



## **Minutes of the Regular Town of Fremont Meeting January 28, 2025**

The regular meeting of the Board of Aldermen/Alderwomen for the Town of Fremont, NC was held at 6:00 p.m. on January 28, 2025. Present were:

Eddie Yelverton, Mayor  
Leroy Ruffin, Mayor Pro tem  
Oscar Mooring, Alderman  
Tim Howell, Alderman  
Wayne Jackson, Alderman  
Joyce M. Artis, Alderwoman/Interim Town Clerk

Absent: Annie Lewis, Alderwoman

Also in attendance were Town Administrator Jonathan Allen, Finance Officer Shannon Moats, Police Chief Paul Moats, Assistant Police Chief Greg Bottoms, and Interim Public Works Director, Kenneth Stanley

### **Quorum Present: Yes**

**Call to Order:** Mayor Yelverton called the meeting to order at 6:00 p.m.

**Invocation:** Town Administrator Jonathan Allen gave the Invocation.

**Pledge of Allegiance:** Alderman Tim Howell led those present in the Pledge of Allegiance.

**Approval of Agenda:** *Mayor Yelverton asked for a motion to approve or amend the agenda. Mayor Yelverton asked to remove from the speaker section, Town Engineer Mike McAllister, and to add the sale of four public works vehicles under action #12. Alderwoman Artis asked to add the Resolution of Tentative Award, the Recommendation to Award Letter, the Fremont Deviation Resolution, the Fremont Deviation Letter, and the Project Bid Information/Cost Summary for the Town of Fremont's \$4,500,000 Pump Station and Sewer System Rehabilitation Grant. Alderwoman Artis also asked to add the Resolution to Amend the Town's Charter to assign Hidden Hills to District 4. Alderman Howell asked to add to discuss Fremont IGA, Smoke Testing, and Sewer Tap Inspections. Alderman Jackson asked to add to under discussion the Town of Eureka's Sewer System.*

*Mayor Yelverton asked if there was a motion to accept the amended agenda.*

*Alderwoman Artis made a motion to accept the amended agenda. Alderman Howell seconded the motion.*

*Mayor Yelverton asked for any discussion. There was none. All were in favor of the motion. The motion passed unanimously.*

**Approval of Minutes:** *Mayor Yelverton asked if there was a motion to approve the minutes of the December 17, 2024 Regular Town Board Meeting.*

*Alderwoman Artis stated that there was a correction in the fourth paragraph of page 13 of the minutes. She went on to say that the beginning of the paragraph previously read “Mrs. Moats also informed the Board that if Eureka doesn’t pay what they owe us, and we are have pay Goldsboro...” She informed the Board that it should read, “Mrs. Moats also informed the Board that if Eureka doesn’t pay what they owe us, and we have to pay Goldsboro...”*

*Alderman Jackson made a motion to approve the corrected minutes of the December 17, 2024 Regular Town Board Meeting. Alderman Mooring seconded the motion.*

*Mayor Yelverton asked for any discussion. There was none. All were in favor of the motion. The motion passed unanimously.*

**Public Comment:** Mayor Yelverton opened the meeting for public comment.

- Brenda Jackson, who resides at 406 E. Wayne Street, Fremont, North Carolina stated that when she is out of town for an extended amount of time, she would call Town Hall to obtain the amount of her utility bill. She went on to say that when she called this month, she was informed by Billing and Collections Clerk Vanessa Brooks that her services had been disconnected. Mrs. Jackson informed the Board that on January 5, 2025, she put her utility bill, along with two other bills, in the mail. She stated that only check that wasn’t cashed was her utility bill payment to the Town of Fremont. Mrs. Jackson went on to say that she believes that the check was lost in the mail, and wanted to know if the Town could grant her a credit on her bill, or if the Town could help her in any way. Finance Officer Shannon Moats suggested that Ms. Jackson should enroll into automatic draft to ensure that her payments would be made on time. She also informed Mrs. Jackson that she would need to speak with Mrs. Brooks about completing the necessary paperwork, in which Mrs. Jackson agreed to do.

Mrs. Jackson asked the Board when would Wayne Street be paved. She stated that the street was filled with many potholes, which could damage her car. Town Administrator Jonathan Allen stated that he agreed that the streets in Fremont were in much need of repair. He went on to say that identifying the streets that are in the most need of repair, and what the Town could afford to repair, would be discussed during the Strategic Budget Planning Workshop, which was planned for Monday, February 3, 2025 @ 10am.

