LUCAMA BOARD OF COMMISSIONERS
REGULAR MEETING
MONDAY, AUGUST 3, 2026
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 August 3, 2026.

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") via phone with no voting
Commissioner, Jody Teague (hereinafter "Comm. Teague")
Town Administrator, Elizabeth Krige (hereinafter "Admin. Krige")
Town Clerk, Dena Owens (hereinafter "Clerk Owens")
Clerk, Ashleigh Hooks (hereinafter "Clerk Hooks")
Attorney, Gabriel DuSablon (hereinafter "Attorney DuSablon")

3. **Moment of Silence**

Those in attendance observed a moment of silence.

4. **Approval of Agenda, Minutes, and Financial Report**

Mayor Creech asked for a motion to approve the agenda, previous meeting minutes and financial report.

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

5. **Presentation**

Krystal Baker, with Next Level Creative, was present to share with the Board branding guidelines and the training of staff that was previously done to engage with the community through social media. She congratulated Clerk Hooks on the work she has done with the Town's Facebook page. The next step in the process is to consider a strategic plan that will guide the Town with community engagement. She shared a strategic communication plan that looks at the core problem, objectives, message architecture, water communication protocol, website recommendations, social media, written communication, growth messaging, governance, a 90-day rollout, measurement, and what success looks like.

MOTION: Comm. Teague made a motion to adopt the Strategic Plan as presented; seconded by Comm. Joyner. Motion carried by unanimous vote.

6. <u>Public Comments</u>

MOTION: Comm. Ford made a motion to add Public Comments; seconded by Comm. Teague. Motion carried by unanimous vote.

Mark Osterhout, candidate for District Court Judge for the 8th Judicial District, was present at the meeting to introduce himself to the Board and those in attendance. He shared a bit of his background and mentioned that he would appreciate the consideration of votes for his campaign.

7. <u>Public Hearing</u>

Mayor Creech opened the public hearing calling it to order.

Admin. Krige mentioned that the Board had been proactive in seeking funding to improve the water and sewer system. Most of the current improvements have been funded through a combination of grants and 0% interest loans. The Community Development Block Grant – Infrastructure awards grants of up to $3 million to improve water and sewer systems in low-to-moderate income areas. The funding does not require a match, and there is no loan component. The Town's population is classified as 62% low-to-moderate income.

The purpose of the public hearing is to hear from residents and to document the specific scope of the project for application. If the grant is awarded, the Town will be notified in the Spring.

Mike Tolson, with Mack Gay Associates, was present to assist the Board with the public hearing.

Mike stated that this public hearing will provide an explanation and description of the FY27 North Carolina Department of Environmental Quality (DEQ) Community Development Block – Infrastructure Grant (CDBG-I).

We are present to discuss the purpose of the public hearing for the Town of Lucama's CDBG-I funding application. The purpose of the public hearing is to obtain citizen's views and to allow response from the public to funding proposals and answer any questions posed by citizens.

This public hearing will cover the Town of Lucama's community development needs, development of the proposed activities, and a review of program compliance before the submission of the Town of Lucama's CDBG-I funding application to the state of North Carolina.

The Town of Lucama proposes to request funding from NCDEQ'S CDBG-I program for the 2027 Town of Lucama Drinking Water Distribution Improvements. The proposed project will meet the following community and housing needs of by replacing aged and deteriorated drinking water distribution mains throughout the Town's existing system and rehabilitating several components within the existing wells and associated equipment that supply and maintain the drinking water distribution system.

The purpose of the CDBG-I grant program is to improve the quality of life for low to moderate income people by providing a safe, clean environment and clean drinking water through water and sewer infrastructure improvements and extensions of service.

- To benefit a residential area where at least 51% of the beneficiaries are low to moderate income as defined by the United States Department of Housing and Urban Development.
- To perform eligible activities.
- To minimize displacement, and
- Provide displacement assistance as necessary.

For the fiscal year of 2027 the CDBG-I funding available is expected to be approximately $25M. The maximum available grant is $3.0 million over a 3-year period. Applications for funding will be received September 30, 2027.

The CDBG program can fund a wide variety of community development activities. The State of North Carolina has chosen to fund several activities: water and sewer infrastructure, neighborhood revitalization, urgent need, and economic development projects that lead to job creation or retention.

The infrastructure program, or CDBG-I program can fund a range of water and sewer infrastructure activities, including, but not limited to the, following:

Water:

- Projects that resolve water loss in distribution systems.
- Projects that extend public water to areas with contaminated wells.
- Projects that extend water lines to areas with dry wells.
- Projects that assist with low water pressure in public water systems.
- Projects that regionalize two or more water systems.
- Projects that rehabilitate or replace a water treatment plant.

