



Minutes of the Regular Town of Fremont Meeting September 16, 2025

The regular meeting of the Board of Aldermen/Alderwomen for the Town of Fremont, NC was held at 6:00 p.m. on September 16, 2025. Present were:

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

Also in attendance were: 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: Mayor Yelverton 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 if there was a motion to accept the amended agenda.

Alderman Howell asked to add Discussion #12 "Utility Audit" #13 "Budget Billing" & #14 "Cemetery Plots". Mayor Pro Tem Ruffin asked to add Discussion #15 "Solar Panels" and Discussion #16 "Ray West". Alderman Mooring asked to add Information #5 "Old Fremont Elementary School Update" Alderwoman Artis asked to add Information #6 "The Cleaning of Main Street Park Playground Equipment".

Alderman Jackson made a motion to accept the amended agenda. Alderman motion 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 Consent Agenda: Mayor Yelverton asked if there was a motion to approve the following items in the consent agenda.

Consent Agenda

1. Regular Board Meeting Minutes – July 15, 2025
2. Special Called Meeting – August 4, 2025
3. Closed Session Meeting – Aug 4, 2025
4. Regular Board Meeting – August 19, 2025
5. Finance Report
6. Police Report

Alderman Jackson asked for a clarification of page 7 of the July 15, 2025 Regular Board Minutes. Alderwoman Artis stated that the line in question should be struck, and that she would make the correction.

Mayor Pro Tem asked to remove the Finance Report from the Consent Agenda to have a separate discussion.

Alderwoman Artis asked to remove August 4, 2025 closed session minutes from the consent agenda. She went on to say that the minutes would be ready to be approved at the next Board meeting.

Mayor Yelverton asked if there was a motion to approve the Consent agenda.

Alderman Jackson made a motion to approve the Consent Agenda as amended. The motion was seconded by Mayor Pro Tem Ruffin.

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.

There were none. Mayor Yelverton closed the public comment section.

Action:

1. **Proclamation for Constitution Week – Mayor Yelverton**

Mayor Yelverton read the Proclamation for Constitution Week to all that were in attendance.

Mayor Yelverton asked if there was a motion to accept the Proclamation.

Alderman Mooring made a motion to accept the Proclamation, which marked the 238th anniversary of the drafting of the Constitution. The motion was seconded by Alderwoman Artis.

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

The Proclamation was presented to Mrs. Phyliss Edmundson.

2. **Merger Regionalization Feasibility Study (MRF) Resolution – Mayor Yelverton**
Mayor Yelverton asked if there was a motion on this action item.

Alderman Jackson made a motion to accept the MRF Resolution that stated that the North Carolina Department of Environmental Quality had offered a State Reserve Grant in the amount of \$50,000 to perform a Merger/Regionalization Feasibility study to the Town of Fremont. The motion was seconded by Alderman Mooring.

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

3. **MRF Capital Budget Ordinance – Mayor Yelverton**

Mayor Yelverton asked if there was a motion on this action item.

Alderwoman Artis explained to the Board that the MRF Capital Budget Ordinance explained how the money would be spent to perform the study.

Mayor Pro Tem Ruffin made a motion to accept the MRF Capital Budget Ordinance in the amount of \$50,000. 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.

4. **Personnel Policy Changes – Finance Officer Shannon Moats**

Mrs. Moats stated that she had previously spoken with Mayor Pro Tem Ruffin, Alderman Jackson, and Alderman Mooring concerning the comp time that was currently on the books. She went on to say that the Town's currently policy, which she believed was a mistake, stated that any time over 24 hours had to be paid to the employee that had accrued overtime. She went on to say that she understood that it was the Board's wishes to leave the wording as it was currently written, but she was concerned about where the money would come from, because it was not budgeted. Mrs. Moats informed the Board that after conducting the most recent payroll, she was able to determine that \$12,789.80 was due to be paid out in comp time.

After much discussion, Alderwoman Artis made a motion to use the wording from the Town's previous personnel policy, which reflects comp meant that staff would take time off would in lieu of financial payout. The motion was seconded by Alderman Jackson.

Mayor Yelverton asked for any discussion.

Mayor Yelverton asked who would be responsible for managing comp time accruals, while the Town did not have a Town Administrator. Alderwoman Artis suggested that the Department Heads should be responsible for doing so.

Chief Moats stated that he was in the process of managing his staff's comp time, but due to the fact his department was short in staff, it was a slow process.

