

TOWN OF JAMESVILLE
MONTHLY BOARD MEETING 07/14/2025
MINUTES

The following is an account of the minutes taken at the Regular Monthly Board Meeting held between 7:00 p.m. & 9:00 p.m. on 07/14/2025 at the Jamesville Town Hall, 1211 Water Street, Jamesville, NC 27846. Virtual meeting attendance was provided for public access through Zoom meeting.

Attendees

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

Absent

- Craig Tucker – Mayor (excused)

Minutes Recorder – Kimberly Cockrell, Town Clerk/Finance Officer

I. Call to Order

Mayor Craig Tucker was absent due to sickness. Mayor Pro Tem Rachel Craddock called the meeting to order at 7:00 p.m. Commissioner Willis Williams offered the prayer. Staff present: Samuel Lilley, as well as, Planning Board Chairperson Delsie Williams.

II. Adopt Agenda

Hearing no additions, Commissioner Williams moved for approval of the agenda. The second was given by Commissioner Preston Craddock. Vote was unanimous. 5 Ayes – 0 Nays.

III. Approval of Minutes

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

- FY 25-26 Budget Workshop – May 6, 2025
- Regular Board Meeting – May 12, 2025
- Special Meeting – May 22, 2025
- FY 25-26 Budget Workshop – May 22, 2025
- Special Meeting – May 27, 2025
- Regular Board Meeting – June 9, 2025
- Special Meeting – June 23, 2025

IV. Public Comment

Open Armz Re-Entry Program – Demetria Jackson/Case Manager. Ms. Jackson indicated she was invited by Mayor Tucker to give a presentation to the board regarding a re-entry support program which assists persons who have been incarcerated and transitioning back into society. Open Armz provides services to Beaufort, Hyde, Martin, Tyrrell and Washington Counties. A brochure was provided detailing what the program offers, its mission, and contact information.

V. Reports

A. Mayor - None.

B. Water/Wastewater Report – Samuel Lilley. In addition to regular tasks, Lilley reported that repair work will begin this week on a sewer line at Fleming Circle. Water leaks have been occurring with the post chlorine chemical-flow tubing at the water plant, which Mr. Bill Freed with Enviro-tech Unlimited will help resolve. Hydrant flushing is also being done on an as-needed basis.

C. Public Works Report – None.

D. Finance Officer - Kimberly Cockrell

1. **Financial Statements – June 2025.** Finance Officer Kimberly Cockrell presented and reviewed with board members the June 2025 reports for all town funds. It was noted that the large expense relating to the WTP building repair was covered by Revelle Builders, as reflected in a previous month’s report showing receipt of their check.

2. **Budget Amendments.** A budget amendment is needed regarding employee health insurance costs for this fiscal year. A previous estimate had been provided based on a certain number of enrolled employees and said cost had to be amended based on the town having a recent employment vacancy before the current fiscal year began. The adjusted rate will be for the entire fiscal year even after the position is filled. [See agenda item VII. New Business, E.]

Commissioner Williams moved to accept the budget amendments regarding employee health insurance costs, with a second given Commissioner Preston Craddock. Vote was unanimously carried. 5 Ayes – 0 Nays.

GF BUDGET AMENDMENT #1 - 7/14/2025

	<u>CREDIT</u>	<u>DEBIT</u>
1039300 Appropriated Fund Balance	\$1,000.00	
1040110 Retirement Expense		\$200.00
1040111 Employee Insurance		\$3,000.00
1040145 Property/Liability Insurance	\$2,200.00	
	<hr/> \$3,200.00	<hr/> \$3,200.00

***Amendment is needed due to increase in Employee Health Insurance due to vacant employee position at the time of enrollment.

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W/S BUDGET AMENDMENT #1 - 7/14/2025

	<u>CREDIT</u>	<u>DEBIT</u>
3071745 Insurance (S)	\$1,000.00	
3071345 Insurance (W)	\$1,000.00	
3071711 Employee Insurance (S)		\$1,000.00
3071311 Employee Insurance (W)		\$1,000.00
	<hr/> \$2,000.00	<hr/> \$2,000.00

***Amendment is needed due to increase in Employee Health Insurance due to vacant employee position at the time of enrollment.

