

**TOWN OF JAMESVILLE**  
**MONTHLY BOARD MEETING 07/8/2024**  
**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. & 9:32 p.m. on 07/8/2024 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 (via phone & zoom)
- 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 7:04 p.m. and asked Employee Samuel Lilley to pray over the meeting. Staff present: Heath Bess and Neil Lilley.

**II. Adopt Agenda**

Commissioner Kimberly Cockrell requested for the following changes be made to the agenda: Addition requested were under VII. New Business - D. Ordinance Prohibiting Certain Animals. Commissioner Mary Allen moved for adoption of the agenda with the requested addition. The second was given by Commissioner Rachel Craddock. Vote was unanimous. 5 Ayes – 0 Nays.

**III. Approval of Minutes**

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

- Regular Board Meeting – April 8, 2024

**V. Public Comment**

1. Mr. William “Bud” Swain came to the board explaining that he owns a trailer park located at 1215 Stewart Street in Jamesville. He stated that currently the trailer park is being service by one water meter. He is asking permission to add an additional 5 water meters that would make a total of 6 meters for water service. He stated that he is willing to pay the tap on fee and the current deposit for each account. He understands that the deposit will be the in the renter’s name and upon closing of that account the deposit will be applied to the account to pay for any outstanding bill on the account. If there is a credit, a check will be issued to the account holder. Mr. Swain was aware of how the deposit would be handled and is gifting the deposit amount to the tenant that is putting the service in their name.

Commissioner Rachel Craddock moved to approve the additional 5 water taps & meters for the property located at 1215 Stewart Street. Mr. Swain will be paying the tap on fee and the current deposit for each of those additional accounts. Commissioner Mary Allen seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

2. Mr. Jeremiah Taylor introduced himself to the board and stated that he is running for Martin County Commissioner. He is a Bear Grass resident and is seeking election as a Martin County Commissioner serving in the Eastern District. He stated that he has posted his resume on Facebook

for anyone that would like to look at it. He continued that he has 30+ years in financing. He stated that his goal is to help get the county get back on track with the help of County Commissioner Skip Gurganus and start planning for the many years to come.

3. Jacques Ruffin spoke to the board regarding a leak that he had at his property at 1105 Stewart Street. He stated that a hose blew out behind his trailer. The board took discussion. Commissioner Rachel Craddock moved to approve an adjustment on the sewer for his account. Commissioner Mary Allen seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

4. Mr. Skip Gurganus came to give support to Mr. Jeremiah Taylor who is running to serve as a Martin County Commissioner. He stated that he was not in attendance to solicit votes as everyone knows who he is and what he has done to help Martin County. He continued stating that the RDOF (Rural Digital Opportunity Fund) is currently financing to put fiber in the ground for broad band in NC. The county has two GREAT grants (Growing Rural Economies with Access to Technology) that are in process and will cover what the RDOF grants doesn't. The county has also been awarded a Continuing to Access to Broadband grant (CAB) will be used to fill in areas that will need broadband that the prior grants do not cover. Martin County is required to match those grants and ARPA (American Rescue Plan Act) funds will be used for those allocations.

BEAD program (Broadband Equity, Access, and Deployment) will be used to reach other areas that are in need for broadband and is not covered under the prior grants. They are chasing these grants to bring broadband to Martin County.

He continued giving an update on the county hospital situation. He stated that NC Senator Bobby Hanig recognized the situation that Martin County was in and got the REX legislation in the budget and achieved support to pass it. It has never been allowed in NC before. They reached out to CMS (Centers for Medicaid and Medicare Services) in Washington DC and they are allowing Martin General to open as an REH (Rural Emergency Hospital). This is the first time in history that a closed inpatient hospital has been given the approval to open as a REH facility. He stated that Thom Tillis and Ted Budd's office worked to help make this happen. Don Davis' office may have helped some but was unsure of how much. Martin County has permission to reopen as a REH facility and DHHS (Department of Health and Human Services) has inspected the hospital. Upon the inspection completion the county was given a short list of things that will have to be done to let a provider come in and open. Martin County has hired an architect and engineering firm to see what the cost of repairs would be. Once all of that information comes back they can put it together and submit a Request for Proposal and send out to the providers. There are 12 providers that are interested in Martin County's REH. He stated that Interim Manager/County Attorney Ben Eisner is the reason that the county has progressed as far as they have.

