



**LUCAMA BOARD OF COMMISSIONERS
REGULAR MEETING
TUESDAY, NOVEMBER 3, 2025
LUCAMA TOWN HALL
BOARD ROOM**

MINUTES

1. Call to Order

Mayor, Matthew Creech, (hereinafter “Mayor Creech”) called to order the regular meeting of the Town of Lucama Board of Commissioners (hereinafter “Board”) at 6 pm on November 3, 2025.

2. Roll Call

Mayor Creech conducted roll call – by use of sign-in. The following were present:

Commissioner, Dennis Ford (hereinafter “Comm. Ford”)
Commissioner, Jeff Johnson (hereinafter “Comm. J. Johnson”)
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

Mayor Creech asked that those in attendance observed a moment of silence in memory of the recent passing of Comm. David Johnson.

4. Approval of Agenda

Mayor Creech asked for a motion to approve the agenda.

MOTION: Comm. Ford made a motion to approve the agenda; seconded by Comm. Teague. Motion passed by unanimous vote.

5. Approval of Minutes from Last Meeting and Financial Report

Mayor Creech gave the Board an opportunity to review the proposed minutes for the October 6, 2025, regular meeting and financial report.

MOTION: Comm. J. Johnson made a motion to approve the October 6, 2025, minutes and financial report; seconded by Comm. Joyner. Motion passed by unanimous vote.

6. Proclamation in Honor of Former Commissioner David Johnson

Admin. Krige read the Proclamation written in honor and memory of David Johnson.

7. Public Comments

Brittany Clemens addressed the Board with gratitude, thanking them that the monthly bills had been processed and available by the 25th of the month, just as she had requested during a previous Board meeting.

8. Old Business

Public Hearing – Annexation of Hidden Treasure (now known as Little Rock Pointe) Subdivision

Mayor Creech opened the public hearing.

Clerk Owens shared with the Board and those in attendance that Little Rock Pionte Subdivision had requested annexation into the Town limits. The owners have applied, Clerk Owens has investigated and given a certificate of sufficiency, the petition meets the requirements of GS §160A-31, and the public hearing was advertised.

Mayor Creech asked for public comments. There were no comments.

Mayor Creech requested a motion to close the public hearing.

MOTION: Comm. Ford made a motion to close the public hearing, seconded by Comm. Joyner. Motion passed by unanimous vote.

Mayor Creech asked for a motion to approve said annexation.

MOTION: Comm. Ford made a motion to extend the corporate limits for Little Rock Pointe Subdivision; seconded by Comm. J. Johnson. Motion passed by unanimous vote.

9. **New Items of Business**

Consideration of Joint Use Agreement with Brightspeed

Admin. Krige stated that at the last meeting the Town and Brightspeed agreed to end the joint ownership of utilities poles and divided them amongst the two parties. She stated that the attached agreement with the agenda is to allow Brightspeed to attach their equipment to the Town's poles. They currently have attachments on 158 of the Town's poles. The agreement will charge the Town to attach to Brightspeed poles in the amount of \$11 per pole per year. It is the same for Brightspeed attaching to the Town's poles. It is her understanding from R. L. Willoughby and previous Interim Town Admin., Ralph Clark, that this was the desired outcome. Much work went into the agreement and was a culmination of their work. The office will be creating an invoice for Brightspeed in the amount of \$1,738.00 to attach to the poles for the calendar year of 2026.

MOTION: Comm. Joyner made a motion to approve the Joint Use Agreement with Brightspeed; seconded by Comm. Teague. Motion passed by unanimous vote.

Consideration of Katy's Landing Sketch Plan

Admin. Krige provided the Board a sketch plan of lots and roadways of the subdivision of Katy's Landing. It has been to the Planning Board and they officially tabled the decision pending a review of drainage and runoff. Engineer, Mike Tolson, completed the study, which is attached to the agenda. After reviewing the runoff study, the Planning Board approved the sketch plan on October 16th. It is requested that the Board approve the sketch plan. The next step would allow the developers to draw construction documents, which will also be reviewed by the Town's engineer. A preliminary plat will be submitted and once approved the developers cannot deviate from the preliminary plat without the Board of Commissioners' approval.

MOTION: Comm. Ford made a motion to approve the Katy's Landing Sketch Plan; seconded by Comm. J. Johnson. Motion passed by unanimous vote.

CDBG-NR Grant Consideration and Selection of Firms for Surveying and Asbestos Inspection

Admin. Krige shared with the Board that this project began in 2019 when the Town was awarded a Community Development Block Grant, which would assist homeowners with the repair or replacement of their homes. COVID came along with other factors hindered the identification and repair of homes was caused. In 2025 an applicant that met the income and ownership criteria was identified. The next step in the project is to have the land surveyed and an asbestos inspection.

The Upper Coastal Plain Council of Governments, who assists the Town in administering the grant issued a request for qualifications for qualified firms to complete the survey and asbestos work. Two submissions were received for both the survey and the asbestos inspection. After consultation with the COG it is recommended that the Board award a contract to Bartlett Survey and Engineering for completion of the Survey and to Carolina Industrial Hygiene Services for completion of the asbestos inspection.

MOTION: Comm. Joyner made a motion to contract with Bartlett Engineering and Surveying to complete the survey related to the CDBG-NR grant; seconded by Comm. J. Johnson. Motion passed by unanimous votes.

MOTION: Comm. Joyner made a motion to contract with Carolina Industrial Hygiene Services to complete the asbestos inspection related to the CDBG-NR grant; seconded by Comm. Teague. Motion passed by unanimous vote.

10. Town Administrator's Report

Sewer System Improvements

There were no bids received on September 4th. McDavid Associates re-advertised the project, and the Town hoped to receive multiple bids on October 7th at 2 pm. No bids for the project were received. After discussion with McDavid and the Town's engineer, the decision was made to re-advertise the project, using the News and Observer in Raleigh. Contractors were contacted directly by the Administrator, notifying them of the opportunity to bid on the project.

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 for the plans to replace aging lines in town. The property owner has been contacted, and the Town is waiting for a response.

Request for Proposal Power Supply

According to UTEC's project timeline, proposals have been submitted to them. They are working through the proposals and conducting an analysis. They should have data to report to the Town in the next few weeks.

Audit

Danna Lane of Nunn, Brashear and Uzzell believes she will have a draft of the audit completed in the next two weeks.

11. Adjournment

Mayor Creech adjourned the meeting at approximately 6:20 pm, November 3, 2025, upon motion of Board.

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

Respectfully Submitted: Dena Owens, Town Clerk