Minutes of the Regular Town of Fremont Meeting
August 18, 2026

The regular meeting of the Board of Aldermen/Alderwomen for the Town of Fremont, NC was held at 5:00 p.m. on August 18, 2026. Present were:

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

Quorum Present: Yes

Also, in attendance were: Interim Town Administrator Steve Harrell, Town Administrator Jason Smith, Chief of Police Paul Moats, Public Works Director Steve Hooks, Assistant Police Chief Greg Bottoms, and Code Enforcement Officer Keith L. Spivey.

Call to Order:
Mayor Yelverton called the meeting to order at 5pm.

Invocation:
Keith Spivey gave the Invocation.

Pledge of Allegiance:
Alderman Howell led all in attendance in the Pledge of Allegiance

Approval of Agenda:
Mayor Yelverton asked if there was a motion to accept the agenda.

Alderman Jackson made a motion to approve the agenda as printed. Alderwoman Artis seconded the motion.

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

Mayor Yelverton asked if there was a motion to approve the following items on the Consent Agenda.

Consent Agenda:

1. Special Called Meeting Minutes – July 14, 2026
2. Closed Session Meeting Minutes – July 14, 2026
3. Regular Town Board Meeting Minutes – July 21, 2026
4. Closed Session Meeting Minutes – July 21, 2026
5. Finance Report
6. Billing & Collections Report
7. Police Department Report
8. Public Works Department Report
9. Code Enforcement Report

Alderwoman Artis asked to omit the Special Called minutes for July 14, 2026 from the consent agenda. She went on to say that Alderman Jackson brought to her attention that a discussion item was let out of the minutes and that she would bring the minutes back for Board approval at its next meeting.

Alderman Jackson made a motion to approve the consent agenda as amended. The motion was seconded by Alderman Mooring.

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

Public Comment:

Mayor Yelverton opened the meeting to hear comments from the public. No one came forth to speak.

Mayor Yelverton closed the public comment section of the meeting.

Public Hearing:

Mayor Yelverton opened the Public Hearing section of the meeting. He stated that the purpose of the hearing was to hear public comments concerning the Fremont Town Board of Aldermen/Alderwomen's plans to amend the Town's Zoning Ordinance to allow food trucks as a permitted use in the Community Business District (CBD), General Business (GB), and Highway Business (HB).

No one came forth to speak. Mayor Yelverton closed the public hearing.

Action:

1. **Zoning Ordinance Amendment to Allow Food Trucks – Mr. Harrell**
   Mr. Harrell stated that the Planning Board, at its July 14th meeting, had reviewed the proposed food truck ordinance, and that they recommended that the Town Board of Aldermen/Alderwomen would approve the proposed ordinance. He went on to say that, if approved, the proposed ordinance would be categorized under Title XI: Business

Regulations of the Fremont Code of Ordinances. He informed the Board that the Zoning Ordinance would need to be amended to state that Food Trucks are permitted in the following zoning districts: CBD – Community Business District, GB – General Business and HB – Highway Business.

Mr. Harrell informed the Board that the proposed ordinance did allow food truck owners to erect/install an awning that would provide shade/protection from direct sunlight and rain.

Mayor Yelverton asked if there was a motion on the agenda item.

Alderman Jackson made a motion to approve the proposed Food Truck Ordinance. The motion was seconded by Alderman Mooring.

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

2. **Food Truck Ordinance – Mr. Harrell**
Mr. Harrell presented a proposed Zoning Ordinance to allow food trucks as permitted use in the Community Business District, General Business, and Highway Business.

Mayor Yelverton asked if there was a motion on the agenda item.

Alderman Howell made a motion to approve the proposed Food Truck Ordinance. The motion was seconded by Alderwoman Reid.

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

3. **Approval of Stuckey Road Subdivision Preliminary Plat – Mr. Harrell**
Mr. Harrell Stated that on September 6, 2025, the preliminary plat for the Whitley Heritage Farms subdivision, also known as the Stuckey Road Subdivision, was approved, with conditions, by the Town of Fremont's Planning Board. He provided both the preliminary plat and a letter that listed the conditions, which was written by Town Engineer Mike McAllister.