Interim Public Works Director, Kenneth Stanley stated that he would manage his staff's comp time accrual as well. He went on to say that, after making sure that all assigned duties are completed, he would send some of his staff home to eliminate excess comp time.

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

5. Sale of the Old Library – Mayor Pro Tem Ruffin

Mayor Pro Tem Ruffin stated that the Board had been in discussion about what to do with the old library. He went on to say that it was time to make a decision about what to do with the library because there were several people who were interested in the building. He also stated that the Town should consider selling the property because it would eliminate the Town's responsibility of maintaining it and keeping it insured as well.

Alderwoman Artis stated that she had been asked if the Town would consider owner/financing the property. Alderman Mooring stated that he would prefer to rent the building. Alderman Jackson stated that he would not like to see the building sold, and for it to be given to the Historic Society. He went on to say that the building was not zoned for businesses.

After much discussion, Mayor Yelverton asked if there was a motion on this action item. Alderwoman Artis made a motion to rent the building that was previously used at the Fremont Library, located on Goldsboro Street. The motion was seconded Mayor Pro Tem Ruffin.

Mayor Yelverton asked if there was any further discussion. There was none. The motion passed by a majority vote. Alderman Jackson and Alderman Howell voted against the motion.

6. Sale of Mechanic Shop – Mayor Pro Tem Ruffin

Alderwoman Artis made a motion to sell the mechanic shop on Main Street. Mayor Pro Tem Ruffin seconded the motion.

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

7. Responsibilities of the Office Staff – Mayor Pro Tem Ruffin

Mayor Pro Tem Ruffin stated that the Board should assigned the duties of the town administrator to the office staff until a new administrator is hired.

Mrs. Moats stated that someone was needed to sign off on payroll (i.e. payroll sheets, time sheets, etc.) She went on to say that the town administrator normally would sign off on the bills after she pre-audits them. She also stated that purchase orders over \$500 and drawer sheets needed to be signed as well. She asked the Board if they wanted Alderwoman Artis to sign off on the items mentioned or if not, who did they want to carry out those responsibilities. She also stated that the town administrator was also the budget officer and the deputy finance officer as well.

It was the consensus of the Board that Mrs. Mooring, Mrs. Moats, and Alderwoman Artis would sign off on the cash collections drawer sheets.

Mayor Yelverton asked for a motion on the action item.

Alderwoman Artis made a motion to approve the following:

1. *Mayor Yelverton as Budget Officer (he would also. sign off on bills, purchase orders, and payroll).*
2. *Mayor Pro Tem Ruffin as Deputy Finance Officer.*

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.

Mrs. Moats asked the Board if they were in agreeance with the Town Hall staff soliciting help from the community to help organize the Christmas Tree Lighting event. Each Board member stated that they were agreement with the Town Hall staff doing so, and offered suggestions of people who possibility help.

8. Vacant Registration Permit & Ordinance – Alderwoman Artis

Alderwoman Artis stated that she had received a proposed Vacant Registration Ordinance from Town Attorney Pridgen. She went on to say that Attorney Pridgen stated that the Town does not have an ordinance dedicated to a non-residential maintenance code.

The Facilities Committee stated that they would review the proposed ordinance to determine how it should read and would bring their recommendations back to the Board.

9. Laptops for Board Members – Alderwoman Artis

Alderwoman Artis stated that she would like each Board member to utilize a laptop in order to view their agenda packets. She went on to say that, in doing so, it would eliminate the use of large amount of ink and paper. She also stated that the Town has laptops for the Board members who do not have their own. Alderwoman Artis went on to

say that she would print the agenda packets for those who do not have access to the internet, and that she would like for the use of the laptops to begin in October 2025.

It was the consensus of the Board to use the laptops to view the Board agenda packets beginning in October 2025.

10. Vehicles for Surplus – Interim Public Director Kenneth Stanley

Mr. Stanley stated that two people had placed bids on the vehicles that the Board had declared surplus. Alderwoman Artis was asked to make sure that a flyer of the surplus items was posted on the Town's Facebook page, the Town's website, in the Town Hall and Post Office.

