesville may conduct additional advertisement by such means as the Town of Jamesville Governing Board determines to be appropriate.

BE IT FURTHER RESOLVED that advertisement solely by electronic means may include the following as appropriate:

- the Town of Jamesville website,
- The Town of Jamesville social media accounts, and
- For construction contracts, such plan rooms as Construct Connect or Dodge Data & Analytics (the "Blue Book").

Upon motion of Commissioner Preston Craddock, seconded by Commissioner Willis Williams, the above **RESOLUTION** was unanimously adopted.

This is 12th day of May, 2025.

Craig Tucker, Mayor

Attest:

Kimberly Cockrell, Town Clerk



D. Martin County High School Football – Request for Donation. A request by Martin County High School seeks a donation that would go towards football uniforms and equipment, facility upgrades as well as meal and travel expenses. After board discussion, a consensus agreed to not send a donation.

E. Generator Maintenance Quote. A quote has been requested for an annual fee. A semi-annual fee has been given of \$2,600 for all generators [three] except for the new water treatment plant generator. This item will be discussed at the June board meeting.

F. Powell Bill Map Quote - Municipal Engineers. The Town of Jamesville is required every five years to update its Powell Bill map. The engineer who has done the town's previous maps has retired and Municipal Engineering has agreed to take on this task. A one-time fee of \$1,800 will cover setting up the mapping records, with future fees charged if amendments are necessary due to any changes. Commissioner Preston Craddock moved for approval, with a second given by Commissioner Williams. Upon call for the vote, the motion carried unanimously. 5 Ayes – 0 Nays.

G. OSBM Point of Contact for Jamesville. Commissioner Williams moved that Town Clerk/Commissioner Kimberly Cockrell continue serving as the Town of Jamesville's point of contact person for the NC Office of State Budget and Management's annual demographic information survey and for reviewing provisional population estimates. A second was given by Commissioner Preston Craddock. Vote was unanimous. 5 Ayes – 0 Nays.

H. Backhoe Repair. The town's backhoe is in need of rear hydraulic repair. Said equipment must be transported to Mitchell Tractor Company in Washington for an estimate to be obtained. Warranty coverage has expired. Commissioner Preston indicated the repair has to be done as some town tasks depend on the use of the backhoe. Board members gave a consensus to have the backhoe transported for a repair estimate.

I. WTP Repair. Revelle Builders has presented a \$11,402 repair estimate regarding the damage done by a Water Guard delivery truck at the new water treatment plant. Funds to cover the repair cost have been received from Water Guard. Commissioner Preston Craddock moved for approval to proceed with having the repair work done. Commissioner Allen seconded. Vote was unanimous. 5 Ayes – 0 Nays.

J. Cemetery Plot Buy Back. Town Clerk Cockrell indicated that Gary and Maria Holliday bought three plots in 2013 at a cost of \$500 each [a total of \$1,500]. Personal plans have changed with regard to burial arrangements and a verbal request has been submitted to ask for the town's consideration to buy back the plots. The Holidays' have been instructed to put the buyback request in writing to be notarized. Commissioner Williams moved for approval of the buy-back transaction upon receipt of the written request being notarized, with a second by Commissioner Allen. Upon call for the vote, the motion carried unanimously. 5 Ayes – 0 Nays.

K. UDEE Company – Sewer Line Replacement. ORC Lilley explained that sewer issues have been regularly occurring at Fleming Circle due to roots in the town's section of pipeline. A resident has now become aggressively upset and has expressed extreme frustration in dealing with the ongoing problem. When a recent complaint occurred after business hours, staff dealt with the maintenance situation as best as possible but the resident was difficult to reason with and satisfy. Lilley indicated to the board members that to truly resolve the problem a repair will require cutting out the blocked section of sewer line and replacing said portion. As to the expense, a consensus by

the board agreed that the repair be done on the next fiscal budget year as the current year is already extended. Board discussion concurred that staff should not have to deal with a resident when aggression is occurring, offering that, if necessary, a police officer be present when any town maintenance work is performed. A letter will be sent to the resident explaining what will be done as well as stating that aggression towards town staff will not be tolerated. Commissioner Preston Craddock moved that this repair issue be budgeted in the next fiscal year [FY 25-26] and that in the interim a letter be written to the affected homeowners involved explaining the repair plan and inform them of consequences for any interference. Commissioner Williams gave the second. Upon call for the vote, the motion passed unanimously. 5 Ayes – 0 Nays.

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

With stating that pursuant to NCGS §143-318.11(a)(6) Personnel and to NCGS §143-318.11(a)(3) Attorney Client Privilege, Commissioner Preston Craddock moved to go into closed session. Commissioner Williams seconded. The motion carried unanimously. 5 Ayes – 0 Nays. Time was 8:40 p.m.

Commissioner Preston Craddock moved to go back into regular session, seconded by Commissioner Williams. Vote was unanimous. 5 Ayes – 0 Nays. Time was 9:55 p.m.

Commissioner Preston Craddock moved that the board hold a special meeting for May 27, 2025 at 6:00 p.m. for personnel reasons. Commissioner Cockrell gave the second. Vote was unanimous. 5 Ayes – 0 Nays.

Commissioner Cockrell moved that the board pay Preston Craddock \$50 total for two public service recognition plaques. Commissioner Williams seconded. The motion carried unanimously. 5 Ayes – 0 Nays.

Commissioner Preston Craddock moved that the board authorize the town attorney to move forward with letters to residents regarding livestock within town limits. Commissioner Williams seconded. Vote was unanimous. 5 Ayes – 0 Nays.

IX. Board Comments – None.

X. Adjourn

Commissioner Allen moved to adjourn at 9:58 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