

**TOWN OF JAMESVILLE**  
**MONTHLY BOARD MEETING 08/12/2024**  
**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. & 9:34 p.m. on 08/12/2024 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
- Rachel Craddock – Commissioner
- Mary Allen – Commissioner
- Kimberly Cockrell – Commissioner
- Preston Craddock – Commissioner (via Zoom)

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 asked Commissioner Willis Williams to pray over the meeting. Staff present: Heath Bess and Neil Lilley.

**II. Adopt Agenda**

Mayor Craig Tucker stated that the following changes be made to the agenda:

Addition requested were under VII. New Business - N. Herring Festival; O. PNG Invoices;

P. NCLM Meeting. Item H. Mayor Pro-tem was removed from the agenda and will be discussed in Closed Session.

Commissioner Mary Allen moved for adoption of the agenda with the requested revisions.

The second was given by Commissioner Willis Williams. 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 Mary Allen. Vote was unanimous. 5 Ayes – 0 Nays.

- WTP Progress Meeting Minutes – June 26, 2024
- WTP Progress Meeting Minutes – July 24, 2024
- Regular Board & Closed Session Meeting – May 13, 2024

**V. Public Comment**

**1.** Resident Eddie Hines that lives on Smithwick street brought complaints to the Town Board regarding overgrown bushes at the stop sign on the corner of Main & Smithwick streets; holes in the street and the overgrown bushes that is hanging over the road and hitting the roofs of the vehicles as they travel down the street.

Commissioner Rachel Craddock mentioned that the town has heard his complaints and will do the best that we can on working on them. Employee Heath Bess stated that he has noted his concerns and will add them to the list to get worked on.

**2.** Resident James Boone that lives at 1387 Main Street brought several complaints to the board ranging from tree limbs growing over Main Street, water leak that was on his property, mentioned that more deputy's need to patrol down Astoria Road due to the illegal traffic going down the street at all hours of the day and night and has concerns with the dogs that run around the town. Commissioner Rachel Craddock stated that the tree limbs over Main Street is maintained by

NCDOT and that Jamesville does not have a leash law because the town adopted Martin County's Animal Ordinance for enforcement purposes. She suggested that if he has problems with any animals that he contact Martin County Animal Control and make a complaint for them to check it out.

## **VI. Reports**

**A. Mayor** – Mayor Tucker reported that himself and several of the town board members attended the Quarterly Mayors Meeting on August 7, 2024 in Hamilton. Mr. Randy Welch is SERCAP brought information regarding available federal funding that was available.

**B. Water/Wastewater Report – Samuel Lilley** – Employee Samuel Lilley stated that they had a busy month with the following being completed: 7/9/24 6” water main break while contractor was burying fiber lines on Hwy 171; 7/11/24 Leak at Old Fire Department hand valve; water pressure test conducted at Vivian Leggett’s; 7/20/24 power failure at Hwy 171 Pumping Station; 7/22/24 Totalizer at WWTP board was fixed; 7/23/24 7’ split in water main was replaced on Sunset Avenue; 7/26/24 Southern Corrosion inspected and fixed the tank float; replaced mechanical seal at the WWTP; water pressure checked at Carolyn Martin’s house; 8/5/24 replaced tubing for the post chlorinated lines.

Resident Eddie Hines asked Mr. Lilley why he was experiencing discolored water many times during the month. Mr. Lilley stated that the town’s water system had suffered from two water main problems that caused the whole town’s pressure to be reduced. These major water main breaks have caused the distribution system to be unstable which is where the discolored water is coming from. The maintenance department has been flushing the hydrants frequently to help with rid the system of the discolored water.

**C. Water/Wastewater Report/Public Works Report-** Employee Heath Bess reported that the White F150 truck had been fixed and was back on the road. The rack n pinion and power steering lines was replaced. He continued that they made several water taps and he had leveled the dirt from the water main repair on Sunset street. He stated that the water taps on water street are next on the schedule. Mr. Bess asked the board if they needed to proceed with getting the pot hole patching repaired now or wait until all of the water taps are completed.

Commissioner Rachel Craddock stated that they needed to wait until all of the water taps had been completed before they pot hole patched the road.

## **D. Finance Officer - Kimberly Cockrell**

1. **Financial Statements – July 2024.** Finance Officer Kimberly Cockrell presented and reviewed with board members the July 2024 reports for all town funds.

2. **Budget Amendments** – The following Budget Amendments were presented and approved by the Town Board.

a. ARPA Budget Amendments – Commissioner Rachel Craddock moved to approved the ARPA Final Budget Amendments as presented. Commissioner Willis Williams seconded. Motion was unanimously approved. 5 Ayes – 0 Nays.

