



**LUCAMA BOARD OF COMMISSIONERS  
REGULAR MEETING  
MONDAY, OCTOBER 6, 2025  
LUCAMA TOWN HALL  
BOARD ROOM**

**MINUTES**

**1. Call to Order**

Mayor Pro Tem, Jeff Johnson, (hereinafter “Pro Tem Johnson”) called to order the regular meeting of the Town of Lucama Board of Commissioners (hereinafter “Board”) at 6 pm on October 6, 2025.

**2. Roll Call**

Pro Tem Johnson conducted roll call – by use of sign-in. The following were present:

Commissioner, Dennis Ford (hereinafter “Comm. Ford”)  
Commissioner, Kim Joyner (hereinafter “Comm. Joyner”)  
Commissioner, Jody Teague (hereinafter “Comm. Teague”)  
Town Administrator, Elizabeth Krige (hereinafter “Admin. Krige”)  
Town Clerk, Dena Owens (hereinafter “Clerk Owens”)  
Town Attorney, Gabe DuSablou (hereinafter “Attorney DuSablou”)

**3. Moment of Silence**

Those in attendance observed a moment of silence.

**4. Approval of Agenda**

Comm. Teague requested to add an agenda item to new business regarding a storm drainage study for the Katy’s Landing Subdivision.

Pro Tem Johnson asked for a motion to approve the agenda with the addition.

*MOTION: Comm. Teague made a motion to amend and approve the agenda with the addition; seconded by Comm. Joyner. Motion passed by unanimous vote.*

**5. Approval of Minutes from Last Meeting and Financial Report**

Pro Tem Johnson gave the Board an opportunity to review the proposed minutes for the September 2, 2025, regular meeting and the financial report.

*MOTION: Comm. Teague made a motion to approve the September 2, 2025, minutes and financial report; seconded by Comm. Ford. Motion passed by unanimous vote.*

## **6. Welcome of Guests**

Melonie Bryan, with the Local Government Commission, was at the meeting to share information regarding the Town's Unit Assistance List Score Card and the Performance Indicators from the Town's 2024 Audit. Ms. Bryan is the Town's Coach Team Consultant with the LGC. She shared that she was a retired Deputy County Manager with Hertford County and was the County's CFO for nearly 20 years. She currently works for the LGC, helping the units that are on the Unit Assistance List, in Southeastern North Carolina. The Unit Assistance List is not to be perceived as punitive, but is an opportunity for towns who are struggling to get additional resources to help them graduate off the list. She stated that it is her hope that when the list is reviewed again in the spring, that Lucama is strongly considered for graduation off the list. She mentioned that we were known as the "poster child" for how to do it right in the last year of LGC meetings. When it is spoken about towns that are behind and how to get caught up, the Town has the distinction of completing five audits in 15 months, which is incredible and is an audit every 90 days. The LGC would now like to see the Town keep them current. The 2025 audit is not due until December 31<sup>st</sup> and she anticipates that if 2025 is filed timely, and the list is reviewed again in the spring, it will show that there is maintenance in effort, showing that the Town got current and managed to stay current.

She shared with the Board the Town's Unit Assistance List Score Card and the Performance Indicators. She wanted to share her position on where she sees the Town positioned and the progress that has been made. Ms. Bryan began with the Score Card and continued with an explanation of the Performance Indicators. She would like to see the Town graduate off the UAL and eventually graduate off the Distressed Utility List. However, being on the Distressed Utility List does allow the Town to score points when attempting to be awarded grant funding.

Ms. Bryan stated that she felt the Town was headed in the right direction and that the LGC would start reviewing the UAL in May. She said that coaches, like herself, are allowed input in the review. If she was asked if the Town of Lucama was ready to graduate off the list, she feels that it is. She feels that the Town took it seriously when the State said that if the Town doesn't get current that they would withhold sales tax, and when it was said that the audits needed to be current. She suggests that the Town maintain being current. Other Towns have noticed the work that Lucama did and have worked hard to make the corrections necessary for their town.

Comm. Joyner asked other than the Town not turning an audit in on time, what else would keep them from graduating off the list. Ms. Bryan stated that if the Town's auditor came back and had many comments about something new the Town would remain on the list. However, she stated that the Town is doing the same thing, the same way, and with the same people and it is not expected that the Town would have any new audit findings.

7. **Public Comments**

There were no public comments.

8. **Old Business**

**Certificate of Sufficiency and Set Public Hearing Date for Annexation of Hidden Treasures Subdivision**

Clerk Owens presented the Certificate of Sufficiency for the Hidden Treasures Subdivision. It was requested that the Board set a public hearing date, and if possible, at the November 3, 2025, regular meeting.

*MOTION: Comm. Ford made a motion to accept the Certificate of Sufficiency for Hidden Treasures Subdivision and set a public hearing date of November 3, 2025; seconded by Comm. Teague. Motion passed by unanimous vote.*

9. **New Items of Business**

**Budget Change**

Clerk Owens presented information to the Board about budget changes that were needed. Modifications were needed in the Electric Fund to cover the Rent of Right of Way for the Railroad (cost of rental had gone up) and in the Water Fund, the Dues and Subscriptions line item needed to be increased. There was no action needed.

Clerk Owens shared an additional change in budget due to the need to increase the Electric Fund line item for Maintenance and Repair of Vehicles. The tree bucket truck needed to be repaired and the cost to do so caused an increase to be needed. Again, there was no action needed.

