

TOWN OF JAMESVILLE
MONTHLY BOARD MEETING 06/08/2026
MINUTES

The following is an account of the minutes taken at the Regular Monthly Board Meeting held between 7:02 p.m. & 9:47 p.m. on 06/08/2026 at the Jamesville Town Hall, 1211 Water Street, Jamesville, NC 27846. Virtual meeting attendance was provided for public access through Zoom meeting.

Attendees

- Betty Moore Williams – Mayor
- Preston Craddock – Mayor Pro Tem
- Mary Allen – Commissioner
- Kimberly Cockrell – Commissioner
- Rachel Craddock – Commissioner
- Willis Williams – Commissioner

Minutes Recorder – Kimberly Cockrell, Town Clerk/Finance Officer

I. Call to Order

Mayor Betty Moore Williams welcomed everyone in attendance, calling the meeting to order at 7:02 p.m. Commissioner Willis Williams offered the prayer. Staff present: Water/Wastewater Operator Samuel Lilley. Others in attendance: Zoning Board Chairperson Delsie Williams.

II. Adopt Agenda

Commissioner Preston Craddock moved for approval of the agenda as presented, seconded by Commissioner Williams. Vote was unanimous. 5 Ayes – 0 Nays.

III. Approval of Minutes

With a nod to the minutes accurately portraying what occurred, Commissioner Williams moved to approve the minutes as presented, seconded by Commissioner Mary Allen. Vote was unanimous. 5 Ayes – 0 Nays.

- Closed Session: April 14, 2025; May 12, 2025; May 27, 2025; June 9, 2025; June 23, 2025; July 14, 2025; August 11, 2025
- Regular Session: March 9, 2026
- Construction Progress Meetings:
 - WWTP Improvements: March 18, 2026; April 15, 2026; May 20, 2026
 - Sanitary Sewer Rehab: March 18, 2026; April 15, 2026; May 20, 2026

IV. Public Comment

Open Burning Complaint. A Smithwick Street resident described the nuisance of open burning that has occurred regularly for months at a Water Street property across from his residence. When the wind carries the smoke directly towards his house, breathing or being outside is difficult. He indicated it is his understanding that burning should not be occurring within town limits. Acknowledging the smoke nuisance being hazardous to both humans and animals, the board gave a consensus to check town ordinances to see if open burning is addressed, and if not, to create language to prohibit such within the town limits. Commissioner Cockrell pointed out that the Town of Jamesville offers curbside debris pickup as a service so there should be no need for persons to do burning on their property.

Nuisance Complaints. Two residents on Sunset Avenue described an adjacent property to their residence as having overgrown vegetation and rodent problems which affects their property even after installing a barrier fence. In addition to being improperly taken care of, the adjacent property has had a history of dogs running loose, posing a safety concern for their young child. As another situation, one neighbor across the road has become a problem due to attracting a large number of cats that are breeding. Martin County Animal Control was contacted regarding the cats, and though a trap was set out, the effort was unsuccessful. Efforts to work with the neighbors to resolve the ongoing problems has only created confrontations. The board responded that town staff will speak with Sheriff Drew Roberson regarding the animal complaints.

Cemetery Complaint. The mayor notified the board that a footstone was reported as recently damaged at the town cemetery. The person making the complaint was to be in attendance to address the board but did not show up. Follow-up will be done by the mayor to gather more information.

V. Public Hearing – FY 26-27 Budget

1. Open Public Hearing. Commissioner Preston Craddock moved to open the public hearing, seconded by Commissioner Williams. Vote was unanimous. 5 Ayes – 0 Nays. Time was 7:27 p.m.
2. Public Comments. None.
3. Close Public Hearing. Hearing no comments, Commissioner Preston Craddock moved to close the public hearing, seconded by Commissioner Rachel Craddock. Vote was unanimous. 5 Ayes – 0 Nays. Time was 7:29 p.m.

VI. Reports

A. Mayor.

Mayor Williams noted that it has been a joy to serve through another busy month, highlighting:

- As representative for the Town of Jamesville, will be serving as secretary on the non-profit hospital board formed by Martin County.
- Attending the regular monthly meeting of the Martin County Board of Commissioners to show support and appreciation on behalf of Jamesville.
- Attended the Memorial Day Service hosted by the Ruritan Club which commemorated Jamesville's veterans.
- Shared that Mrs. Marian Davis sent a video "thank you" saying she was surprised and happy to receive a birthday card from the Town of Jamesville Board of Commissioners.
- Expressed that a card of condolences will be sent to the family of Elaine Roberson from the Town of Jamesville Board of Commissioners, noting that the Town will also be sending a memorial contribution to the Jamesville EMS.
- Attended the June 3 Mayors Quarterly Meeting hosted by the Town of Robersonville, with the next mayors meeting scheduled for September 3 to be hosted by the Town of Parmele.
- Staff is working on designing a permanent sign to display cemetery regulations.
- Announced a special board meeting scheduled for June 22, 2026 at 6:00 p.m., to hear an appeal regarding a notice of violation concerning livestock.