**Town of Jamesville ARPA**  
**Final Project Budget Amendment - 8/12/2024**  
 July 2020 through June 2026

|                              | Jul '20 - Jun 26    | Budget              | Amendment | Final Budget        |
|------------------------------|---------------------|---------------------|-----------|---------------------|
| <b>Income</b>                |                     |                     |           |                     |
| 4050000 · ARPA Revenue       | \$142,457.78        | \$142,457.78        | \$0.00    | <b>\$142,457.76</b> |
| 4060000 · ARPA Interest      | \$1,393.60          | \$1,382.41          | \$11.19   | <b>\$1,393.60</b>   |
| <b>Total Income</b>          | <b>\$143,851.38</b> | <b>\$143,840.17</b> |           | <b>\$143,851.36</b> |
| <b>Expense</b>               |                     |                     |           |                     |
| 4100000 · Wages/Salaries     | \$98,801.23         | \$99,160.17         | -\$358.94 | <b>\$98,801.23</b>  |
| 4200000 · FICA Expense       | \$8,934.20          | \$8,965.00          | -\$20.80  | <b>\$6,934.20</b>   |
| 4300000 · Retirement Expense | \$11,894.25         | \$11,942.00         | -\$47.75  | <b>\$11,894.25</b>  |
| 4400000 · Insurance          | \$26,221.68         | \$25,783.00         | \$438.68  | <b>\$26,221.68</b>  |
| <b>Total Expense</b>         | <b>\$143,851.38</b> | <b>\$143,840.17</b> |           | <b>\$143,851.36</b> |
| <b>Net Income</b>            | <b>\$0.00</b>       | <b>\$0.00</b>       |           |                     |

b. FY 24-25 Payroll Fund Percentages – Commissioner Willis Williams moved to approved the FY 24-25 Payroll percentages by fund as presented. Commissioner Rachel Craddock seconded. The motion was unanimously approved. 5 Ayes – 0 Nays.

**Town of Jamesville FY 24-25 Payroll Percentages by fund 8/12/24**

Payroll Allocation  
 Month Ended 7/30/24

Heath Bess (15%PB/18%GF/17%W-S/50% ARPA)  
 Samuel Lilley (5%PB/22%GF/22%W-S/51% ARPA)  
 Wayne Thomas (15%PB/18%GF/17%W-S/50%ARPA)  
 Eric Martin (100% W/S)  
 Taylor Ambrose (50%GF/50%W-S)  
 Kimberly Cockrell (25%GF/24%W-S/51%ARPA)  
 Mary Allen (100%GF)

**HOSPITALIZATION Breakdown**  
 July 2024

Heath Bess (15%PB/17%GF/17%W-S/51% ARPA)  
 Samuel Lilley (5%PB/22%GF/22%W-S/51% ARPA)  
 Wayne Thomas (15%PB/17%GF/17%W-S/51%ARPA)  
 Kimberly Cockrell (25%GF/24%W-S/51%ARPA)  
 Eric Martin (retired Health ins. only) (50%GF/50%W-S)

Payroll Allocation  
 August 2024 - June 2025

Heath Bess (15%PB - 40% GF - 45% W/S)  
 Samuel Lilley (5% PB - 40% GF - 55% W/S)  
 Wayne Thomas (15% PB - 70% GF - 15% W/S)  
 Eric Martin (100% W/S)  
 Taylor Ambrose (50% GF - 50% W/S)  
 Kimberly Cockrell (50% GF - 50% W/S)  
 Mary Allen (100%GF)

**HOSPITALIZATION Breakdown**  
 August 2024 - June 2025

Heath Bess (15%PB - 40% GF - 45% W/S)  
 Samuel Lilley (5% PB - 40% GF - 55% W/S)  
 Wayne Thomas (15% PB - 70% GF - 15% W/S)  
 Kimberly Cockrell (50% GF - 50% W/S)  
 Eric Martin (50% GF - 50% W/S)

Note: The Jamesville Town Board unanimously approved to zero out the ARPA funds in July 2024. The payroll percentages were modified (with permission by the town board) to use the percentages needed to ZERO out the ARPA checking bank account.

The percentages above on the left is what was used for July 2024 Payroll Fund allocations.

The percentages above on the right is what is recommended for the Town to use for the months August 2024 to June 2025.

**E. Mid-East Commission** – Commissioner Rachel Craddock stated that they had an upcoming meeting scheduled for Thursday August 15, 2024.