**Speaker – Brenda Paul – Daffodil Festival Request**

Mrs. Paul distributed a list of streets that was prepared by Police Chief Paul Moats and Assistant Police Chief Greg Bottoms to each Board member, which needed to be closed during the 37<sup>th</sup> Annual Daffodil Festival. Mrs. Paul informed the Board that the Daffodil Festival was scheduled for Saturday, March 22, 2025. She stated that the applications for vendors were posted to the Daffodil Committee’s website on January 2<sup>nd</sup>, and to date, the committee has received 153 applications. She went on to say that since the attendance and participation of the Daffodil Festival has grown, the committee has asked some of the food vendors to set up on Friday, March 21, 2025. She also stated that the police department has agreed to have an officer to watch the food trucks during the night, and they would be located in the parking lot across from the Town Hall on Sycamore St. Mrs. Paul also stated that the setup for the festival would begin on Saturday at 5am, and the festival would end at 6pm.

Mrs. Paul informed the Board that all the profit that is made from the Daffodil Festival goes back into the Town. She stated that the committee has made donations to the Fremont Fire Department, the Fremont Boys and Girls Club, etc. She went on to say that one of the projects that the committee is considering paying for is the installation of Christmas Lights on the water tower, if the price is reasonable. She also informed the Board that the committee pays for the maintenance of the memorial garden around the marquee in the daffodil park. She went on say that if the Town ever needs helps financially to let her know, and that the Daffodil Committee and the Daffodil Dash would be glad to be of assistance.

Mrs. Paul thanked the Town for the help that it has given to ensure that the festival runs smoothly. She gave special thanks to the Public Works for making sure that the garbage is collected in timely manner and the streets are cleaned during and after the festival. She also thanked the Police Department for making sure that the traffic is kept under control.

Alderman Jackson stated that the Town is really known for the Daffodil Festival and that the Town appreciates all the hard work that the Daffodil Committee puts into the festival. He went on to say that the Town was interested in hosting a fall festival, and asked Mrs. Paul if she and her committee would be interested in organizing it. Mrs. Paul stated that she would be willing to help with organizing the fall festival, but felt that it should be a scaled down version of the Daffodil Festival.

Mayor Pro Tem Ruffin asked Mrs. Paul if she would help organize the New Year’s Eve Daffodil Drop. She stated that did not think that New Year’s Eve would be a good time to have that event because there was not enough for people to do in the Town that would keep their interest for several hours, neither does the Town have an area to have the event. She went on to say that if the Town wanted her to look into organizing the event, she would, but she doesn’t feel that a Fall Festival and a Daffodil Drop should be held in the same year because of the cost of doing so. She went on to say “It would take thousands of dollars to put on each event, and our business owners don’t have the money to support both events.”

*Mayor Yelverton ask if there was a motion to approve the street closures for the Daffodil Festival.*

*Alderman Mooring made a motion to approve the street closures as presented. The motion was seconded by Alderman Jackson.*

*Mayor Yelverton asked for any discussion. There was none. All were in favor of the motion. The motion passed unanimously.*

### **Action**

#### **1. Approval of Final Plat for Dees Meadows located on Hwy. 117 – Town Administrator Jonathan Allen**

Mr. Allen stated that the Planning Board, with the corrections/revisions made by Town Engineer Mike McAllister, approved the final plat for Dees Meadows. He went on to say that Surveyor Mr. Murle Hall presented the final plat with the revisions.

Alderwoman Joyce Artis asked what was the decision concerning the buffers. Mr. Hall stated that the engineer's comments called for a buffer to be installed alongside Hwy 117 and alongside the back of the subdivision. He went on to say that, "According to the minutes of the Planning and Adjustment Board meeting, when the preliminary plat was approved, the buffer in the back of the property, near the mobile homes, was not required." He also stated that the back buffer was shown on the previous map, but Mr. Allen verified that a buffer was not required alongside the mobile home portion of the property, therefore, only the buffer along Hwy.117 would be installed.

*Mayor Yelverton ask if there was a motion to approve the final plat of the Dees Meadows Subdivision*

*Alderman Jackson made a motion to approve the corrected final plat of the Dees Meadows Subdivision. The motion was seconded by Alderman Howell.*

*Mayor Yelverton asked for any discussion.*

*Mayor Pro Tem stated that although there is not an ordinance that states that a buffer should be placed on the back of the property, he feels that there should be one there. Mr. Allen stated that he spoke with the contractor and he suggested that a buffer should be placed on the backside of the property.*

*Mayor Yelverton asked for any further discussion. There was none. All were in favor of the motion. The motion passed unanimously.*

#### **2. Approval of Final Plat for Lee Building Electrical Company Located on N. Sycamore & Pippin Streets – Town Administrator Jonathan Allen**

Town Administrator Jonathan Allen stated that the final plat for an 11 lot subdivision that Mr. Jonathan Lee plans to build was presented to and approved by the Planning & Adjustment Board on January 14, 2025. He went to say that Mr. Lee was present to answer any question from the Board. Mayor Pro Tem Ruffin asked Mr. Lee when he planned to start construction.