Mowing Services. As administrative updates, the mayor reported that an herbicide agreement has been signed with the mowing services contractor, Jacob Stalls. A request by Stalls on June 2 asked for permission to work after 3:00 p.m. at locked sites. On behalf of the town board, the mayor and town clerk firmly indicated to Stalls the signed mowing contract needs to be followed which stipulates that mowing services be done within the hours of 7:00 a.m. through 3:00 p.m., as said timeframe was set with a purpose. A board consensus supported the response given to Stalls.

B. Water & Wastewater / Public Works Reports – Water/Wastewater Operator Samuel Lilley.

Along with regular monthly duties, Lilley reported that the grant projects are going well with the improvements starting to shape up. The water tank was inspected early June with a tank cleaning scheduled at the end of this month. A bypass test has been run to assure water pressure will be retained during clean out. Congratulations were expressed by board members to Lilley for obtaining his B-Well License.

C. Finance Officer - Kimberly Cockrell

1. **Financial Statements – May 2026.** Finance Officer Kimberly Cockrell presented and reviewed with board members the May 2026 reports for all town funds.

2. **Budget Amendments.** FO Cockrell explained the budget amendments relate to needed items to be purchased and contract services, as well as comp time payout and increased expenses. Commissioner Williams commended FO Cockrell for her diligence in managing the town's finances and monitoring expenses. Commissioner Preston Craddock moved to approve W/S Budget Amendment #5 and G/F Budget Amendment #8 as presented. Commissioner Williams gave the second. Vote was unanimous. 5 Ayes – 0 Nays.

W/S BUDGET AMENDMENT #5 - 6/8/26

	<u>CREDIT</u>	<u>DEBIT</u>
3071490 Capital Outlay (W)		\$12,000.00
3071724 Office Supplies (S)		\$1,100.00
3071324 Office Supplies (W)		\$1,100.00
3071735 Diesel (S)		\$300.00
3071847 Contract Labor (S)		\$5,000.00
3071423 Supplies/Materials (W)		\$6,000.00
3071435 Diesel (W)		\$300.00
3071447 Contact Labor (W)		\$3,000.00
3071433 Electricity (W)		\$2,200.00
3071839 Sewer Analysis (S)		\$1,000.00
3039300 Fund Balance Appropriated	\$17,700.00	
3071752 Training (S)	\$900.00	
3071753 Travel (S)	\$1,000.00	
3071352 Training (W)	\$1,400.00	
3071353 Travel (W)	\$2,000.00	
3071711 Employee Insurance (S)	\$4,000.00	
3071311 Employee Insurance (W)	\$4,000.00	
3071833 Electricity (S)	\$1,000.00	
	\$32,000.00	\$32,000.00

GF BUDGET AMENDMENT #8 - 6/8/26

	<u>CREDIT</u>	<u>DEBIT</u>
1040116 Admin Salaries		\$6,000.00
1040118 Attorney Fees		\$5,000.00
1040134 Telephone		\$500.00
1040148 Repairs		\$1,000.00
1045036 Street Lighting		\$200.00
1040110 Retirement Expense	\$3,000.00	
1040111 Employee Insurance	\$5,000.00	
1040131 Travel	\$600.00	
1039300 Appropriated Fund Balance	\$2,440.00	
1040146 Bonds	\$1,400.00	
1040152 Training	\$260.00	
	\$12,700.00	\$12,700.00

*** Amendment is needed to allocate for Comp Time Payouts, increased telephone & Street lighting expenses

Note: An additional budget amendment will be made later in this agenda. [Cemetery Plot Purchase Budget Amendment - See VIII. New Business, B. Cemetery Plot Buyback Request, page 9.]

D. Mid-East Commission. Commissioner Rachel Craddock noted that at the last Mid-East meeting it was reported that money has been appropriated for training young people to help municipalities, similar to an apprentice role. More information will be obtained. No meeting will be held in July.

E. Planning Board. Chairperson Delsie Williams indicated a zoning board meeting will be held July 27, 2026 as required for annual appointment of the chair and co-chair positions.