**F. Planning Board** – None

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

**1. WTP Meeting 8/21/24 at 10:00 a.m.** The next grant project meeting is scheduled for Wednesday, August 21, 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 the following road constructions were discussed at the meeting: Hwy 64 business is scheduled to be repaved in 2025; Hwy 17 between Washington and Williamston was 48% complete; and Prison Camp Road was 64% complete.

## **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 Willis Williams. 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 Repairs** – Town Clerk Kimberly Cockrell stated that the town is still in the process of trying to get quotes for the Town Hall foundation repair. Commissioner Rachel Craddock stated that Diaz roofing does foundation repair and suggested to give them a call. She stated to also ask them for a quote to install gutters also.

## **VIII. New Business**

**A. NERSBA – 2024 Fall Festival with petting zoo-** Mr. Hal Davis thanked the Town Board for allowing him to come and speak with them regarding the upcoming 2024 Fall Festival that is being planned. He continued that they have obtained funding to have a Health Care Provider onsite for the students that will aide with wellness and mental health. He mentioned that there has been some renovations on the school campus that includes replacing lights and ceilings, as well as entrance and exit doors. He came before the Town Board asking for permission/approval to have a petting zoo during the upcoming festival. He stated they are looking to have entertainment, food trucks, a petting zoo and the selling of mums and plants that the students have raised. The festival is being planned for the 1<sup>st</sup> Saturday in October, being a one-day event that will run from 10am – 4pm. Mayor Craig Tucker asked Mr. Davis to check and make sure that they have insurance coverage for the festival. Mr. Davis stated that they did have insurance coverage in place. Commissioner Rachel Craddock moved to approve NERSBA to have a petting zoo during their 2024 Fall Festival to be held in October. Commissioner Mary Allen seconded. Motion unanimously passed.  
5 Ayes – 0 Nays.

**B. Dominion Energy Public Hearing for Rate Increase – 10/1/24 @ 7pm** – Mayor Tucker stated that Dominion will be having a public hearing for rate increases to be held at the Martin County Superior Court Room on December 1, 2024 @ 7pm.

**C. Well#1 Building Scrap Metal** – The town board took discussion of how the town was going to dispose of the scrap metal from the Well#1 building when taken down. Mr. Mitch Dotson stated that he would come in a take down the building and dispose of it for the town at no cost. Commissioner Mary Allen made a motion to allow Mr. Dotson to demolish and dispose of the scrap metal. Commissioner Rachel Craddock second. Motion unanimously passed. 5 Ayes – 0 Nays.

**D. Magette Well & Pump Invoice-** An invoice from Magette Well and Pump was presented to the board for approval. This bill included labor and parts for a voltage surge from possible a lightning strike. Commissioner Rachel Craddock moved to approve the invoice for repair. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

**E. William M. Dotson – Repair Invoice** – Mayor Tucker stated that the invoice presented to the board from William Dotson was for materials and starter for new pump and pipe repair clamps. Commissioner Rachel Craddock moved to approve the invoice as presented. Commissioner Mary Allen seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

**F. Small/Mini/Tiny Homes – Rachel** – Commissioner Rachel Craddock stated that she would like for this item to be tabled to the next month for discussion.

**G. Tent for town repairs** – Commissioner Rachel Craddock made a recommendation that the town buy an EZ up tent to be used for repair jobs to aid in providing shade while working on lines for repairs. Commissioner Rachel Craddock moved to approve the purchase of an EZ up tent for the maintenance department. Commissioner Mary Allen seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

**H. Mayor Protem – removed**

**I. 2024 StRAP Grant Contract** – An update was given to the Town Board regarding the 2024 StRAP Grant award. The projected timeline and updated scope of work had been submitted to Raleigh. The contract draft should be ready for board’s approval at the next monthly board meeting.

**J. Annual Town Christmas Party** – Mayor Tucker stated that the Town’s Annual Christmas Party will be held on Monday December 2<sup>nd</sup> @ 6:00pm (eating at 6:30pm) in Williamston at the Shamrock Restaurant. Commissioner Rachel Craddock moved to approve the Annual Christmas Party reservations. Commissioner Mary Allen seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

**K. Martin County’s Mayor & Clerk Meeting** – Mayor Tucker mentioned that the next Mayor/Clerk’s meeting will be held on Wednesday, December 4<sup>th</sup> at 6pm in Parmele.