3. **FY 24-25 Audit & Financial Statement Preparation Contract.** FO Cockrell explained this contract from the auditor charges the same fee for FY 24-25 as the previous fiscal year, with an additional cost for the financial statements – a total of \$14,900. Commissioner Williams moved for approval of the audit and financial statement preparation contract, with the second by Commissioner Preston Craddock. Vote was unanimous. 5 Ayes – 0 Nays.

E. Mid-East Commission. Commissioner Rachel Craddock indicated that the July meeting has been cancelled. Meetings are not held in August, so September will be when the meetings resume.

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

G. Water/Sewer Grant Projects – No updates for these agenda items.

1. **WTP Project Updates.**
2. **Sewer Rehab.**
3. **WWTP Project Updates.**

H. Mideast Pro – TCC & TAC – Mary Allen. Commissioner Allen noted the next upcoming meeting will be held July 31 in Farmville.

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

B. 2025 Election – Notice of Candidacy Filing Period. It was noted that the filing period closes this Friday, July 18 at noon.

C. Cemetery. A letter has been drafted to respond to public comments made regarding the town's cemetery ordinance enforcement issues as discussed at the board's June regular meeting. Commissioner Preston Craddock moved for approval, with a second by Commissioner Williams. Vote was unanimous. 5 Ayes – 0 Nays.

D. Follow Up Letter Regarding Property Damage Claim. A letter has been drafted to reply to a resident's request made at the June regular meeting concerning reimbursement relating to property damage. Commissioner Preston Craddock moved for approval, with a second by Commissioner Williams. Vote was unanimous. 5 Ayes – 0 Nays.

VII. New Business

A. NERSBA Yearbook Ad – Cost Increase. For the upcoming school year, an advertisement in the yearbook will cost \$60 [up from \$40], being the size of a business card. Commissioner Allen moved to continue the NERSBA Early College yearbook ad, with a second given by Commissioner Williams. Vote was unanimously carried. 5 Ayes – 0 Nays.

B. Mid-East Commission – 2025 CDBG-NR NOFA & 2025 CDBG-NR Application. The NC Department of Commerce is currently accepting Community Development Block Grant Neighborhood Revitalization Program applications for 2025. The CDBG-NR category is intended to issue grants to local governments for housing, housing-related activities, and public facilities. Mid-East is willing to assist local governments with determining what might be a good fit for a

community. Commissioner Allen indicated she will get more info from Mid-East regarding this grant program and verify the application initiation process. Applications are due on October 29, 2025 at 4:00 p.m. Commissioner Preston Craddock moved that the town work with this program. Commissioner Williams gave the second. Vote was unanimous. 5 Ayes – 0 Nays.

C. PDA Quote – Cellular Autodialer for Marco Pumping Station. Finance Officer Cockrell explained the Brightspeed service at Marco pumping station has been repetitively poor for repair assistance when problems occur. Said fee is \$87 monthly. The Omnisite cellular-based system used at River's Edge pumping station is only \$200 a year and rarely does any problem occur. A recommendation was made to switch service providers, which will incur an initial cost of \$1,837 for installing new equipment. If approved, installation can be done in late August. Commissioner Preston Craddock moved for approval of the PDA Quote for installation and change of service, with a second by Commissioner Williams. Vote was unanimous. 5 Ayes – 0 Nays.

D. NCDEQ Meeting to Approve WWTP Application Funding – Wednesday, July 16, 2025. Commissioner Cockrell reported that the Water Infrastructure Authority will be meeting July 16 in Raleigh to review applications for funding and staff recommendations. Fifty-four applications were received, with only nine being chosen. As one of the applications chosen, the Town of Jamesville's WWTP application is being recommended for funding in the full amount of \$4,802,500 [\$4,500,000 in grant funding and \$302,500 as a loan]. Cockrell then reviewed what a 20-year loan would entail as well as sharing that the engineer anticipates project bid quotes might come in closer to the grant funding amount. Commissioner Preston Craddock moved that the board move forward with the WWTP application, with Commissioner Williams giving the second. Vote was unanimous. 5 Ayes – 0 Nays.