Mr. Lee stated that due to the economy and the recent rise of the interest rates, he was not sure when he planned to start building, but he hopes to start construction during the middle or the end of this year. He went on to say that the homes that he built on S. Vance Street have been selling very slowly. He also stated that Department of Transportation has informed him that the homes on N. Sycamore will have shared driveways due to the fact that Sycamore Street is a State maintained road. He went on to say that the State eliminates that amount of points that vehicles could enter and exit the road to reduce the amount of accidents. Mr. Lee also stated that the driveways of the houses that he plans to build on Pippin Street would not have to share driveways.

Alderman Jackson asked would the shared driveways be reflected on the plat. Mr. Lee stated that he would update the plat to show the shared driveways on North Sycamore Street.

*Mayor Yelverton asked if there was a motion to approve the final plat for Lee Building Electrical Company.*

*Alderman Jackson made a motion to approve the final plat for Lee Building Electrical Company on N. Sycamore & Pippin Streets. Alderman Mooring seconded the motion.*

*Mayor Yelverton ask for any discussion. There was none. All were in favor of the motion. The motion passed unanimously.*

### **3. Budget Amendment #BA-05-2025 – Finance Officer Shannon Moats**

#### **Police Loan**

Finance Officer Shannon Moats stated that \$115.23 was budgeted lower than it should have been for the police loan. She asked to increase the interest on the loan line item by \$115.23, and decrease the Loan payment line item by \$115.23

#### **Advertising**

Finance Officer Shannon Moats stated that we went over budget in advertising by \$2,000. She asked to increase the advertising line item by \$2,000 and decrease the hospital insurance line item by \$2,000. She went on to say that at this time, the Town Clerk's position is not in the need of hospital insurance.

#### **Travel & Training**

Mrs. Moats stated that what was different this year than last is the \$1,235.00 that was spent on the Board Retreat. She asked to increase the travel & training line item by \$566.01 and decrease the Christmas Party line item by \$566.01

#### **Uniform Expense (Sanitation)**

Finance Officer Shannon Moats stated that the Public Works Department purchase new coats, which were not budgeted. She asked to increase the Sanitation's Uniform line item by \$540.00 and to decrease their Maintenance/Repair for Vehicle line item by \$540.00.

**Uniform Expense (Water & Sewer)**

Finance Officer Shannon Moats stated that the Public Works Department purchase new coats, which were not budgeted. She asked to increase the Water & Sewer Uniform line item by \$540.00 and to decrease their Travel & Training line item by \$500.00 and to decrease their Water & Sewer's Retirement line item by \$40.

**Postage Expense (Electric Fund)**

Finance Officer Shannon Moats stated that to pay for postage to mail the utility bills, the cost is divided between the electric and the water & sewer departments. She went on to say that the cost for stamps had increase and the cost to print the statements had increased as well. She asked to increase the postage for the Electric Department by \$3,000, and to decrease the Departmental Supplies line item of the Electric Department by \$3,000.

**Statements Expense (Electric Fund)**

Finance Officer Shannon Moats stated that \$1,000 is needed to pay for Utility Statements for the rest of the fiscal year. She asked to increase the Electric Fund's Statement line item by \$1,000, and to decrease the Departmental Supplies line item by \$1,000.

**Christmas Banquet Expense (Fire Department)**

Finance Officer Shannon Moats stated that the Fire Department went over their Christmas Banquet budget by \$573.80. She stated that she spoke with Fire Chief Jeff Brooks concerning the overage, who asked her to take the \$573.80 from the Departmental Supplies line item.

*Mayor Yelverton asked if there was a motion to approve the budget amendment,*

*Alderman Mooring made a motion to approve Budget Amendment BA-05-2025. Mayor Pro Tem Ruffin seconded the motion.*

*Mayor Yelverton ask for any discussion. Alderwoman Artis asked if the Fire Department went over budget in last year's Christmas Banquet line item. Finance Officer Shannon Moats stated that they were under budget in the Christmas Banquet line item last year. She went on to say that she had received another bill for the Fire Department's Christmas Banquet that has taken them even further over budget, and that she will present an additional amendment for the Fire Department's Christmas Banquet next month.*

*She went on to say that Town Administrator Jonathan Allen plans to talk with Fire Chief Brooks about the additional overage.*

*Mayor Yelverton ask for any further discussion. There was none. All were in favor of the motion. The motion passed unanimously.*

**4. Resolution HB 971/NCGS §143-805 – New Legislation Prohibiting Viewing Pornography on Town Networks and Devices – Town Admin. Jonathan Allen**

Mr. Allen stated that Town Attorney Brian Pridgen sent this resolution for the Board’s consideration and approval. He went on to say that this resolution is not an indication of any issues or incidences of viewing pornography by any Town staff member. He also stated that, once adopted, this information would be included in the new personnel policy as well.