Mr. Harrell informed the Board that Mr. McAllister's letter incorrectly stated that the preliminary plat had been approved during the Fremont Town Board's September 16, 2025, meeting. He went on to say that the Town's records showed that the item was not included on the Town Board's agenda and that the minutes of the meeting did not contain any action taken by the Board concerning the Stuckey Road Subdivision's preliminary plat.

Mr. Harrell stated that, although the final plat for Whitley Heritage Farms on Stuckey Road was ready for approval, the Town Board must approve the preliminary plat before doing so.

He informed the Board that, if approved, the final plat will go to the Planning Board's September 8, 2026, meeting for approval and recommendation to the Town Board to approve at its September 15, 2026 meeting.

Mayor Yelverton asked if there was a motion on the agenda item.

Alderwoman Artis made a motion to approve the Preliminary Plat of the Stuckey Road Subdivision, also known as Whitley Heritage Farms Subdivision. The motion was seconded by Alderman Mooring.

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

4. **Request For Qualifications (RFQ) for Engineering Services – Mr. Harrell**
Mr. Harrell informed the Board that "Some towns may issue Request for Qualifications to other engineering firms to assess what they have to offer in regard to engineering qualifications, experience, accomplishments, types of projects they have worked on, and skill sets."

He went on to say that the Town of Fremont had used the services of Municipal Engineering for its civil engineering services for approx. sixteen years and suggested that the Board would consider sending out RFQ's to other engineering firms.

Mr. Harrell went on to say that the issuance of a RFQ is for a town to consider using an on-call Master Services Agreement for engineering services once a firm, or firms, are chosen following the RFQ process, and for the firm to provide professional services for specific projects. He went on to say that each engagement would be documented by a Task Order for the specific project chosen. He also informed the Board that the on-call initial Master Service Agreement would be in effect for three years with the option to extend the agreement for two one-year extensions.

Mr. Harrell provided the Board with a draft Request for Qualifications (RFQ) for engineering services, along with a sample on-call Master Services Agreement for the Board's review and consideration. He went on to say that if approved, a copy of the RFQ would be mailed to selected engineering firms in the surrounding area and advertised in the form of a public notice in the local newspaper.

Mayor Yelverton asked if there was a motion on the agenda item.

Alderman Howell made a motion to approve the proposed Request for Qualifications for Engineering Services and the Master's Services Agreement. The motion was seconded by Alderman Mooring.

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

5. **Wireless Communications Agreement – Mr. Harrell**
Mr. Harrell stated that after the Board decided to enter into a Wireless Communication Management Agreement with Utility Services Communications, the company opted not to manage the wireless communications devices on the Town's elevated water tank.

Mr. Harrell provided the Board with a wireless communications management agreement also known as a "Master Site Marketing" Agreement from TowerCo VI, LLC, based in Delaware. He stated that the agreement was a contract with ToweCo, who would provide services to: 1. Market the Town's elevated water tank, 2. Manage equipment installation, and 3. Provide ongoing administration and management of all the wireless communications on the tank.

Mr. Harrell informed the Board, that TowerCo would: 1. Be the point of contact for anyone wanting to install wireless apparatus on the Town's elevated tank, 2. Provide the three services mentioned above, and 3. Collect lease dollars from the wireless apparatus company.

He went on to say that Fremont would receive 80% of all gross receipts that the TowerCo collects annually.

He informed the Board that the agreement was reviewed by Town Attorney Brian Pridgen, who sent suggested amendments to TowerCo. He went on to say that Mr. Pridgen's suggestions would give the Town more oversight and control of how tower placements would occur, and that TowerCo agreed to his amendments, which were incorporated in the enclosed Master Site Marketing Agreement.

Mayor Yelverton asked if there was a motion on the agenda item.

