



**LUCAMA BOARD OF COMMISSIONERS
REGULAR MEETING
TUESDAY, DECEMBER 1, 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 December 1, 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. Johnson”)
Commissioner, Kim Joyner (hereinafter “Comm. Joyner”)
Commissioner, James Parker (hereinafter “Comm. Parker”)
Commissioner, Jody Teague (hereinafter “Comm. Teague”)
Town Administrator, Elizabeth Krige (hereinafter “Admin. Krige”)
Town Clerk, Dena Owens (hereinafter “Clerk Owens”)
Town Utility Business Clerk, Ashleigh Hooks (hereinafter “Clerk Hooks”)
Town Attorney, Gabe DuSablou (hereinafter “Attorney DuSablou”)

3. Moment of Silence

Mayor Creech asked those in attendance to observe a moment of silence.

4. Approval of Agenda

Mayor Creech stated that he had an amendment to the agenda to call a Special-Called Meeting on December 10th. Admin. Krige stated that the meeting would be a workshop meeting to review the revisions of the Code of Ordinances. The draft is nearly finalized. The Board would be allowed to make any revisions as seen fit.

Mayor Creech asked for a motion to approve the amendment and agenda.

MOTION: Comm. Ford made a motion to approve the amendment and agenda; seconded by Comm. Johnson. 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 November 3, 2025, regular meeting and financial report.

MOTION: Comm. J. Johnson made a motion to approve the November 3, 2025, minutes and financial report; seconded by Comm. Joyner. Motion passed by unanimous vote.

6. Guests and Presentations

Mike Tolson with Mack Gay Associates was at the meeting to share with the Board information regarding the System Development Fee Study. He mentioned that he had been contacted by Admin. Krige to look at a System Development Fee Analysis for the Town. The study will help the Board make decisions and give them tools to move forward and establish an ordinance. He said that it can be challenging when there are a possible 400-500 lots coming into the Town that must be served with water and sewer. A System Development Fee Analysis helps to outline a process that must be followed and gives two or three methods that must be chosen to decide how fees are to be calculated. The needs of the system are reviewed going forward to be able to serve a potential growth and development that is coming to the Town. It tells how much should be charged for the volumes of water and sewer that are going to be coming down the pipes. It essentially takes all the costs and calculates all the different charges that will be needed to expand the system to incorporate new development. While the Town's existing system has some capacity, it would need to be enlarged to be able to take on 1,000 lots or bedrooms. The recommended improvements that were mentioned in the most recently done asset inventory assessment, there was a capital improvement plan that proposed water and sewer improvements to the existing system. It takes a number, i.e. \$10,000,000 worth of improvements that are needed from a water and sewer standpoint, it breaks it down into a per lot, per gallon, gallon per day cost that the Town will charge to incoming users that come into the system. It keeps rates from having to be raised to existing users on an annual basis to build for new development. The fee keeps the burden from existing customers. It allows for planning and budgeting in a better way.

Mike stated that there seemed to be over \$10,000,000 worth of planned growth over the next 10 years in the capital improvement plan. It addresses aging filters, iron removal and efficiencies, etc. The maximum allowable combined fee equals \$14,347 per Equivalent Residential Unit. The Town's recommended adoption level is 50%, or approximately \$7,173 per ERU, to balance revenue recovery with affordability amid potential growth.

Mike shared examples of combined water/sewer SDFs from similar NC jurisdictions. He stressed that the fees should be reviewed every year, however, every five years the fees need to be studied and reassessed. Once the amount is chosen for the SDFs, the amount cannot be changed for five years.

If the Board agrees with the study, the next step would be to post the study to the Town's website for 45 days, hold a public hearing with comments, if any, and then move forward with adjusting and adopting whatever the Board chooses. The adoption would be able to take place during the February meeting.

7. Public Comments

There were no public comments.

8. Old Business

Consideration of System Development Fee Analysis

Admin. Krige reminded the Board of their authorization of the System Development Fee Study. She stated that staff requests that the Board accept the 2025 System Development Fee analysis. In doing so, the report will be placed on the Town's website for 45 days and invite public comments. An ordinance will be drafted, and a public hearing will be held on February 2, 2026, at which time the Board can adopt the ordinance, establishing the fees.

MOTION: Comm. Joyner made a motion to accept the System Development fee analysis and have the final draft posted on the Town's website for 45 days, giving citizens the opportunity to provide written comments; seconded by Comm. Ford. Motion passed by unanimous vote.

9. New Items of Business

Budget Change

Clerk Owens shared with the Board a budget change that was needed within the Community Building departmental accounts and the Water/Sewer Fund. The numbers are reflected on any budget to actual report dated 11/25/25 and to follow.

Swearing in of Commissioners

Clerk Owens administered the Oath of Office for the Board of Commissioners to James Parker (Comm. Parker), Jeff Johnson (Comm. Johnson), and Dennis Ford (Comm. Ford).