**L. W/S Ordinance #81 – Returned Check** – Town Clerk/FO Kimberly Cockrell spoke to the Town Board regarding a situation that a stop payment had been made by a customer in town. The customer was being charged the \$25 Return Check Fee because the town is charged the fee for all

returned checks. This check was returned because a stop payment had been issued by the customer. Clarification was needed as to whether this customer would be able to submit another check to the town as payment for one year? The town board took discussion and stated that since he had made an electronic payment online prior to issuing a stop payment on the check then this customer did not issue an insufficient funds payment and the one year waiting period did not apply.

**M. Meter Pressure Test – 1191 Water Street** – Mr. Samuel Lilley stated that the town had conducted a pressure test at 1191 Water Street. He continued that the customer had complained of low water pressure and receiving small streams of water. They conducted a pressure test at the meter base and received a reading of 40 pounds of pressure. Any problems that the customer is having would be on the customer's side of service and the home owner's responsibility to repair.

**N. Herring Festival** – Commissioner Rachel Craddock stated that she was approached by the Ruritan club that they may consider directing the Herring Festival for 2025. The individual requested that the oversight will be from them and not from the Town to interfere with the festival. Commissioner Craddock stated that she was Ok with them directing the festival but the Town does have certain things that we are responsible for. She did let the individual know that there are things like road closure, electricity and barricades that the town has to do. The town found out that whoever is directing the festival is required to have insurance to cover the event and all activities that are conducted during the event. The town is required to be added as an additional insured under the insurance coverage for the festival.

Town Clerk/FO Kimberly Cockrell stated that she had a meeting with the NC League of Municipalities and brought up the Herring Festival during the meeting. The Town has been advised by the League that the organization will be required to have event coverage (League will supply the amounts needed) and the town will be responsible for NCDOT road closure, electricity and electrical poles and barricades for road closure.

**O. PNG Invoices – Repairs on Sunset Avenue** – The town is responsible for repairing a natural gas line that was damaged during repair of a water main break on Sunset Avenue on July 23, 2024. The gas line repair bill was in the amount of \$1,199.53. Commissioner Mary Allen moved to approve payment of the invoice. Commissioner Willis Williams seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

**P. NCLM Meeting** - Town Clerk/FO Kimberly Cockrell stated that she and Commissioner Rachel Craddock met with the NC League of Municipalities regarding the insurance coverage that they provide for the town. We reviewed all of the asset schedules and coverages for all policies. They are needing for the town to review the documents for any corrections that need to be made before the policies are finalized.

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

Commissioner Mary Allen moved to go into closed session, with the second given by Commissioner Rachel Craddock. Vote was unanimous. 5 Ayes – 0 Nays. Time was 8:46 p.m.

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

Commissioner Preston Craddock moved to allow Employee Samuel Lilley to have the old and retired I-phone SE at no cost. Commissioner Mary Allen gave the second. Upon call for the vote, the motion carried unanimously. 5 Ayes – 0 Nays.

Commissioner Rachel Craddock moved to pay Commissioner Mary Allen for 9 board meetings that she attended from 1/8/24-4/17/24. Commissioner Kimberly Cockrell gave the second. Upon call for the vote, the motion carried unanimously. 4 Ayes – 0 Nays. Commissioner Mary Allen abstained from the vote due to conflict of interest.

Commissioner Mary Allen moved to designate Commissioner Rachel Craddock as the Mayor Pro-tem for the town. Commissioner Kimberly Cockrell gave the second. Upon call for the vote, the motion carried unanimously. 4 Ayes – 0 Nays. Commissioner Willis Williams abstained from the vote due to personal matters.

#### **X. Board Comments – Mayor Tucker announced the following events are upcoming:**

August 13<sup>th</sup> – Robersonville Back to School Day at the Ball Park

October 5<sup>th</sup> – Roanoke Festival in Hamilton

October 12<sup>th</sup> – Parmele Day

October 18<sup>th</sup> & 19<sup>th</sup> – NC Mayor’s Association meeting in Wilmington, NC

October 26<sup>th</sup> – Bear Grass Annual Chicken Mull Festival

Town Clerk/FO Kimberly Cockrell stated that the 2006 White F150 truck needed repairs to the power Steering pump with estimated cost of around \$700. Commissioner Rachel Craddock moved to approve the truck to be fixed. Commissioner Mary Allen seconded. Motion unanimously passed with a vote of 5 Ayes – 0 Nays.

#### **XI. Adjourn-** Commissioner Mary Allen moved to adjourn at 9:34pm. A second was given by Commissioner Preston Craddock. Vote was unanimous. 5 Ayes – 0 Nays

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