Wastewater:

- Projects that resolve inflow and infiltration to collection systems and surcharges from pumps stations and manholes.
- Projects that extend public sewer to areas with failed septic tanks.
- Projects that rehabilitate a wastewater treatment plant to allow for greater efficiency/compliance with regulations.

The Town of Lucama is seeking an amount in CDBG-I funds not to exceed $3M for 2027 Town of Lucama Drinking Water Distribution Improvements. The purpose of the Town of Lucama's request is to Rehabilitate Well #5 and as time and budget allow, replace the existing distribution water mains within the following streets more specifically described as replacement of APPROXIMATELY:

- 1,500 LF of 6" water main on Lucama Road
- 1,800 LF of 6" water main on Pineview Street
- 1,600 LF of 6" water main on Woodcrest Street
- 950 LF of 6" water main on Lucas Street
- 5,600 LF of 6" main on Oak Street
- 1,100 LF of 6" main on Railroad Street
- 3.500 LF of 6" water main on Blalock Street
- 2,300 LF of 6" water main on Main Street
- 2,600 LF of 6" water main on Goldsboro Street

Along with the associated valves, hydrants, bends, fittings, services and appurtenances to fully replace and abandon the existing lines within these streets to renew and revitalize the existing drinking water distribution system.

The project proposed by the Town of Lucama was identified in the adopted 2026 Capital Improvement Plan. Informal community meetings were held in the project area to inform citizens of the potential project and get feedback from the residents.

A total of 100% of the CDBG- I funding will be used to benefit Low to Moderate Income (LMI) people. The project area in the Town of Lucama has been determined to have an area-wide LMI of 62%. The project area includes the entire existing corporate limits of the Town of Lucama.

The range of activities covered by the CDBG-I funds for the 2027 Town of Lucama Drinking Water Distribution Improvements includes:

- Construction
- Environmental Review
- Engineering Design
- Construction Administration and observation.
- Legal activities.
- Surveying.
- Grant Administration

If the Town of Lucama is awarded a CDBG-I grant, the Town is required to adhere to program's procurement requirements and other federal regulations which include:

- Completion/Submittal of Environmental Review
- American with Disabilities Act/Section 504 Self-Survey
- Davis-Bacon & Related Labor Acts
- Adoption/Submittal of a Citizen's Participation Plan
- Adoption/Submittal of an Equal Opportunity Plan
- Adoption / Submittal of the Program's Procurement Policy
- Adoption/Submittal of a Fair Housing Plan (Affirmatively Furthering Fair Housing)
- Adoption/Submittal of a Language Access Plan
- Adoption/Submittal of a Relocation Assistance Plan
- Adoption/Submittal of a Section 3 Plan
- Excess Force Provision
- Acquisition, Demolition and Uniform Relocation Act
- Build America, Buy America

The State of North Carolina requires that the if the Town of Lucama receives CDBG grant funding that the Town will certify that they will comply with the requirements of the general displacement and relocation policy for CDBG grant funding. This policy assists low to moderate income people with costs associated with relocation or displacement, should such relocation become necessary due to the project activities. CDBG funds can be used for those costs, if necessary. If no displacement and relocation will occur because of the proposed CDBG grant activity, then the Town confirms that during this public hearing.

The Town will submit its CDBG-I funding application for the 2027 Town of Lucama Drinking Water Distribution Improvements on September 30, 2026.

The CDBG-I application will be available for review during normal business hours at 111 South Main Street, Lucama, NC. Additional information is available from Elizabeth Krige – Town Administrator – manager@townoflucama.net.

MOTION: Comm. Joyner made a motion to close the public hearing; seconded by Comm. Teague. Motion carried by unanimous vote.

MOTION: Comm. Joyner made a motion to adjourn the public hearing; seconded by Comm. Teague. Motion carried by unanimous vote.

MOTION: Comm. Joyner made a motion to reconvene the regular Board of Commissioners meeting; seconded by Comm. Teague. Motion carried by unanimous vote.

MOTION: Comm. Joyner made a motion to approve the minutes of the CDBG-I public hearing as presented; seconded by Comm. Ford. Motion carried by unanimous vote.

8. Old Business

Certificate of Sufficiency and Setting Date for Public Hearing – Ironwood Subdivision

Clerk Owens certified the sufficiency of ownership of the Ironwood Subdivision property. The resolution under consideration is to set a date for the public hearing required for annexation. Clerk Owens asked the Board to approve the Certificate of Sufficiency and the resolution setting the date for the public hearing, which will take place on September 7, 2026.