Alderwoman Artis made a motion to enter into a contract agreement with TowerCo as approved by Town Attorney Brian Pridgen. The motion was seconded by Alderman Mooring.

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

6. **Amendment to Customer Service Guidelines – Mr. Harrell**
Mr. Harrell stated that at the Town Board's July 21, 2026 meeting, the council agreed to adopt a Customer Service Guideline for the Town's utilities. He went on to say that "The guidelines should have included that the Town does not make sewer charges adjustments for water leaks if the adjustment is $25 or less.

Mr. Harrell recommended that the Board should amend the Customer Service Guidelines Agreement to include the following wording "The Town does not make sewer adjustments if the adjustment would be $25 or less"

He went on to say that if a customer requested an adjustment, they may be eligible for an adjustment only on the sewer portion of the bill, if the amount to be adjusted is more than $25.

Mr. Harrell informed the Board that the customer must complete a Sewer Adjustment Request Form and provide proof of repair, which could be in the form of a paid invoice to a contractor or a plumber, or a receipt for repair supplies if the customer performed their own repairs.

He went on to say that the guidelines stated that handwritten notes by the account holder would not qualify, and that documentation must be provided to the Town before an adjustment is made.

Mayor Yelverton asked if there was a motion on the agenda item.

Alderman Mooring made a motion to amend the Customer Services Guidelines to include the wording; "The Town does not make sewer adjustments if the adjustment is $25 or less." The motion was seconded by Mayor Pro Tem Ruffin.

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

<u>Pools</u>

Mr. Harrell informed the Board that citizens that were requesting an adjustment because they filled a pool must complete a Sewer Adjustment Request Form, and that they also must notify the town at least 24 hours in advance, in order for their meter to be read before and after the filling of the pool. He went on to say that by doing so, an accurate adjustment could be calculated.

He went on to say that the Town would authorize only one adjustment per 12-month period, even if the request is voluntary, or if the customer experienced a busted water pipe.

7. **Ordinance to Regulate the Use of Generators Within the Town's Municipal Limits – Mr. Harrell**

Mr. Harrell stated that there had recently been an issue with a citizen using a generator as a primary source of electricity. He went on to say that electric generators, portable and permanent standby generators were intended to be used as backup power in case of power outages.

Mr. Harrell presented a proposed ordinance that would regulate the use of generators within the Town's municipal limits. He stated that the ordinance would restrict the use of

generators to times when there are power outages, either by storm or a power outage by the utility. He went on to say that the proposed ordinance would allow a generator to be exercised no more than one time during the weekday, between 10 a.m. and 5 p.m. and for no longer than 30 minutes.
Mayor Pro Tem Ruffin recommended that the electric meters of repeated violators should be removed.

Mayor Yelverton asked if there was a motion on the agenda item.

Alderman Jackson made a motion to approve the proposed ordinance that would regulate the use of generators within the Town's municipal limits. The motion was seconded by Mayor Pro tem Ruffin.

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

Discussion:

1. **Historic Commission's Additional Committee Member – Mayor Yelverton**
   Mayor Yelverton stated that Lori Norris, manager of Southern Bank, had consented to serve on the Historic Commission Committee. He stated that she was the last member that needed to be added to the committee.

   Alderwoman Artis made a motion to approve Lori Norris as a committee member of the Historic Commission. The motion was seconded by Alderman Howell.

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

Town Administrator's Report

1. **Truck for Electrical Department**
   Mr. Harrell stated that Alderman Howell had recommended during the Board's last meeting that the Town should explore the same option of obtaining a truck for the electrical department as it did for code enforcement, which was asking Wayne County to give/title another surplus vehicle to the Town.

   Mr. Harrell informed the Board that he had contacted Wayne County and was informed that they would take an inventory of what was available. He also stated that he had contacted the City of Goldsboro as well and was told that they did not donate their surplus vehicles.