Discussion:

1. Cleaning of Ditch Tile – Mayor Pro Tem Ruffin

Mayor Pro Tem Ruffin stated that the Town is receiving a lot of complaints about ditches. He went on to say that certain streets in the Town would flood when it rained. He also stated that he had asked Mr. Stanley if it was possible to clean out a ditch tile without digging up the entire tile. Mr. Stanley stated the he had called Ram Rent-All and other companies that have heavy equipment, and was told that there was no piece of equipment that could clean out a buried impacted ditch tile. He went on to say that Alderman Jackson suggested that the ends of the tile could be cleaned out with a linemen's shovel and water pressure, in which he felt that it would work.

Mr. Stanley stated that the public works department would be very busy with work in the MLK Park and abatements, and that he does not know when or if they could start cleaning out the ditch tiles, but would start as soon as possible.

2. Cleanout Cap Repair – Interim Public Works Director Kenneth Stanley

Mr. Stanley reported that a citizen's cleanout cap was broken during the Labor Day Weekend. He went on to say that, although it was not the Town's responsibility to repair the cleanout cap, which cost approx. \$15 each, but he would repair the cap if he was directed by the Board to do so. He also stated that he was concerned that the line could be also damaged, which would be more of an expense.

Mayor Pro Tem Ruffin stated that the homeowner should be contacted to explain what it would cost to repair the cap, and the possible cost if the line is damaged.

Alderman Howell stated that all above ground cleanouts should have a concrete donuts.

3. 207 Charles Drive – Interim Public Works Director Kenneth Stanley

Mr. Stanley stated that the residents at 207 Charles Drive, were experiencing major issues with their sewer. He went on to that a plumber had installed a new service line, and even after doing so, they have had to call a plumber to clean out the sewer line at least 3 times. He informed the Board that the only thing that he believed that could be causing the issue, was that the two residents on their sewer line, was not using enough water to send enough flow down the line.

4. **Lift for lights at the Public Works Department – Kenneth Stanley**
Mr. Stanley reported that the Scissor Lift and trailer to install the lights in the Public Works Department, which had been approved by the Board, would cost \$180 to rent for 8 hours.
5. **Solar Light for Flag Pole – Kenneth Stanley**
Mr. Stanley reported that a solar light for the Flag Pole in the Elmwood Cemetery would be a better option because there was a break in the electric line. He also asked the Board if the lights around the flagpoles in the Fremont Cemetery and the Daffodil Park could be replaced if they were found not to be working. The Board agreed to replace the lights in the Fremont Cemetery and the Daffodil Park with solar lights.
6. **Leaf Truck Body – Kenneth Stanley**
Mr. Stanley reported that the repairman of the Leaf Truck Body informed him that the truck should be ready in October.
7. **Cost for Fire Hydrants – Kenneth Stanley**
Mr. Stanley informed the Board that the cost of two fire hydrants with valves would be approx. \$10,000.00.

Mr. Jackson made a motion to purchase two fire hydrants with valves for \$10,896.32. The motion was seconded by Mayor Pro Tem Ruffin.

Mayor Yelverton asked for any discussion. There was none. All were in favor of the motion. The motion passed unanimously.
8. **Cost of Materials for Pole Change Out – Kenneth Stanley**
Mr. Stanley reported that, at the request of Mayor Pro Tem Ruffin, he was able to determine the Town's cost to change out the power poles on Pine Street, which would be approx. \$800-900 per pole.
9. **Purchases from Meherrin vs. Helena – Kenneth Stanley**
Mr. Stanley informed the Board that Meherrin Chemical was no longer selling the product in the volume that the Town needed to cut its winter crop. He asked the Board if they would approve purchasing the product from Helena Chemical of Fremont. The Board agreed to do so.
10. **Lawn Mower Quotes – Kenneth Stanley**
Mr. Stanley presented three lawn mower quotes for the Board to consider.

Finance Officer Shannon Moats stated that she was having major budget issues in the electric department. She informed the Board that she had invoices to pay in the amount of \$34,022.94. She went on to say that the \$64,511.00 for the electric department, which leaves \$30,488.00; which \$20,000 of it was budgeted for the lights at Peele Park. Mrs. Moats informed the Board the electric department has \$10,488 in its budget for the rest of the budget year, which is 9 ½ months.

She informed the Board that the purchase of the transformers in the amount of \$15,000 was not budgeted, and was concerned about the purchase of the new lawn mower. She went on to say that the purchase of the lawn mower could be taken from the fund balance if the department goes over budgeted.