*Alderman Jackson made a motion to approve Resolution HB 971/NCGS §143-805 – New Legislation Prohibiting Viewing Pornography on Town Networks and Devices, and that this resolution should be placed in our personnel policy as well. The motion was seconded by Alderwoman Artis.*

*Mayor Yelverton ask for any further discussion. There was none. All were in favor of the motion. The motion passed unanimously.*

**5. Approval of the Amended Auditor’s Contract for Danna Layne – Finance Officer Shannon Moats**

Finance Officer Shannon Moats stated that Town Auditor Danna Layne sent her an amended contract for the Board’s consideration and approval. She went on to say that the original contract has to be amended because the original date that the audit was due to be submitted to the LGC, which was October 31, 2024, had passed. Mrs. Moats informed the Board that the amended contract states that Mrs. Layne would submit the audit to the LGC by January 31, 2025. Mrs. Moats also informed the Board that once the amended contract is approved by the Board, she would then send the new contract to Auditor Danna Layne, who then send it to the LGC, and after it is approved by the LGC, she would make her presentation of the audit to the Fremont Town Board in February.

*Mayor Yelverton asked if there was a motion to approve the amended contract for Auditor Danna Layne.*

*Alderwoman Artis made a motion to approve the amended contract for Auditor Danna Layne. The motion was seconded by Alderman Mooring.*

*Mayor Yelverton ask for any discussion. There was none. All were in favor of the motion. The motion passed unanimously.*

**6. Termination Date of Utilities for Businesses – Alderwoman Joyce Artis**

Alderwoman Joyce Artis informed the Board that there was an issue with a business that is currently not operating as a business, which does not pay its bill until a week or so after the cutoff date. She went on to say that, at times, the owner has to be called repeatedly, asking them to pay their bill. Alderwoman Artis asked the Board how long, after the date of cut off, should businesses go without their utilities be terminated.

Finance Officer Shannon Moats stated that when she was over billing and collections, she asked the Board if businesses could be given a couple days to a week after the date of cut off to pay their bills. She went on to say that the reason for her request was because the businesses provided a service to the citizens. She also stated that the Board at the time approved her request for businesses that were operating as a business, not in just name only.

*Mayor Yelverton asked if there was a motion to set a termination date of utilities for businesses.*

*Alderman Howell made a motion to give businesses five days after the day of cut off to pay their utility bill, and if the bill is not paid at that time the services of the business would be terminated. The motion was seconded by Mayor Pro Tem Ruffin.*

*Mayor Yelverton ask for any discussion. Alderman Howell stated that because of the type of equipment and the highly qualified staff that is needed to terminate the services of a business, the reconnect fee should be more than that of a residential service.*

*Mayor Yelverton asked for any further discussion. There was none. All were in favor of the motion. The motion passed unanimously.*

#### **New Reconnect Fee for Businesses**

*Alderman Howell made a motion to charge \$75.00 to reconnect the electricity of the businesses, whose services takes more to disconnect. The motion was seconded by Mayor Pro Tem Ruffin.*

*Mayor Yelverton asked for any discussion. There was none. The motion passed by a majority vote. Mayor Pro tem Ruffin, Alderman Howell, and Alderwoman Artis voted for motion. Alderman Jackson and Alderman Mooring voted against the motion.*

#### **7. Wall of Honor Application & Nomination Forms – Town Administrator Allen**

Mr. Allen stated that he wanted to move forward with forming a committee for the Wall of Honor and an approval of this item would start the process.

Alderman Jackson stated that he felt this was a great idea and asked where would the Wall of Honor be located. Mr. Allen stated that he would suggest that it would be located in the lobby area of the Town Hall.

Mr. Allen also asked the Board members for suggestions of citizens that may would like to serve on the committee.

*Mayor Yelverton asked if there was a motion to approve Wall of Honor Application and Nomination Forms.*



*Alderman Artis made a motion to approve the Wall of Honor Application and Nomination Forms as presented by Town Administrator Jonathan Allen. The motion was seconded by Alderman Jackson.*

*Mayor Yelverton ask for any discussion. There was none. All were in favor of the motion. The motion passed unanimously.*

### **8. Day of Fasting & Prayer – Town Administrator Jonathan Allen**

Town Administrator Jonathan Allen stated that at our last meeting, a member of the public made a request to hold a Day of Fasting and Prayer. Alderman Artis stated that Mr. Keith Spivey made this request at the last Board meeting. She went on to say that he volunteered to lead the effort as well.

Mayor Yelverton suggested that Mr. Allen would coordinate schedules with Mr. Spivey, in order to obtain a suitable date for all involved.

*Mayor Yelverton asked if there was a motion to approve the Day of Fasting and Prayer.*

*Alderman Artis made a motion to approve the day of Fasting and Prayer as requested by Mr. Keith Spivey. The motion was seconded by Mayor Pro Tem Ruffin.*

*Mayor Yelverton ask for any discussion. There was none. All were in favor of the motion. The motion passed unanimously.*

### **9. Closing Board Meetings With Prayer – Town Administrator Jonathan Allen**

Town Administrator Jonathan stated that someone had mentioned that the Board should close their meetings with prayer. Alderman Artis stated that at the last Board meeting, Mr. Spivey brought before the Board a suggestion that was previously suggested by Mayor Pro Tem Ruffin, which was to close each Board meeting with prayer.