MOTION: Comm. Joyner made a motion to approve the Certificate of Sufficiency and the resolution setting September 7, 2026, as the public hearing date for the annexation of parcels for the Ironwood Subdivision; seconded by Comm. Teague. Motion carried by unanimous vote.

9. <u>New Business</u>

Consideration of an Economic Strategic Development Plan

Admin. Krige mentioned that the Board of Commissioners adopted a Memorandum of Understanding to create a strategic plan for economic development in 2023. Because of staff turnover the project was never started. Bruce Naegelen, with the North Carolina Department of Commerce was present to provide more details on the program. He shared information that the NC Main Street and Rural Planning Center is a part of the Rural Economic Development Division of the North Carolina Department of Commerce and shared that the Planning Center works in regions, counties, cities, towns, and downtown districts, and in designated North Carolina Main Street communities. Their mission is to inspire place making through building asset-based economic development strategies that achieve measurable results such as investment, business growth, and jobs. The Town is in the North Central Region of Prosperity Zones. MS&RP offers services such as strategic economic development planning, technical assistance, training and education, and grants. He stated that community vision and asset-based strategic planning deliver incremental transformation. The community vision serves as the foundation of building the local economy. Bruce shared the scope of work:

- The Board adopting a resolution and memorandum of understanding
- A guided tour of the Town, including downtown and other commercial districts, industrial and business parks, airports, residential areas / neighborhoods and other highlights.
- Facilitate economic position / vision workshop for local workgroup and public workshop
- Community assessment process including gathering and reviewing existing and prior plans, reports, and data and share other county and regional information; conduct online community assessment / work group survey; facilitate a community assessment session; facilitate up to six workgroup meetings to provide input and feedback; and develop the Town's strategic and economic development plan.

MOTION: Comm. Teague made a motion to approve the Memorandum of Understanding with the North Carolina Department of Commerce; seconded by Comm. Joyner. Motion carried by unanimous vote.

Next Steps for Bank Building

The Town was given the former Heritage Bank building located at 106 South Main Street. The Board intended to repurpose the building to serve as the Town Hall. Over the past year, the property tested positive for mold. The mold needs to be mitigated before plans can be developed to repurpose the building. Admin. Krige stated that several estimates were received ranging from $169,649.67 to

$211,942.97 for mold remediation of the entire building. A local realtor was asked to tour the building and suggested the Town hire a general contractor to determine the scope of work, and he was not interested in listing the building for sale as is. She stated that demolition was another option. The cost of demolition is $57,000 for the building but does not include the pad. An updated quote has been requested to include demolition of the concrete pad. Cost to remove the pad adds an additional $10 per square foot.
It was requested that the Board review the options available, being mitigation and further construction or demolition. Based on the cost of mold remediation and unknown other costs, demolition is recommended.

MOTION: Comm. Joyner made a motion to get further information and updated cost to tear the building down; seconded by Comm. Ford. Motion carried by unanimous vote.

Wilson County Tax Reconciliation for FY 25/26

Clerk Owens shared the tax reconciliation for receipts for fiscal year 25/26. The reconciliation reported an increase in the total collected taxes at 96.75 percent, which is a good percentage for the upcoming audit.

MOTION: Comm. Teague made a motion to accept and approve the Wilson County Tax Office FY 25/26 reconciliation; seconded by Comm. Johnson. Motion carried by unanimous vote.

10. Town Administrator's Report

Paving Assessment

Admin. Krige stated that Mack Gay Associates completed the paving assessment. The final report will be presented to the Board during the September 8th meeting. While doing the assessment, a GIS map of the Town was created, showing water and sewer assets, and documenting areas where street improvements are needed.

Waterline Replacement Project

Admin. Krige mentioned that Ralph Hodge Construction pushed back the construction date due to delays at other project sites. As of the last correspondence, construction is set to begin on August 10th. Construction must be completed by November, or Ralph Hodge Construction will owe damages of $800.00 per day.

Ironwood Subdivision

The permit applications for water and sewer will be submitted soon. A few slight changes were recommended on the construction documents.

Tri-Town Interlocal Agreement

Admin. Krige reported that the Tri-Town Committee has tentatively agreed on the Interlocal Agreement and shared asset list. The document is currently under legal review, and the Committee will meet in the next week or so for comments from the review.

Board Discussion

Comm. Teague stated that she commends and is proud of the office personnel for the work done to bring current with audits and being removed from the Unit Assistant List of the Local Government Commission.

9. <u>Adjournment</u>

Mayor Creech adjourned the meeting at approximately 7:15 pm, August 3, 2026, upon motion of Board.

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

Respectfully Submitted: Dena Owens, Town Clerk