F. Water/Sewer Grant Projects.

1. WTP Project Update.
2. Sewer Rehab.
 - a. **Construction Meeting Wednesday, June 17, 2026 at 10:00 a.m.**
3. WWTP Project Update.
 - a. **Construction Meeting Wednesday, June 17, 2026 at 9:00 a.m.**

Two upcoming meetings will be held regarding the sewer treatment plant and the wastewater treatment plant grant project updates, both at the town hall on June 17, 2026.

G. Mideast Pro – TCC & TAC. Commissioner Allen indicated she had no update at this time. The next meeting will be held July 18, 2026.

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 Allen moved for approval as presented, with Commissioner Preston Craddock giving the second. Vote was unanimous. 5 Ayes – 0 Nays.

B. Water Tank Clean Out – June 22 through June 26, 2026. The town’s water tank is scheduled for clean out during the week of June 22. Commissioner Preston Craddock moved that the public be notified about the water tank clean out via social media, a flyer posted at the post office and at the town office, as well as a short notation on the next water billing. Commissioner Williams gave the second. Vote was unanimous. 5 Ayes – 0 Nays.

C. NCDOT MST A Review for the Jamesville Elementary School Traffic Concerns. Commissioner Cockrell explained a question arose during the May 21, 2026 NCDOT meeting regarding the ownership of School Drive, the roadway between Hardison Drive and Sunset Avenue. Cockrell indicated she did research and discovered a dedication deed dated April 18, 1978 which denotes the Martin County Board of Education as dedicating the road to the Town of Jamesville. However, there are no town minutes which record the Town of Jamesville as officially accepting the road, nor has the road ever been added to the Powell Bill map or maintained by the town. Cockrell has reached out to the MCBOE for further documentation but has not received anything as of this date. Commissioner Allen moved to contact the superintendent of education regarding the deed documentation request, as well as seek a legal opinion with the town attorney, seconded by Commissioner Rachel Craddock. Vote was unanimous. 5 Ayes – 0 Nays.

VIII. New Business

A. FY 26-27 Budget Ordinance. Commissioner Preston Craddock moved to adopt the FY 26-27 Budget Ordinance. Commissioner Allen gave the second. Vote was unanimous. 5 Ayes – 0 Nays.

TOWN OF JAMESVILLE
1211 WATER STREET
P.O. BOX 215
JAMESVILLE, NORTH CAROLINA 27846
Phone: (252)792-5006
Fax: (252)799-4313

BUDGET ORDINANCE
FY 2026-2027

BE IT ORDAINED BY the Board of Commissioners of Jamesville, North Carolina, pursuant to General Statute 159-181(c), meeting this 8th day of June, 2026 that the following be the budget for FY 2026-2027:

The Finance Officer is hereby authorized to execute the necessary agreements within funds included in the Budget Ordinance for the following purposes: (1) Leases or normal and routine business equipment; (2) Professional or maintenance service agreements; (3) Purchase of apparatus, supplies, materials or equipment; (4) Agreements for acceptance of State, Federal, public, and non-profit organization grant funds and funds from other governmental units for services to be rendered; Liability, health, life, disability, casualty, property or other insurance or retention and faithful performance bonds. Other appropriate Town officials are also authorized to execute or approve such insurance and bond undertakings as provided by law.

Section 1: The following amounts are hereby appropriated in the General Fund for the operation of the town government and its activities for the fiscal year beginning July 1, 2026 and ending June 30, 2027 in accordance with the chart of accounts heretofore established for this Town:

General Fund

REVENUES:

Ad Valorem Taxes	\$138,800.00
Tax Penalties & Interest	\$2,600.00
Vehicle Taxes	\$30,600.00
Interest	\$4,700.00
Cemetery Interest	\$2,400.00
Copies & Fax Collections	\$200.00
Cemetery Lot Sales	\$6,600.00
Sale of Assets	\$14,400.00
Zoning	\$200.00
Appropriated Fund Balance	\$4,800.00
Privilege License	\$60.00
Powell Bill	\$20,400.00
Recreation	\$5,285.00

Payment in Lieu of Taxes	\$2,000.00
Beer & Wine Tax	\$1,900.00
ABC Revenue	\$800.00
Local Option Sales Tax	\$85,000.00
Sales Tax Refund	\$600.00
Franchise Taxes	\$23,000.00
Solid Waste Disposal	\$200.00
TOTAL GENERAL FUND REVENUES	\$351,045.00

EXPENSES

Cemetery	\$13,800.00
General Government	\$210,245.00
Public Safety / Police	\$16,000.00
Sanitation	\$77,800.00
Transportation	\$33,200.00
TOTAL GENERAL FUND EXPENSES	\$351,045.00

There is hereby levied a tax at the rate of sixty-five cents (\$0.65) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2026, for the purpose of raising the revenue listed as "Ad Valorem Tax" and "Vehicle Tax" in the General Fund in the revenue section of this ordinance. Martin County, including the Town of Jamesville, went through property revaluation effective January 1, 2025.