Election of Mayor Pro Tem

MOTION: Comm. Ford made a motion to elect Comm. Johnson as Mayor Pro Tem; seconded by Comm. Teague. Motion passed by unanimous vote.

Selection of an Alternate Member to the UPCOG Board

Admin. Krige stated that the Upper Coastal Plain Council of Government has a governing board and currently, Comm. Johnson is serving on their board. The Board has an opportunity to choose an alternate, should Comm. Johnson be unable to attend, or it can be left vacant.

MOTION: Comm. Teague nominated Comm. Joyner to be the alternate for the UPCOG Board; seconded by Comm. Ford. Motion carried to unanimous vote.

Consideration of the Meeting Schedule for 2026

Admin. Krige presented the meeting schedule for 2026. It was stated that there would be a change in the January date due to the inability of the auditor, Danna Layne, being able to attend. The date would change to Tuesday, January 6, 2026.

MOTION: Comm. Teague made a motion to move the January meeting from Monday the 5th to Tuesday the 6th; seconded by Comm. Ford. Motion carried by unanimous vote.

MOTION: Comm. Joyner made a motion to adopt the meeting schedule for 2026; seconded by Comm. Ford. Motion carried by unanimous vote.

Consideration of the 2026 Event Schedule

Admin. Krige shared the Town's event schedule with the Board. The dates follow the pattern of schedules previously held.

Comm. Teague stated a need to have the schedule tabled to a later meeting.

MOTION: Comm. Ford made a motion to table the event schedule to a later meeting; seconded by Comm. Parker. Motion carried by unanimous vote.

Resolution of Intent to Annex Town-owned Property

Admin. Krige stated that the Town had a sewer connection property, as well as two well properties that were not currently located within the Town's corporate limits. The resolutions before the Board will state the intent to annex the properties into the corporate limits. These lots are not contiguous to the current Town limits,

however, the limit on satellite annexations for the Town would be nearly 37 acres. The three sites equal 2.79 acres. A public hearing will be held on January 6th.

MOTION: Comm. Johnson made a motion to approve the Resolution of Intent to Annex Non-Contiguous property located at 1645 Blalock Road; seconded by Comm. Ford. Motion carried by unanimous vote.

MOTION: Comm. Joyner made a motion to approve the Resolution of Intent to Annex Non-Contiguous property located on Huckleberry Road, better known as well #5; seconded by Comm. Johnson. Motion carried by unanimous vote.

MOTION: Comm. Joyner made a motion to approve the Resolution of Intent to Annex Non-Contiguous property located on Blalock Road, better known as well #4; seconded by Comm. Johnson. Motion carried by unanimous vote.

Request for Qualifications for Electrical Engineering

Admin. Krige shared that the Town's Electrical consultant advised that the Town should consider issuing an RFQ to seek out qualified electrical engineering firms who can assist with upgrades at the substation and review plans for the electrical installation for new subdivisions. She requested that the Board approve the RFQ for electrical engineering. Statements of Qualifications will be evaluated by the Town Administrator and Public Works Director, and a recommendation will be made to the Board for approval, and the Town will enter into contract with the selected firm.

MOTION: Comm. Joyner made a motion to approve the RFQ for electrical engineering; seconded by Comm. Parker. Motion carried by unanimous vote.

Award Contracts for Services Related to the CDBG-NR

Admin. Krige stated that at the November regular meeting, the Board selected Bartlett Surveying and Engineering to perform survey work for the CDBG-NR. Bartlett sent a short form contract that covered five properties, not just the 109 S. Goldsboro Street property. Because of such, the Board asked that the contract be redone only showing the one property and that the decision be tabled.

MOTION: Comm. Ford made a motion to table the contract until receiving a new one, showing only one property at 109 S. Goldsboro Street; seconded by Comm. Teague. Motion carried by unanimous vote.

10. **Town Administrator's Report**

Sewer System Improvements

A pre-bid conference was held on November 5th, with two contractors in attendance. The Town received one bid on November 25th. The bid was more than the grant funding awarded. The Public Works and Utilities Committee, in consultation with McDavid, will identify the priority sewer lines to be replaced.

Water System Improvements

The Division of Water Infrastructure – Public Water Supply approved the plans with conditions. An effort is being made to obtain an easement, which is a condition of approval.

Request for Proposal - Power Supply

Three proposals for power supply were received by UTEC. The proposals were presented to the Public Works and Utilities Committee on November 18th. Negotiations with the low bidder are underway. Once the contract is finalized, it will be presented to the Board of Commissioners.

Audit

A draft of the audit was made available to the staff last week. The audit will be submitted ahead of the deadline of December 31, 2025. The audit will be presented to the Board at the January 6th meeting.

Items for Board Discussion

Admin. Krige stated that at the January 6th meeting, the Mayor will assign each Commissioner to a committee. The committees are Public Works and Utilities, Administration, Finance and Parks, and Public Safety.

11. **Adjournment**

Mayor Creech adjourned the meeting at approximately 6:40 pm, December 1, 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