   Mr. Harrell also informed the Board that he would also reach out to other municipalities about the sell or donation of their surplus vehicles.

Code Enforcement Truck
Mr. Harrell reported that Wayne County donated a white 2004 Ford truck to the Town. He stated that the truck was in good condition and that the code enforcement officer had registered the vehicle and secured the tags.

2. **$500 Registration Fee for Non-Residential Building Maintenance Code**
Mr. Harrell stated that on August 19, 2026 at 6:30pm, he, Code Enforcement Officer Spivey and Town Administrator Smith would meet with the property owners of the General Business area to hold a Stake Holders Meeting. He went on to say that, at that time, the nonresidential maintenance code, which was approved by the Board in December of 2025, would be discussed. He stated that the discussion would entail what the property owner would need to do to bring their property up to code.

Mr. Harrell informed the Board that letters and a copy of the non-residential maintenance code were mailed to each property owner to inform them of the same.

Mr. Harrell asked the Board to consider waving the $500 annual registration fee until January 2027. After which, the registration fee would be required if the property owner did not have:

- An active building permit property
- The property listed with a realtor to rent or sale

Mr. Harrell went on to say that if the property owner was actively renovating their property, or had their property listed with a realtor to rent or sell, they would be exempt from having to pay the annual $500 registration fee, but the property would still have to meet the building code, if not, they would be fined.

He stated that the Board was welcome to attend the meeting, but urged the Board not to make any comments or deliberate.

It was the consensus of the Board to waive the $500 annual registration fee until January 1, 2027.

3. **Roof Inspection**
Mr. Harrell stated that, at the request of Mayor Pro tem Ruffin, he had received a quote from Eastern Carolina Roofing and Siding. He stated that quote consisted of the repair of four roofs (i.e. lobby, conference room, board room & police department).

Mr. Harrell went on to say that roofer prepared a thorough analysis of what needed to be repaired, and that the price of $54,000 was only for repair, not for new roofing. He informed the Board that he and Mr. Smith met with the company's owner, Steven Howell, to discuss the maintenance work of each roof that he identified (i.e. broken seals, holes, cleaning, etc.)

He went on to say that Mr. Howell stated that the cost to replace all four roofs would be approximately $150,000.00.

Mr. Harrell informed the Board that Mr. Howell stated that the repair of each roof would extend the need of replacement by eight to ten years. He went on to say that Mr. Howell informed him that the police department's roof was in good condition and would last approximately ten years before it needed to be replaced.
Mr. Harrell recommended that the finance committee would meet with Mr. Howell to obtain the best option of how to proceed with the repair of the roof.

After much discussion, it was the consensus of the Board to obtain two additional quotes for the repair/replacement of the roof(s).

4. CDBG-Neighborhood Revitalization Grant

Mr. Harrell stated that he was contacted by Ben Jones of Faltor Consultants of Goldsboro, NC to obtain whether or not the Town would be interested in being included in the next round of applications for Neighborhood Revitalization, which needed to be submitted by October 13, 2026 to the North Carolina Department of Commerce.

Mr. Harrell informed the Board that to qualify for the program one should:

- Have low to moderate income
- Live in the primary place of residence
- Own their home
- Be in desperate need of renovation

Mr. Harrell stated that, under the CDBG guidelines, the Town must hold two public hearings and suggested that the first hearing should be held on September 15, 2026 and the second hearing should be held two weeks later. Mr. Harrell stated that Ben Jones, on behalf of the Town, would survey the community and submit the application to the State.

It was the consensus of the Board to meet with Ben Jones of Faltor Consultants on Tuesday, August 25, 2026 at 6pm.

5. The Town of Fremont Electric Rates vs. Duke Electric Rates

Mr. Harrell stated that he asked Administrative Assistant Tamara Mooring to prepare a chart that consisted of the electric rates of Town of Fremont, Town of Pikeville, Town of Lucama, Town of Stantonsburg, and Duke Energy Progress.