This rate is based on a total estimated tax valuation of real property for the purposes of taxation of \$23,995,444 and an estimated collection rate of 89.09%.

This rate is based on a total estimated tax valuation of motor vehicle for the purposes of taxation of \$4,758,154 and an estimated collection rate of 99%.

Section 2: The following amounts are hereby appropriated in the Water & Sewer Fund for the operation of the Town's water and sewer utility for the fiscal year beginning July 1, 2026 and ending June 30, 2027 in accordance with the chart of accounts heretofore established for this Town:

Water & Sewer Fund

REVENUES:

Water & Sewer Charges	\$310,500.00
Interest	\$5,000.00
Water Taps	\$450.00
Sales Tax Refund	\$1,500.00
TOTAL REVENUES	\$317,450.00

EXPENDITURES:

USDA Debt	
Service/Contingency Fund	\$4,616.00
Insurance	\$20,200.00
Office Expense	\$6,000.00
Permits and Fees	\$8,450.00
Professional Fees	\$9,600.00
Salaries and Benefits	\$130,664.00
Sludge Removal	\$900.00
Supplies, materials & repairs	\$98,220.00
Utilities	\$28,800.00
Water & Sewer Analysis	\$10,000.00
TOTAL EXPENDITURES	<u>\$317,450.00</u> ☐

Section 3: There is hereby established, for the Fiscal Year 2026-2027, Salary increases consist of a 3% COLA for full and part time employees. The increases shall be available beginning with the first payroll on July 2, 2026.

Copies of this Budget Ordinance shall be furnished to the Governing Board and to the Finance Officer to be kept on file by them for their direction in the disbursement of funds.

Adopted this 8th day of June, 2026.

Betty M. Williams - Mayor

Kimberly Cockrell – Town Clerk/Finance Officer



B. Cemetery Plot Buyback Request. A request has been made for the Town of Jamesville to repurchase three cemetery plots at \$1,500.00, the amount of original purchase. FO Cockrell indicated that approval for a budget amendment is also needed for the purchase. Commissioner Preston Craddock moved to accept the buyback at \$1,500.00 and to approve a budget amendment to cover the buyback. Commissioner Williams seconded. Vote was unanimous. 5 Ayes – 0 Nays.

GF BUDGET AMENDMENT #9 - 6/8/26

	<u>CREDIT</u>	<u>DEBIT</u>
1039300 Appropriated Fund Balance	\$1,500.00	
1040167 Cemetery Lots - Buy Back		\$1,500.00
	\$1,500.00	\$1,500.00

*** Amendment is needed for Cemetery Lot buy back approved by Town Board.

C. WWTP Upgrade – Phase II – Professional Engineering Services Procurement.

Commissioner Preston Craddock moved to approve the Division of Water Infrastructure Professional Engineering Services Procurement form, designating Municipal Engineering, Inc. as the managing firm for the Town of Jamesville’s WWTP Upgrade – Phase II. Commissioner Williams gave the second. Vote was unanimous. 5 Ayes – 0 Nays.

D. Mid-East Commission FY 26-27 Planning/Zoning Services Contract.

Commissioner Rachel Craddock indicated that she will be speaking with the interim director regarding the town’s zoning map update which has been previously billed for but no copies have been received to date. As an alternative, Municipal Engineering has offered to assist with the zoning map update if necessary. Board discussion addressed Mid-East’s expense billing and performance deficiencies of the zoning services rendered during the current fiscal year, citing preference to use the more professional and experienced services of Municipal Engineering for all zoning and planning needs. Commissioner Preston moved that the Town of Jamesville talk with Municipal Engineering to request a proposal for considering an alternative zoning consultant, as well as, that frank discussions be held with Mid-East regarding zoning services paid for but not rendered. The second was given by Commissioner Allen. Vote was unanimous. 5 Ayes – 0 Nays.

E. Cauley Pridgen Legal Services Rendered through 4/30/26.

Mayor Williams stated that the town’s new legal counsel has provided excellent service which has been encouraging when dealing with difficult matters. A “thank you” letter has been sent expressing appreciation. Commissioner Preston moved for approval of payment for legal services through April 30, seconded by Commissioner Cockrell. Vote was unanimous. 5 Ayes – 0 Nays.