**Appointment of Representative for Non-Power Agency Board of Commissioners**

The Town is a part of Electricities, which has several tiers of membership, including North Carolina Municipal Power Agency 1 and North Carolina Eastern Municipal

Power Agency. Lucama and several other towns are classified as “non-power agency members.” This group of communities is represented on the Electricities Board. Non-Power Agency members also have a Board of Commissioners. Clerk Owens stated that Admin. Krige has been asked to serve on the Board, which nominates the representative to the Electricities Board. The Town can also appoint an alternate commissioner for the board.

*MOTION: Comm. Teague made a motion to appoint Admin. Krige to the Non-Power Agency Board of Commissioners; seconded by Comm. Joyner. Motion passed by unanimous vote.*

*MOTION: Comm. Joyner made a motion to appoint Comm. Ford as an alternate; seconded by Comm. Teague. Motion passed by unanimous vote.*

### **Appointment of Zoning Administrator**

Admin. Krige mentioned that the Town combined the roles of Clerk, Finance Officer and Zoning Administrator. Because of the increase in development activity, the appointment of the Town Administrator to serve as the Zoning Administrator would more evenly distribute the workload.

*MOTION: Comm. Teague made a motion to appoint the Town Administrator to the office of Zoning Administrator; seconded by Comm. Joyner. Motion passed by unanimous vote.*

### **Termination of Joint Ownership Agreement**

Admin. Krige mentioned that the Town and Brightspeed had entered into an agreement where some of the utility poles were jointly owned between the two entities. Brightspeed had attachments on the poles. During the last year, Mr. Clark and RL Willoughby sought to end the joint use agreement in favor of single ownership of poles.

Poles owned by the Town with attachments from Brightspeed will be assessed an attachment fee. An agreement for fees to be assessed to Brightspeed will be presented for adoption at a future meeting.

Admin. Krige asked that the Board approve the termination of the Joint Ownership Agreement with Brightspeed which includes the division of utility poles.

*MOTION: Comm. Teague made a motion to approve the termination of the joint pole ownership agreement and the division of utility poles; seconded by Comm. Ford. Motion passed by unanimous vote.*

## **Consideration of American Rescue Plan Act Policies**

Admin. Krige stated that the Town received grant funding through ARPA funds from the Department of Environmental Quality to complete an Asset Inventory Assessment (AIA) for both the water and sewer systems. To use the funds, it is required that the Town adopt policies to comply with federal grant regulations. A resolution needs to be adopted as well.

To complete compliance for expending funds, Admin. Krige asked the Board to adopt the Allowable Costs and Cost Principles Resolution and the following policies: Eligible Use, Purchasing and Procurement, Conflict of Interest, Civil Rights, Records of Retention, and Internal Control Policies.

*MOTION: Comm. Joyner made a motion to approve the resolution for Allowable Costs and Cost Principles; seconded by Comm. Teague. Motion passed by unanimous vote.*

*MOTION: Comm. Joyner made a motion to approve the Eligible Use, Purchasing and Procurement, Conflict of Interest, Civil Rights, Records Retention, and Internal Control Policies; seconded by Comm. Teague. Motion passed by unanimous vote.*

## **Ironwood Subdivision Sketch Plan**

Admin. Krige shared a sketch plan that the developer submitted with roadways and the general layout of lots. Sketch plans are optional for major subdivisions, but are encouraged in the Town's ordinance 150.043. The zoning for the parcels is RA-20, which allows for 15,000 square foot lots with offsite water and sewer. The Town will serve the subdivision with water, sewer, and electricity.

Admin. Krige stated that due to the proximity of Lucama Elementary School, the Town requested curb and gutter along the streets and a sidewalk along one side of the street. The developer agreed. The Planning Board approved the sketch plan. The next step in the planning process is for the developer to begin construction drawings and submit a preliminary plat. The preliminary plat will have more details, including easements. Once the preliminary plat is approved by the Board, the developer will have to follow the plat or request approval for any changes made to the site.

Admin. Krige requested that the Board consider the sketch plan for approval.

*MOTION: Comm. Ford made a motion to approve the sketch plan for the Ironwood Subdivision; seconded by Comm. Joyner. Motion passed by unanimous vote.*

## 10. Town Administrator's Report

### **Sewer System Improvements**

There were no bids received on September 4<sup>th</sup>. McDavid Associates re-advertised the project, and the Town hopes to receive multiple bids on October 7<sup>th</sup> at 2 pm.

### **Water System Improvements**

The Division of Water Infrastructure – Public Water Supply is requiring a permanent easement for an existing water line before they issue approval of the plans to replace aging lines in Town. The property owner has been contacted, and the Town is waiting for a response.

### **Audit Update**

Staff worked hard to submit the documentation requested for the audit. The auditor will be on-site for field work on October 7<sup>th</sup>.

### **Power Supply Request for Proposals**

On September 2<sup>nd</sup>, the Board approved a contract with UTEC to seek proposals from electricity providers. The RFP was sent out on September 25<sup>th</sup>, with responses due from electricity providers by October 17<sup>th</sup>. The following companies were contacted: Carolina Power Partners, Duke Energy, Dominion, Santee Cooper, Electricities, PMPA, and Southern Power. After proposals are received, UTEC will provide a recommendation to the Town.

## 11. Adjournment

Pro Tem Johnson adjourned the meeting at approximately 6:45 pm, October 6, 2025, upon motion of Board.

*MOTION: Motion was made to adjourn by Comm. Teague; seconded by Comm. Joyner. Motion passed by unanimous vote.*

*Respectfully Submitted: Dena Owens, Town Clerk*