*Mayor Yelverton asked if there was a motion to approve closing each Board meeting with prayer.*

*Mayor Pro Tem Ruffin made a motion to approve closing each Board meeting with prayer beginning in February 2025. The motion was seconded by Alderman Mooring.*

*Mayor Yelverton ask for any discussion. There was none. All were in favor of the motion. The motion passed unanimously.*

### **10. Policy & Procedures for Events – Town Administrator Jonathan Allen (Tabled)**

Mr. Allen stated that he had some additional information to add to the policy and procedures and asked to table this item until the February meeting.

### **11. Public Works Hours Changed to the Same Hours as Town Hall – Town Administrator Jonathan Allen**

Mr. Allen stated that there were some concerns with the Public Works Department hours being changed to the same hours as the Town Hall.

Interim Public Works Director Kenneth Stanley stated that the start of the Public Works day begins with making rounds for approx. 1 ½ - 2 hours. He went on to say that having the same hours as Town Hall would interfere with several things (i.e. the sprayfield, reports, etc.)

Mayor Pro Tem Ruffin stated that the reason the Board had entertained the suggestion of Public Works having the same hours as Town Hall is because there had been several times that a citizen had needed something done by the Public Works, and no one was here to handle the request. Mr. Stanley stated that in the case of an emergency, the Public Works would be there to respond, and if not, the response could hopefully wait until the next day. He went on to say that when it rains, it happens in the afternoon, and he would like for his department to have the chance to get as much work done as possible.

The consensus of the Board was to leave the Public Works Department Hours as is, and to remove the item from the agenda.

## **12. Surplus Items – 4 Public Works Vehicles**

Finance Officer Shannon Moats stated that during the last department head meeting, she asked the Public Works Department if they had any vehicles that could be salvaged or sold. She went on to say that Interim Public Works Director Kenneth Stanley gave her a list of four vehicles that the department is not using. She also stated that the tags for each vehicle had been removed from each vehicle, called into the DMV, and removed from the Town's insurance policy. Finance Officer Shannon Moats asked for the Board's approval to sell or salvage the vehicles.

Interim Public Works Director Kenneth Smith stated the following vehicles were ready to be sold or salvaged.

- 2003 Ford F-250
- 2003 Ford F-150
- 1996 Ford F-150
- 1996 Ford Dump Truck

Mayor Pro Tem Ruffin, Alderman Howell and Interim Public Works Director Kenneth Stanley recommended that these vehicles would be listed on GovDeals.com due to the fact that the body of the trucks are in good condition.

Mr. Stanley informed the Board that the truck that Water Department Supervisor Josh Pulley currently drives may be in worst condition than the vehicles that he previously mentioned. He stated that the truck has been in the shop for repairs, but the wrong sized transmission was placed in it. He informed the Board that when the truck reaches a speed of 45 miles per hour, it diverts into another lane. Mr. Stanley also stated that Mr. Pulley

does not reach that speed while driving around Town, and when he needs to go out of Town, he drives another vehicle.

*Mayor Yelverton asked if there was a motion to approve declaring the four vehicles as surplus.*

*Alderman Jackson made a motion to approve the 4 aforementioned vehicles as surplus and to be sold at the discretion of Town Administrator Jonathan Allen. The motion was seconded by Alderwoman Artis.*

*Mayor Yelverton ask for any discussion. There was none. All were in favor of the motion. The motion passed unanimously.*

### **Pump Station and Sewer System Rehabilitation Resolutions & Letters**

- **Deviation Resolution – Town Administrator Jonathan Allen**

Mr. Allen stated that there were two contractors that placed a bid for the project:

1. Step Construction, Inc. – LaGrange, NC \$4,051,000.00
2. Peters & White Construction Co. - Chesapeake Va. \$3,498,010.00

Mr. Allen stated that the bid from Peters & Whites Construction Co. included a quote for an 8 foot fence, and not the 6 foot fence in which was listed on the Contract Plan Sheets. The Defense of Waiver Letter stated in part: *“Both of the bids received were opened; however, the Bid from Peters & White was not read since they failed to acknowledge Addendum No. 1 issued on December 9, 2024. In accordance with the instructions to Bidders, the Bid was declared “non-responsive until further evaluation.”* The letter also stated that, *“Minor deviations or defects in bid submittals (which go to the responsiveness of the Bid) can be waived if the waiver does not disadvantage other bidders; the local government cannot waive material deviations in bid submittals or statutory requirements (such as advertised deadlines, bid deposits, and licensure requirements).*

*Mayor Yelverton asked if there was a motion to approve the Fremont Deviation Resolution.*