E. Employee Health Insurance Premium Increase. In addition to the budget amendments for this expense that were made earlier in this agenda, FO Cockrell indicated the need for a motion to accept the increase in employee health insurance premiums. Commissioner Allen moved to accept, with a second by Commissioner Williams. Vote was unanimous. 5 Ayes – 0 Nays.

F. Jamesville's Building and Equipment Policy Proposed Amendment. Having performed a review of the town's building and equipment policies, Clerk Cockrell provided recommendations of policies to be added:

- *Employees should not damage equipment by rough handling, kicking, snatching, beating or any other physical means of causing damage.*
- *Employee will report any mechanical failures, breakdowns, potentially hazardous or dangerous problems to the town hall.*
- *Employee will not willingly take or remove any property of the Town of Jamesville's facilities or vehicles at any time during their employment with the Town.*
- *Any excessive force, intentional damage, neglect of performing maintenance on equipment or vehicles will be a means of immediate disciplinary action and even termination of employment.*

Commissioner Allen moved that the recommended language be added to the Town of Jamesville's Building and Equipment Policy. Commissioner Cockrell gave the second. Vote was unanimous. 5 Ayes – 0 Nays.

G. Municipal Engineering – Correspondence Regarding Jamesville Water Tank Wash Out. Commissioner Cockrell explained that town staff has talked with Mr. Mike McAllister/Municipal Engineering about delaying the town's water tower tank being cleaned and washed out until after the emergency bypass has been installed. The complete clean and wash out process will require

three days, and town staff is being mindful to not create a situation where residents could be without water service should a problem arise.

H. NCDOT Disaster Related Debris Removal Agreement. Commissioner Cockrell noted this agreement is renewed every five years, with the current agreement approved by the board in 2022 but needing to be officially signed. The agreement basically indicates that NCDOT will not be the responsible party for disaster cleanup – that the Town of Jamesville will be overseeing the cleanup and then seeking reimbursement from FEMA. Should a disaster occur, the Town of Jamesville will be in control of cleanup decisions without having to wait upon other agencies making decisions regarding cleanup procedures and schedules. Commissioner Allen moved for approval of signing the disaster agreement, with a second given by Commissioner Williams. The motion was carried unanimously. 5 Ayes – 0 Nays.

I. Jamesville Board Meeting – Public Comment Policy. Commissioner Cockrell said she wants to examine local municipalities’ public comment policies, particularly in regard to how the board should respond to comments or concerns expressed, as well as how long a person may speak during public comment. Board members concurred. Cockrell indicated she will bring this matter back to the board after research is gathered.

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

Pursuant to NCGS §143-318.11(a)(6) Personnel, Commissioner Allen moved to go into closed session. Commissioner Preston Craddock seconded. Vote was unanimous. 5 Ayes – 0 Nays. Time was 7:45 p.m.

During closed session, an employee letter of dismissal was reviewed and a date set for interviewing for the position of water/wastewater operator.

Commissioner Allen moved to go back into regular session, seconded by Commissioner Preston Craddock. Vote was unanimous. 5 Ayes – 0 Nays. Time was 8:09 p.m.

Commissioner Preston Craddock moved that the board set interviews for the water/wastewater operator position for July 28, 2025, starting at 6:00 p.m. with the first applicant. Commissioner Cockrell gave the second. Vote was unanimous. 5 Ayes – 0 Nays.

Commissioner Preston Craddock moved that the board accept the proposed dismissal letter to be sent to former employee Billy Owens. Commissioner Williams seconded. Vote was unanimous. 5 Ayes – 0 Nays.

IX. Board Comments – None.

X. Adjourn

Commissioner Allen moved to adjourn at 8:13 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