The purchase of the lawn mower was tabled

11. Billing & Collections Report – Alderwoman Artis

Alderwoman Artis presented the billing and collections report. She asked the Board if they wanted an explanation of the Board. The Board agreed that the report was acceptable.

12. Utility Audit – Alderman Howell – Tabled

13. Budget Billing- Alderman Howell – Tabled

14. Cemetery Plots – Alderman Howell – Tabled

15. Solar Panels – Mayor Pro Tem Ruffin

Mayor Pro Tem Ruffin stated that the Town should offer the use of solar panels to its citizens. He went on to say that in doing so, it would help both the Town and the citizens. He also stated that he wanted the Board's approval to allow him to research the possibility of the use of solar panels.

16. Ray West – Mayor Pro Tem Ruffin

Alderman Jackson stated that Mr. West was interested in Code Enforcement position. Alderwoman Artis stated that Mr. West did turn in an application. She recommended that his application should be filed and reviewed along with the other applicants.

Alderman Howell stated that years ago, an Electricities representative discouraged the use of solar panels, and the Board, at that time, decided against the use of solar panels.

The Board agreed to have an Electricities representative to come to speak to the Board about the use of solar panels.

Purchase of Transformers –

Alderman Jackson stated that the Town's ordinance stated that the transformers for subdivisions were to be purchased by the contractor.

Old Business:

At the request of the Board the follow old business items were removed or marked as completed/done and were to be included in the public works department's report going forward if not completed. The rest will be assigned a committee or office staff.

1. Trimming of Limbs from Power Lines – Removed
2. Grading of Street Shoulders –
3. Benefit Package for New Employees –
4. Flushing of the Town's Water System – Removed
5. Public Works Director Position –
6. DOT Regulations – Removed
7. Kiosk on Vance Street – Removed
8. Completion of Infrared Hotspots – Removed
9. Fremont IGA Parking Lot – Done/removed
10. Load Management for the Fremont IGA – Removed
11. Sewer Cut Outs on Norwayne Alumni Way, Vance & North Streets – Done/removed
12. Town of Eureka's Sewer Agreement –
13. Hiring a Contractor to Install and Cover Water & Sewer Taps – Approved/removed
14. Grant Writer –
15. Change wording of cemetery ordinance section 93.08 –
16. Adding the Parking of RV's to Ordinance - Approved
17. Burnt/dilapidated houses –
18. MLK Park Improvements –

Information: (BLUE)

1. CBA Home Coming Parade – Friday, October 10, 2025 @ 4pm – Town of Fremont
2. Pay Off of Public Works Truck
3. Town of Fremont 2026 Utility Calendar
4. Praise in the Park Youth Explosion Sponsored By St. James COC Youth Ministries – The event will be held in the MLK Park on Saturday, October 4, 2025 @ 11am-3pm. Free and Opened to the Public.

Board Members Comments

Each Board member gave brief comments.

Closed Session: Personnel - General Statute § 143-318.11(6)

Mayor Yelverton asked if there was a motion to go into closed session.

Alderman Mooring made a motion to go into closed session. The motion was seconded by Mayor Pro Tem Ruffin. All were in favor of the motion. The motion was passed unanimously.

Open Session:

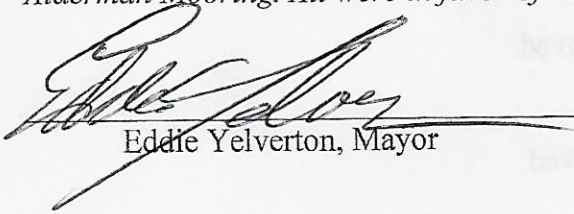
Closing Prayer:

Alderwoman Reid gave the closing prayer.

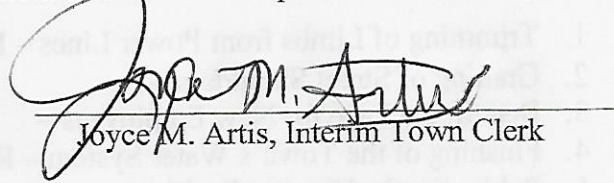
Motion to Close Regular Session:

Mayor Yelverton asked if there was a motion to close the meeting.

Alderman Howell made a motion to close the regular session. The motion was seconded by Alderman Mooring. All were in favor of the motion. The motion was passed unanimously.



Eddie Yelverton, Mayor



Joyce M. Artis, Interim Town Clerk

Meeting ended at 10:07 pm