*Alderman Jackson made a motion to approve the Fremont Deviation Resolution Letter in regards to the Pump Station and Sewer System Rehabilitation, project no. VUR-W-ARP-008 . The motion was seconded by Alderman Mooring.*

*Mayor Yelverton ask for any discussion. There was none. All were in favor of the motion. The motion passed unanimously.*

- **Resolution of Tentative Award**

Mr. Allen stated that, in addition to the Deviation Resolution, Town Engineer Mike McAllister sent him a Resolution of Tentative Award, which was accompanied by his letter of recommendation. He stated that Mr. McAllister is requesting the Board to award the Pump Station and Sewer System Rehabilitation Project to Peters and White, Co., due to the fact that they submitted the lowest bid.

*Mayor Yelverton asked if there was a motion to approve the Resolution of Tentative Award.*

*Alderman Jackson made a motion to award the Bid of 3,498,010.00 construction contract to Peters and White Construction Company. The motion was seconded by Alderwoman Artis.*

*Mayor Yelverton ask for any discussion. There was none. All were in favor of the motion. The motion passed unanimously.*

### **Resolution – Amending the Charter of the Town of Fremont**

Alderwoman Artis stated that Town Attorney Brian Pridgen sent a Resolution for the Board to consider and approve, which would amend the Charter of the Town of Fremont and voting districts, and would assign Hidden Hills, which was previously annexed, to the District 4 electoral district.

*Alderman Jackson made a motion to approve the Resolution of Intent of the Board of Aldermen of the Town of Fremont, which would amend the charter of the Town of Fremont to add, newly annexed property, Hidden Hills, Tax ID #0043809 and consisting of 22.76 acres, to Voting District 4. The motion was seconded by Alderman Howell.*

*Mayor Yelverton ask for any discussion. There was none. All were in favor of the motion. The motion passed unanimously.*

### **Old Business:**

**1. Appraisal of Library and Automotive Shop – Mr. Allen, Town Administrator**

Mr. Allen stated that had met with Mr. Logan of Wayne Realty, who took pictures of both properties. He went on to say that he is now waiting for Mr. Logan's report.

**2. Grant Writer & Code Enforcement Officer – Mr. Allen, Town Administrator**

Mr. Allen stated that he had received a few applications for each positions, and that he would be scheduling a meeting with the personnel committee to review the applications and schedule interviews.

**3. Trimming of Limbs from Power Lines – Mr. Allen, Town Administrator**

Mr. Allen stated that Mr. Tom Goff, due to personal reasons, has not been able to schedule a time to trim the limbs from the power lines. He went on to say that he would be contacting Mr. Goff soon to reschedule a time to start the project.

**4. Grading of Street Shoulders – Mr. Allen, Town Administrator**

Mr. Allen stated that he is trying to obtain other alternatives for grading the street shoulders, in order not to fall further behind, but he does not know who would do the job for the price that the Town was going to pay the previous person. Mr. Allen went on to say that he does not know anyone that owns a motor grader, and that he was opened to suggestions from the Board.

Alderman Jackson stated that Finance Officer Shannon Moats had introduced him to Mr. Brian Taylor, who was previously contracted to preform several projects for the Town. Alderman Jackson went on to say that Mr. Taylor would possibly be a good person to ask to grade the street shoulders. Mr. Allen stated that he would contact Mr. Taylor.

**5. Estimates for New Tractor for Public Works – Mr. Allen, Town Administrator**

Mr. Allen informed the Board that he spoke with another company concerning the tractor that the Town was hoping to purchase. He went on to say that he expected to receive a quote within the next day or so.

Mayor Pro Tem Ruffin stated that Mr. Allen should obtain a quote for a tractor that is one step above the one that the Town currently has.

Alderman Jackson asked about the status of the current Public Works' Case Tractor. Mr. Allen informed the Board that according to B&S Enterprises, the work that already has been done on the current tractor will cost approx. \$3,500. He on to say that the mechanic found the following issues:

- The filter, which is supposed to be changed every 300 hrs. in the hydraulic line had never been changed. He went on to say that the tractor currently has 750 hours on it now.
- The tube inside the filter is no longer in place because the filter had not been changed.
- Shavings shattered into the aluminum alloy department, and are scattered throughout the hydraulic system.

Mr. Allen stated that the mechanic also informed him that the cab of the tractor would have to be removed to clean or install new lines. He went on to say that he was not given a firm price to repair the tractor.

Alderwoman Artis asked if we could obtain a second opinion. Mr. Allen stated that he would contact the tractor company in Clinton to obtain a quote to repair the tractor. He stated that he would explain the issues that we are currently having with the tractor and would go from there.

**6. Town of Fremont Sewer Lines Study – Town Administrator Jonathan Allen**

Mr. Allen informed the Board that Town Engineer Mike McAllister did not have the Sewer Line Study for Eureka completed.