The chart showed that the Town of Fremont's electric rates for a family of four that used 4000 Kilo Watts was $45.00 cheaper than Duke Progress Energy's rates for same amount of usage. He stated that this chart would be placed on the Town's website to show that the Town of Fremont's Electric Rates were very competitive.

Finance Officer Shannon Moats stated that there was a misconception about the Town's utility bill. She went on to say that each resident's utility bill consisted of charges for electric, water, sewer, and garbage.

6. **Mr. Harrell's request to change last day of work**
Mr. Harrell stated that his employment agreement with the Town stated that his last day of work with the Town was scheduled for Monday, August 31, 2026. He went on to say that he had trained new Town Administrator Jason Smith for approximately three weeks and felt that he was ready to fully step into the role as administrator. He asked if the Board would allow his last day of work to be on Thursday, August 27, 2026.

It was the consensus of the Board to allow Mr. Harrell to move his last day of employment from Monday, August 31, 2026, to Thursday, August 27, 2026.

Old Business:

1. Grading of Street Shoulders – No discussion
2. Town of Eureka's Sewer Agreement – No discussion
3. Grant Writer – No discussion
4. Repair of Sewer Tile Below Railroad Track – No discussion
5. Pot Holes – No discussion
6. Street Signs – No discussion

Information:
Mayor Yelverton announced the following:

1. Mayor Yelverton stated that the Legislative Breakfast would be held on Thursday, August 20, 2026, from 8am-10am at Walnut Country Club. Representatives Don Davis, and John Bell would be in attendance. He also stated that he, Town Administrator Jason Smith, Mayor Pro tem Ruffin, and Alderman Mooring had been registered to attend the breakfast.

2. Chief Moats stated that, to keep an opened-line of communication with the citizens of Fremont, the Town of Fremont Police Department and the Prose and Provisions Coffee Shop would be hosting a "Coffee with Cops" event on Saturday, August 29, 2026 From 8:30am-10:30am. He stated that the main objective was to listen and to address the concerns of the citizens. He encouraged everyone to attend.

Board Members' Comments

- Alderwoman Reid thanked Mr. Harrell for his direction and accomplishments

- Alderman Howell thanked Mr. Harrell for the hard work that he provided to the Town, and for demonstrating the attributes of an effective town administrator.
Alderman Howell also asked if the clothes donation box on West Main Street could be monitored more closely. He went on to say that clothes were often scattered around the container, and it was an eyesore in the community.

  Mr. Harrell stated that he and Mr. Smith would look into the matter.

- Alderwoman Artis thanked Mr. Harrell for what he had accomplished in six months. She also thanked him for shortening the Board meetings as well. She went on to say that, under Mr. Harrell's administration, she had become a better Board member and clerk. Mrs. Artis also stated that she looked forward to working with Mr. Smith as well.

- Alderman Mooring thanked Mr. Harrell for showing the Board how more efficient that the Town could be ran. He stated that he had no idea that Mr. Harrell could turn things around in such a short period of time.

- Alderman Jackson stated he appreciated the fine job that Mr. Harrell did as the Interim Town Administrator. He went on to say that "I hate to see you go, but I feel that we got a good man to take your place."
- Mayor Yelverton thanked the staff for organizing the State of the Town Address. He stated that the event was well attended. He also stated that that NAACP Candidate Forum, which was held on August 13, 2026 at the Town Hall was also a very well attended event. He stated that candidates from each party were present. Mayor Yelverton went on to say that he appreciated the fine job that Mr. Harrell had done for the Town of Fremont and that he would be greatly missed.

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

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

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

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

Open Session

Closing Prayer:

Alderwoman Reid gave the closing prayer.

Motion to Adjourn

Mayor Yelverton asked if the motion to close the meeting.

Alderman Mooring made a motion to close the regular Board meeting. The motion was seconded by Alderman Howell.

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

Mayor Yelverton adjourned the meeting @ 7:17pm

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Eddie Yelverton, Mayor Joyce M. Artis, Clerk