He closed with encouraging everyone to research the people that are on the ballot and put a check beside the name that you feel will be a humble and honest servant that will be there to help Martin County.

## VI. Reports

A. Mayor – None.

B. **Water/Wastewater Report – Samuel Lilley** – Employee Samuel Lilley stated that they had a good month with a limited number of breakdowns. He stated that he wanted to talk to the board about the new water pump. He said that something happened to the pump on a day that we had storms and some severe lightning. He continued that Magette Well and Pump looked at the pump and motor also to try to diagnose what happened. It was determined that the motor suffered from some type of power surge. Dominion came out and checked the power lines and stated that there were many lightning strikes all around Jamesville that morning the damage occurred. Magette came and put a new motor on the pump and it is back up and running. A Bac-T sample has to be taken to the lab and cleared before it can be put back into service. When the power surge occurred

it burned up a transformer and several fuses in the Water Treatment Plant. Magette Well will be sending the motor back to the company to see if they will honor a replacement. The R/O technicians will be in town the next day to look at the plant. He continued that they had changed a diaphragm out in the water plant and they unclogged a sewer line for Ms. Helen Bass.

**C. Water/Wastewater Report/Public Works Report-** Employee Heath Bess reported that they trimmed back the limbs and debris on Astoria Road. He continued that the Sewer pump station on Hwy 171 had a motor to lock up due to rags and flushable wipes being around the impeller. They pulled the motor and cleaned the debris off of it to get it back running. Employee Bess stated that they have started moving things from the old water plant over to the shop. He's been putting up shelves to put the parts on.

**D. Finance Officer - Kimberly Cockrell**

1. **Financial Statements – June 2024.** Finance Officer Kimberly Cockrell presented and reviewed with board members the June 2024 reports for all town funds.
2. **Budget Amendments – None**

**E. Mid-East Commission –** Commissioner Rachel Craddock stated that they had a meeting the last week of June. She reviewed the 2024 Mid East Region Comprehensive Economic Strategy with the board. She explained that it gives you the diagrams and plans to help obtain more grant money for the county. She continued that this is how Bertie has obtained so much grant money. She encouraged the board to start looking at the information in the document. The Comprehensive Economic Development Strategy is designed and required to bring together the public and private sectors in creating a comprehensive and performance-based plan to strengthen the regional economy. This plan provides an analysis of the regional economy and all of its elements and services as a guide to establishing regional goals and objectives, developing and implementing a regional plan of action, identifying investment priorities and funding sources, and assigning lead organizations the responsibility for executing the action plan.

Commissioner Rachel Craddock continued that there will be fall funding for Drinking water and Wastewater grants through NCDEQ. The town can use additional funding for new water meters. She continued stating that there is an upcoming meeting about the application process that anyone interested could attend.

She mentioned that on July 18<sup>th</sup> there is a Broadband meeting at Chowan Community College in Ahoskie from 10am-1pm.

**F. Planning Board – None**

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

1. **WTP Meeting 7/24/24 at 10:00 a.m.** The next grant project meeting is scheduled for Wednesday, July 24, 2024 at 10:00 a.m. for the engineer and general contractor to provide updates regarding the town's new water treatment plant.

**H. Mideast Pro- TCC & TAC- Mary Allen-** Commissioner Mary Allen stated that they didn't have a meeting in July and the next meeting will be in August.

## **VII. 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 Mary Allen made the motion to approve the disconnection list and to enforce the rules. A seconded was given by Commissioner Rachel Craddock. Vote was unanimous. 5 Ayes - 0 Nays.

**B. Water/Sewer account holder- updates needed-** No updates to report for this month. Will table until research is completed and ready for presentation.

**C. Town Hall Foundation- Structural Engineer Report-** Finance Clerk/Commissioner Kimberly Cockrell stated that the town needs to seek a contractor to give a quote for the repair. The structural engineering report was sent to the contractors that had submitted previous repair quotes. We received a response from Carolina Foundation Specialists stating that the structural engineering report did not include a detailed scope of work that needed to be completed to repair the foundation. Due to that they are unable to give us a quote without that scope of work detail.

