



TOWN OF ELM CITY
BOARD OF COMMISSIONERS
REGULAR BOARD MEETING MINUTES

Oct. 14, 2025 at 6:30pm

Train Depot
101 Nash Street
Elm City, NC 27822

In attendance:

Tawanda Moore, **Mayor**;
Tammie Atkinson, **Mayor Pro-Tem**;
Tim Bridgers, **Commissioner**; Gil Wheeler, **Commissioner**; Vonica Carr, **Commissioner**;
Bridget Wimberley, **Commissioner/Finance Officer**

Shawn Lucas, **Zoning Officer**; Slade Rand, **Town Attorney**

Call to Order: Meeting was called to order at 6:30pm by Mayor Tawanda Moore with a prayer of invocation given by Mayor Pro-tem Atkinson.

Pledge of Allegiance: All in attendance stood for the pledge of allegiance.

Approval of Agenda: Commissioner Vonica Carr made a motion to approve the agenda and Commissioner Tim Bridgers properly seconded the motion. (*motion passed*)

Approval of Minutes: Sept. 29th, 2025- (Special Call meeting) minutes were approved with a motion made by Commissioner Tim Bridgers and properly seconded by Commissioner Gil Wheeler. (*motion passed*)

Presentation/Discussions: Mayor Tawanda Moore shared the portion of sales tax that will be withheld from the town because of late audits. The total given was \$4,099.48 monthly from November 2025 thru April 2026 with the final withholding in May 2026 @ \$1,653.12.

Mayor Moore shared that ES &S, the town's water and sewer operators, are currently working to have its recent water and sewer civil penalties reduced.

Mayor Moore shared that there has been a final close out in pay to McGill and Associates for work done in 2017 regarding the Parker Street Lift Station.

Southeast Rural Assistance Project (SERCAP) Discussion(s):

Representative Margie Deberry introduced herself to the Board and shared the “no cost” initiative and partnership that SERCAP began in August with the Town of Elm City. Mrs. Deberry shared the organization’s mission to help provide technical assistance to rural communities in the areas of both water and sewer compliance efforts.

Mrs. Deberry further shared SERCAP’s ongoing efforts and deliverables that will prayerfully aide in the town becoming more resilient. She shared that towns under a population of 5000 do not have to have an Emergency Response Plan for vandalism and weather, but that she will help the town develop one. As risk assessments are explored, such plans would help the town receive a better “score” which looks better when applying for funding. It was also shared that it is a good practice to have such plans in place should the town ever need them.

Mrs. Deberry also shared that SERCAP provides training for public works operators, utility rate studies, policy developments and more.

****Action Items:**

After discussions regarding the new adjustment policy for water and sewer leaks, the Board moved to accept the presented policy with one line to be deleted. The Board requested that there be no maximum limits placed on adjustment requests, seeing the town has old lines and that leaks are subject to happen all the time. ***Motion was made** by Commissioner Tim Bridgers and properly seconded by Commissioner Gil Wheeler to approve the new “Adjustment Policy” with necessary corrections. (***motion passed***).

Mayor Moore presented the request from the Elm City Forward Coalition to have a candidate forum inside the town’s Train Depot free of charge on October 21, 2025 @6:30pm. Commissioner Gil Wheeler shared that there would be an upcoming candidate forum at the American Legion and that everyone was invited. Commissioner Bridget Wimberley shared that there was also an upcoming candidate community event to be held at Spivey Park and that everyone was invited. ***A motion was made** by Commissioner Bridget Wimberley to deny the request of the Elm City Forward Coalition and the motion was properly seconded by Commissioner Vonica Carr. (***motion passed***)

Mayor Moore read a resolution from the town of Elm City in support of World Pancreatic Cancer Day. Cancer Services of Eastern North Carolina made the request. ***A motion was made** by Commissioner Tim Bridgers and properly seconded by Commissioner Bridget Wimberley, declaring November 20, 2025 as World Pancreatic Cancer Day in the Town of Elm City. (***motion passed***).

Mayor Moore asked the Board to consider the request of all things planning and zoning with Shawn Lucas, to allow Frederick Douglass Elementary School planners to find their own

public works resources to tap into the town's water lines without incurring any fee/cost from the town of Elm City. ***Motion was made** by Commissioner Gil Wheeler and properly seconded by Commissioner Tim Bridgers; Allowing planners for the all new Frederick Douglass Elementary School to seek out their own public works team and not be charged any connection fee by the town. (*motion passed*).

Wilson Street Lift Station Emergency

Mayor Moore shared the emergency need for portable pumps to be installed at the Wilson Street Lift Station. Mayor Moore shared that she contacted the Board both by text and email of the emergency, and that the Board moved (by email) to allow that Mr. James Pittman (water/sewer operator) to contact any necessary company/contractor to do what was necessary to bring the pump station in compliance, until the pump station could be fully rehabbed with the town's available grants.

Mayor Moore shared that she contacted DWR by email, in the state of emergency, to ask if monies spent in our emergency situation, could be reimbursed to the town from allotted grant monies and she was told "yes". Mayor shared that the town engineer Mike Tolson had emailed two different figures as associated costs to fully rehab the Wilson Street pump station; One being \$200,000 and the other received the same day of \$312,703. ***Motion was made** by the Board to get three quotes for the full rehab of the Wilson Street Lift Station with a motion made by Commissioner Bridget Wimberley and properly seconded by Commissioner Vonica Carr. (*motion passed*).

Mayor/Commissioner Concerns:

Commissioner Vonica Carr shared that her concern for the Wilson Street Emergency lift station dilemma included not only her concern as a commissioner, but that she was concerned for all citizens of the town.

Commissioner Bridget Wimberley asked the Board if there would be any grace given to residents in town who work for the federal government and have been recently impacted by the "government shut down". Commissioner Gil Wheeler added that if residents have a had a good pay history with their bills, that no late fees or cut-offs should happen. Mayor Moore asked for clarity regarding this issue so that the ladies in the office would know how to handle this issue with customers. ***A motion was made** by Commissioner Bridget Wimberley and properly seconded by Commissioner Tim Bridgers to consider any federal government worker (utility customers) who has been recently laid off, their record of paying their water utility bill on time, and giving a grace period of 30 days to pay their bill. (*motion passed*).

Commissioner Gil Wheeler expressed concerns of patching the street cuts in town. A motion was made by Commissioner Tim Bridgers and properly seconded by Commissioner Gil Wheeler to get at least two quotes from paving companies to get the street cuts in town, paved. (*motion passed*).

Public Comments:

Mattie Sharpe of 514 Daniel Drive returned to follow up on previous requests to have ditches cleaned on both sides of the street near her home. Commissioner Vonica Carr shared with Mrs. Sharpe that she had reached out to the town attorney regarding the issue but had not heard back from him.

Mrs. Linda O'Boyle of 206 N. Branch Street inquired about the well sites in town. She wanted to know who's responsibility it was to maintain them and to keep them free from debris. Mayor Moore shared that from her understanding, the previous administrator and/or Board made the decision to purchase most of its water from the City of Wilson and that from her understanding none of the town's wells are currently being used.

Mr. Gabe Merando asked who was responsible for the town's spray fields and lagoons, sharing that 18% of the town's wells are not being treated. Mayor Moore shared that everything good or bad, is ultimately the town of Elm City's responsibility.

Adjourned:

Meeting was adjourned at 7:51pm with ***a motion made** by Commissioner Gil Wheeler and properly Seconded by Commissioner Vonica Carr

*Meetings were recorded by Mayor Tawanda Moore in the absence of a permanent Town Clerk