**7. Information on Discontinuing Recycling – Town Administrator Jonathan Allen**

Mr. Allen stated that there is a provision in the GFL contract that states that either party could terminate the contract, but in order to so, it had to have been done 90 days before the contract was set to renew. He informed the Board that contract with GFL automatically renewed on December 31, 2024. Mr. Allen also informed the Board that he had received comments from people who wanted to keep recycling, He also stated that

discontinuing recycling wasn't really a true savings to the Town. Mayor Yelverton stated that a few people had spoken to him as well concerning keeping recycling.

**8. Personnel Policy – Mr. Allen, Town Administrator**

Mr. Allen stated that he and Erica Phillips of the MAPS Group have discussed new laws that have to be included in the personnel policy, and some proposed changes are being discussed as well. He went on to say that he would be contacting the personnel committee on Wednesday to review the changes.

**9. Policies Recommended by the State Audit – Mr. Allen, Town Administrator**

Mr. Allen stated that the recommendations made by the State Auditor had been placed in the personnel policy. Alderwoman Artis stated that Mayor Pro Tem Ruffin had a concern about whether the policy recommendations from the State Auditor were in place within the 90 days as requested by the State Auditor. Mr. Allen informed the Board that the policies were in place within the 90 days as requested by the State Auditors Office.

**10. New Credit Card – Finance Officer Shannon Moats**

Finance Officer Shannon Moats stated that before the Town could receive a SAM's Club Master Card, the Town had to utilize the SAM's Club Credit for SAM Club purchases only. She went on to say that the Town could apply for a Master Card after the SAM's Credit Card is used for a while.

**11. GFL Contract – Town Administrator Jonathan Allen**

This item was discussed with item #7

**12. Property Insurance – Town Administrator Jonathan Allen – (Was not discussed)**

**13. The Flushing of the Town's Water System – Town Administrator Jonathan Allen**

Mr. Allen stated that Water Supervisor Josh Pulley performs the flushing of the lines in a small amount of area at a time. He went to say that he would be speaking with Fire Chief Jeff Brooks within a couple of days about flushing the lines out.

**Reports:**

**(1) Finance Report – Shannon Moats**

Finance Officer Shannon Moats asked the Board for any questions about her finance report that was included in their packets. She went on to inform the Board that the Town earned \$7,574 in interest for the month of December in our Capital Management General Fund Account. She went on to say that the Town received \$27,505, and we have a total of \$80,149 in the Capital Management Power Bill account. Mrs. Moats informed the Board that the amount in the Southern Bank General Fund account was \$173,690, and that she keeps just enough money in that account to pay the Town's monthly bills, the rest of the Town's money is kept in the NC Capital Management Trust Fund, which allows the Town to make more money in interest.

Finance Officer Shannon Moats stated that because the Town is on the Unit Assistance List (UAL), she had to submit a 6 month Budget to Actual Report to the Local Government Commission (LGC). She went on to say that the LGC requires that the Town to be under 58% per in expenses per fund. She stated that the General Fund has spent 47%, the Water & Sewer Fund has spent 46%, and Electric Fund has spent 49%. She also informed the Board that the LGC requires that the Town to have collected at least 42% in each fund. She stated that the General Fund had collected 52%, Water & Sewer had collected 62%, and the Electric Fund had collected 51%. Mrs. Moats informed the Board that she had received a favorable response letter from the LGC, and that the negative variances that were mentioned in the letter, referred to the budget amendments that the Board just approved. She went on to say that the 9 month Budget to Actual Report that she would have to send to the LGC will not be as good because of the Town of Eureka was not paying their water and Sewer Bills.

Mrs. Moats informed the Board that she had written and sent the check in the amount of \$5,000 to the Fremont Boys and Girls Club, in which the Board approved last month.

**(2) Billing & Collections Report – Interim Town Clerk Joyce M. Artis**

Interim Town Clerk Joyce Artis stated that the Billing and Collections report was included in the Board Packet. She also stated that the Water & Sewer Fund was in the negative because of non-payment from the Town of Eureka and for not receiving the vouchers for those who received utility assistance from the CDBG-CV grant. She went on to say that the Town had received the request of reimbursement form from Mike McAllister, which has to be signed by Mayor Yelverton and Town Administrator Jonathan Allen. Alderwoman Artis informed the Board that she would mail the form to the NC Commerce Office on Wednesday, January 29, 2025.

**(3) Police Reports – Chief Paul Moats**

Chief Moats asked the Board if they had any questions concerning his written Monthly Activity Report Summary for December. He went on to say that the Fremont Police Department had a total of 660 calls for service, which includes 911 dispatch calls and officer self-initiated activities. He went to say that the department received 62 calls for service, took seven reports, and there were two car wrecks in the month of December.

Chief Moats went on say that the Part-time personnel has been working the non-coverage hours. He also stated that he was in the process of hiring possibly two individuals.