**A. StRAP Award Email- Cleaning Ditches-** Finance Officer/Commissioner Kimberly Cockrell stated that Jamesville received an award amount of \$137,755. The town is in contact with Martin County Soil and Conservation employee Lynn Whitehurst. We are waiting for a response from Mr. Whitehurst on what we need to do to move forward.

## **VIII. New Business**

**A. Mid East Commission Zoning Services Contract 7/1/24-6/30/25-** Finance Officer/Commissioner Cockrell went over the zoning services contract with Mid East Commission with the town board. She mentioned that the rates have increased from the previous year. Commissioner Rachel Craddock moved to approve the contract as presented. Commissioner Kimberly Cockrell seconded. Vote was unanimous. 5 Ayes – 0 Nays.

# MID-EAST COMMISSION

## Planning and Zoning Administration Services Contract July 1, 2024 – June 30, 2025

THIS AGREEMENT, made this 8<sup>th</sup> day of July 2024, by and between the Mid-East Commission, hereinafter called the "Commission," and the Town of Jamesville, North Carolina, hereinafter called the "Board."

### WITNESSETH

WHEREAS, the Commission operates to provide Planning and Technical Assistance to Local Governments in Region Q, and

WHEREAS, the Board, has requested the assistance of the Commission.

NOW, THEREFORE, the Commission and the Board mutually agree as follows:

1. Employment and Scope of Work

The Board hereby agrees to engage the Commission and the Commission agrees to perform in a satisfactory and proper manner the work as described in the detailed "Scope of Services" set forth in Exhibit A, attached hereto, and by this reference made a part hereof.

2. Length of Contract

The work of the Commission shall commence on or after the 1<sup>st</sup> day of July 2024, and shall be undertaken and completed in such sequence as to assure expeditious completion in light of the purposes of this Contract; but, in any event, the work required herein shall not extend beyond the Scope of Services set forth in Exhibit A, and this contract and all conditions of this contract shall expire on the 30<sup>th</sup> day of June 2025.

3. Assignability

The Commission shall not assign any interest in this Contract and shall not transfer any interest in the same whether by assignment or substitution, without the prior written consent of the Board, unless specifically contained in the Scope of Work.

4. Compensation and Method of Payment

The Board will pay the Commission for the services provided hereunder, based upon an hourly rate for actual hours of work provided to the Board by the Commission staff. Associated travel costs authorized by the Board will be an extra charge. Such travel will include periodic (monthly) trips around the Town for Code Enforcement purposes.

The total of services, not to exceed \$5,100.00, is described on page 4, Exhibit A, Scope of Services.

The Commission will issue an invoice to the Board on a Monthly Basis. The Board will issue a check to the Commission upon receipt of the agreed upon services as set forth in Exhibit A.

5. Termination of Contract for Cause

The Board shall have the right to terminate this Contract by giving written notice to the Commission of such termination forty-five (45) days before such effective date.

The Commission may also terminate this contract for any reasons associated to its workload, time constraints, and the like. If the Commission feels that it cannot complete the work for any of the aforementioned reasons, it shall have the right to terminate this contract by giving written notice to the Board of such termination forty-five (45) days before such effective date.

6. Changes

The Board may from time-to-time request changes in the Scope of Work or services to be performed by the Commission hereunder. Such changes, including any increases or decreases in the Commission compensation, which are mutually agreed upon by and between the Board and the Commission, shall be incorporated as written amendments to the Contract.

7. Records

The Commission shall maintain financial records pertaining to this Contract for three years after final settlement of the Contract or until cleared by audit.

8. Access to Records

The Commission shall have access to all pertinent records of the Board to assist the Commission staff in providing planning and technical services and as a part of this contract to assure that proper recordkeeping is maintained.

9. Interest of Contractor

The Commission covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this contract. The Commission further covenants that in the performance of this contract no person having any such interest shall knowingly be employed.