F. NCDEQ Notice of Pre-Regulatory Landfills.

The board was provided an informational copy of a May 7, 2026 letter and map NCDEQ addressed to Martin County Manager Drew Batts regarding Notice of Pre-Regulatory Landfills. The letter notes an inactive hazardous site within the Town of Jamesville, identified as “Jamesville Dump” on Astoria Road. In response to another site being mentioned by Commissioner Williams, Commissioner Rachel Craddock moved that someone from the town go inspect the site and determine if something needs to be done. Commissioner Preston Craddock gave the second. Vote was unanimous. 5 Ayes – 0 Nays.

G. Water Treatment Plant Equipment and Supplies Quotes. Noting some of these items were included in the budget amendments approved earlier this agenda, Finance Officer Cockrell presented quotes for WTP equipment and supplies as requested by ORC Patrick:

- Pumps (3) - \$11,815.00 (approved May 11, 2026)
- Conductivity meter - \$1,482.00
- Mixers for the chemical tanks - \$3,610.08
- Electrical connection for mixers - \$1,500.00 (estimate)
- Two chemical distribution pumps - \$348.20

The town's grant engineer will be submitting a request for reimbursement to NCDEQ.

Commissioner Preston Craddock moved for approval of the requested items, seconded by Commissioner Rachel Craddock. Vote was unanimous. 5 Ayes – 0 Nays.

H. Enterprise – America 250th Commemorative Keepsake Advertisement. A special keepsake edition is being planned by the Enterprise newspaper for America's 250th birthday, which is seeking to include advertisement by all Martin County towns. Commissioner Rachel Craddock moved to approve the ¼ page ad at a cost of \$195.00 and feature Jamesville's new water treatment plant along with the water tower. Commissioner Allen gave the second. Vote was unanimously carried. 5 Ayes – 0 Nays.

I. Employee Health Insurance Plans. Finance Officer Cockrell reviewed with the board estimates for employee health insurance plans. Because area hospitals do not accept certain providers, Commissioner Preston Craddock moved to continue with Blue Cross/Blue Shield for employee insurance coverage. Commissioner Allen seconded. Upon call for the vote, the motion carried unanimously. 5 Ayes – 0 Nays.

**IX. Closed Session – Pursuant to NCGS §143-318.11(a)(6) Personnel
Closed Session – Pursuant to NCGS §143-318.11(a)(3) Attorney-Client Privilege**

Pursuant to NCGS §143-318.11(a)(6) Personnel and NCGS §143-318.11(a)(3) Attorney-Client Privilege, Commissioner Preston Craddock moved to go into closed session. Commissioner Allen seconded. Vote was unanimously carried. 5 Ayes – 0 Nays. Time was 9:02 p.m.

During closed session, a personnel matter was addressed and updates given regarding legal issues being handled by the town attorney.

Commissioner Preston Craddock moved to go back into regular session, seconded by Commissioner Allen. Vote was unanimous. 5 Ayes – 0 Nays. Time was 9:35 p.m.

Commissioner Rachel Craddock moved to adjust Samuel Lilley's base salary, to apply the 3% COLA first [for FY 26-27], then add an increment of \$2,500 after July 1, 2026 with the other increment of \$2,500 to be done in January 2027. Commissioner Preston Craddock gave the second. Vote was unanimous. 5 Ayes – 0 Nays.

Commissioner Preston Craddock moved to increase the assistant town clerk's workweek hours by an additional four hours per week effective July 1, 2026. Commissioner Allen gave the second. Vote was unanimous. 5 Ayes – 0 Nays.

Commissioner Preston Craddock then moved to allow that the assistant town clerk be able to make up missed hours from one week to the next, seconded by Commissioner Allen. Upon call for the vote, the motion carried unanimously. 5 Ayes – 0 Nays.

Flexibility will be provided to the assistant town clerk to determine when she can work any makeup hours, with the understanding she does so during periods when additional support is needed with office tasks and coverage.

X. Board Comments

Special Event Regulations. Mayor Williams indicated that regulations for special event requests are still being reviewed and developed as several requests have been made. The Town of Jamesville does have ordinance regulations developed specifically for The Herring Festival, as well as general policies regarding parades. Future board discussions will review proposed standards, with a determination to be made on whether or not to adopt regulations that would allow special events.

XI. Adjourn

Commissioner Preston Craddock moved to adjourn at 9:47 p.m., with a second by Commissioner Allen. The motion unanimously passed. 5 Ayes – 0 Nays.

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