**(4) Town Update Report – Town Administrator Jonathan Allen**

Mr. Allen stated that, included in the Board's Agenda Packet was a draft of a Subdivision Street Light Ordinance. He asked each Board member to review it and let him know if they had any questions or suggestions. Mr. Allen also informed the Board that the Thermal Imaging of the power lines had been completed, and that he will email or print the report to the Board members. He went on to say that the Thermal Imaging found somethings that we could be done at a minimal cost that would

save the Town some money and potential power outage. Alderman Howell recommend that Thermal Imaging should be conducted every two years.

Mayor Pro Tem Ruffin asked what the cost of the Thermal Imaging was. Finance Officer Shannon Moats stated that the cost of the Thermal Imaging was \$1790, and the cost could be covered through the \$5,000 ElectriCities Grant.

## **Discussion:**

### **1. Verification of Sewer Lines on Vance Street/Cottages On Vance – Mayor Pro Tem Ruffin**

Mayor Pro Tem Ruffin stated that he asked for the picture of the taps that Contractor Jonathan Lee was supposed to uncover in order for the Board to see how he tied into the Town's sewer line. Mr. Allen stated that he would send and/or print the pictures for the Board. Alderman Howell stated that the Public Works Staff should inspect the taps before they are covered up. He went on to say that Mr. Jonathan Lee should be made to uncover the taps because they were not properly inspected by our staff. Mr. Allen stated that he instructed Mr. Lee to uncover the taps, and that staff would be present, and that pictures would be taken as well. Alderwoman Artis asked if Mr. Allen had pictures of all eight taps. Mr. Allen stated that he had the pictures of all uncovered eight taps.

### **2. Benefit Package for New Employees – Alderman Wayne Jackson**

Mr. Jackson stated the Board should revisit our benefit package that we offer to our employees. He went on to say that our benefit package should be that of other state agencies for new employees. Mr. Allen stated that some agencies have a study performed to obtain the best package plan. He went on to say that he had been researching what other municipalities are offering to their employees throughout the State. Alderman Jackson asked Mr. Allen to bring the results of his research to the Board.

### **3. Budget for Training – Mayor Pro Tem Ruffin**

Mayor Pro Tem Ruffin stated that the Town should not pay for training for staff that is on probation. He went on to say that the Town does not budget for the training of those that are on probation, and if we would pay for their training, it would put the Town in a deficit. He stated that we should wait until the person is a permanent employee before the Town pays for any type of training.

Mayor Yelverton stated that if the new employee doesn't have any experience in local government, he or she may need to obtain some training from the North League of Municipalities. Alderman Howell suggested that the cost of the training should be withheld from the employees pay, if they leave within a certain amount of time. Mayor Pro Tem Ruffin stated that he would like for this item to remain on the agenda.

### **4. Fremont IGA – Alderman Howell**

Alderman Howell stated that he had spoken with Mr. Allen concerning the need of explaining to the new owners of the grocery store about the generator that runs during the peak time. He went on to say that we should get in contact of electriCities to ask them



to train them on the use of the generator.

**5. Smoke Testing – Alderman Howell (Tabled)**

**6. Town of Eureka’s Sewer System – Alderman Wayne Jackson**

Alderman Jackson stated the termination date, of March 22<sup>nd</sup>, is approaching. He also stated that he is concerned that Eureka has not asked for a meeting with the Board. Mr. Allen stated he received an email from Mr. Billy Martin of Eureka stating that their Board would be willing to meet with a few of Fremont’s Board members, but not the full Board.

Alderman Jackson stated that the process of scheduling a meeting with only a few members, coming back to the full board, and then meeting with our attorney would run into the termination date. He went on to say that if it does, would we be able to cut them off. He also stated that we needed to enter into a contract with the Town of Eureka concerning the rental of our Pump Stations and Sewer Lines.

Mr. Allen was instructed to schedule a meeting with Town Attorney Brian Pridgen and the Board.

**Information:**

1.) Minutes of the Planning & Adjustment Board Meeting for Tuesday, January 14, 2025.

**Closed Session**

*Mayor Yelverton asked if there was a motion to go into closed session concerning a personnel issue.*

*Mayor Pro tem Ruffin made a motion to go into closed session to discuss a personnel issue. The motion was seconded by Alderman Jackson.*

*Mayor Yelverton asked if there were any discussion. There were none.*

*All were in favor of the motion. The motion passed unanimously.*

**Open Session**

*Mayor Yelverton asked if there was a motion to adjourn the meeting. Mayor Pro tem Ruffin made a motion to adjourn the meeting. The motion was seconded by Alderman Howell.*

*Mayor Yelverton asked if there were any discussion. There were none.*

*All were in favor of the motion. The motion passed unanimously.*

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Eddie Yelverton, Mayor

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Joyce M. Artis, Interim Town Clerk

*Meeting ended at 10:12 pm*