10. Findings Confidential

Any reports, information, data, etc., given to or prepared or assembled by the Commission under this contract which requests to be kept confidential shall not be made available to any individual or organization other than the Board.

11. Complete Agreement

This Contract contains the complete agreement of the Parties and may not be modified in any respect except by written amendment hereto.

12. Applicable Laws

The Parties agree that this document is to be governed, construed, and enforced in accordance with all of the laws of the State of North Carolina.

By: \_\_\_\_\_ By: Craig R. Tucker  
Bryant Buck, Executive Director Craig Tucker, Mayor  
Mid-East Commission Town of Jamesville

Date: \_\_\_\_\_ Date: July 8, 2024  
Attest: \_\_\_\_\_ Attest: Kimberly Cockrell

This instrument has been pre-audited  
in the manner required by the Local  
Government Budget and Fiscal Control Act.

Signed Kimberly Cockrell  
Finance Officer

**B. NERSBA Year Book Advertisement-** Commissioner Rachel Craddock made a motion to approve placing an advertisement in the amount of \$45 in the NERSBA year book for the upcoming year. A seconded was given by Commissioner Mary Allen. Vote was unanimous. 5 Ayes – 0 Nays

**C. Broadband Meeting – Thursday, July 18<sup>th</sup> – Ahoskie** – Mayor Craig Tucker read a flyer for the Broadband Meeting scheduled for Thursday, July 18<sup>th</sup> in Ahoskie from 10am – 1pm. Mayor Tucker stated that he will be attending and will RSVP himself.

**D. Ordinance #041116 Prohibiting Certain Animals-** Finance Officer/Commissioner Kimberly Cockrell spoke to the board regarding the ordinance prohibiting certain animals in town. A change was made to the ordinance on April 11, 2016, by request of Hal Davis with NERSBA, to allow chickens in town by educational institutions for educational purposes. NERSBA has since decided to no longer have chickens on their property here in Jamesville. A proposal was submitted to the town board to revise the Ordinance to remove the sentence under Article 2: “There is also exempted from the provisions of this Ordinance the keeping of poultry by an education institution for educational purposes.” from the Ordinance. Commissioner Rachel Craddock stated that the board needs to ban chickens in town. Commissioner Preston Craddock move to approve the removal of the requested sentence in Article 2 which would ban chickens from residing within the town limits of Jamesville. Commissioner Rachel Craddock seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

The town board was given information regarding a letter sent to the Property owners residing at 1931 Main Street that erected a chicken coop the beginning of June 2024 without contacting the town first. The letter stated that the town needs to receive verification that the property located at 1931 Main Street, Jamesville, NC is designated as an educational institution in NC.

#### **IV. Closed Session Pursuant to G.S. 143-318.11(a)(6) Personnel**

Commissioner Kimberly Cockrell moved to go into closed session, with the second given by Commissioner Preston Craddock. Vote was unanimous. 5 Ayes – 0 Nays. Time was 9:10 p.m.

Commissioner Preston Craddock moved to go back into regular session, seconded by Commissioner Kimberly Cockrell. Vote was unanimous. 5 Ayes – 0 Nays. Time was 9:26 p.m.

The town board discussed a concern regarding job performance for personnel.

Commissioner Preston Craddock moved to allow Ms. Taylor Ambrose to pick up the mail daily, Monday – Thursday, from the Post Office and bring it back to the office for Mayor Tucker to open and review. Commissioner Kimberly Cockrell gave the second. Upon call for the vote, the motion carried unanimously. 5 Ayes – 0 Nays.

**X. Board Comments** – Commissioner Rachel Craddock stated that the town needed to purchase a new window unit air conditioner to replace the one that had quit working in the town board meeting room. Commissioner Preston Craddock moved to approve the purchase of a new air conditioning unit as requested by Commissioner Rachel Craddock. Commissioner Mary Allen gave the second. Motion unanimously passed. 5 Ayes – 0 Nays.



**XI. Adjourn-** Commissioner Mary Allen moved to adjourn at 9:32pm. A second was given by Commissioner Rachel Craddock. Vote was unanimous. 5 Ayes – 0 Nays

Respectfully submitted by:  
Kimberly Cockrell,  
Town Clerk/Finance Officer