

105 S. Long St
Post Box 339
East Spencer, North Carolina
28039



Telephone: (704) 636-7111
Fax: (704) 639-7734
www.eastspencer.gov

TOWN COUNCIL MEETING
July 7, 2025, 6:30 PM
AGENDA

CALL TO ORDER	MAYOR BARBARA MALLET
INVOCATION	ALDERWOMAN HIGH
PLEDGE OF ALLEGIANCE	MAYOR BARBARA MALLET
WELCOME	MAYOR BARBARA MALLET

Present: Mayor Barbara Mallett Board Members: Mayor Pro Tem Curtis Cowan, Alderman Albert Smith, Alderman Shawn Rush, Alderman George Jackson, Alderman Dwayne Holmes. Town Manager Michael Douglas, Town Clerk, ShaTaira Bailey, Town Attorney Thomas Brooke.

Absent: Alderwoman Deloris High.

Mayor Mallett read a proclamation recognizing National Minority Mental Health Awareness Month.

APPROVE MINUTES of regular meeting on June 2, 2025. A motion was made to approve the June 2, 2025 regular meeting minutes by Alderman Smith; seconded by Alderman Rush. Motion passes unanimously.

A motion was made to amend the agenda by removing item #2 for Tony Brewer – FY 2022-2023 Audit report and replace it with an alley closure in Trexler Heights by Mayor Pro Tem Cowan; seconded by Alderman Smith. Motion passes unanimously.

PUBLIC COMMENT *Please note that comments shall be limited to five minutes and the Town Council reserves the right not to act on requests first presented this evening.*

- **Mary Cooper – Had a few comments about the proclamation and mental health as well as ask if the town had plans in place for emergencies such as floods, hurricanes, etc.**

NEW BUSINESS

1. Department Briefs

- Utility Clerk
- Finance Director
- Public Works
- Fire Chief
- Parks & Recreation
- Police Chief

Each department head provided an update or summary on their department's activities and any upcoming plans. The Board and Mayor Mallett were given the opportunity to ask questions and share any concerns or comments during that time.

2. Alley Closure – Trexler Heights.

A discussion was held to initiate the necessary paperwork for a resolution to be presented in August, with a public hearing scheduled for September. Mayor Mallett and Alderman Jackson asked a few questions during the discussion.

3. Resolution to adopt Asset Management Plan (AMP) and Capital Improvement Plan (CIP)

This resolution is for the ARPA Earmark VUR-W-ARP-0004- Sewer AIA closeout. A motion was made for approval by Mayor Pro Tem Cowan; seconded by Alderman Jackson. Motion passes unanimously.

4. Public Hearing – Special Use Permit for parcel 026 237 – O Mitchell Street

A public notice has been placed in the Salisbury Post for a public hearing for JK Capital. They are requesting a Special Use Permit (SUP) for parcel 026 237 which is known as O Mitchell St. The current zoning for this parcel is R1 which is dedicated for single family homes (SFH). The SUP would allow JK Capital to build Townhomes ILO SFH. Enclosed is a diagram of the townhomes that would be built on the property. A motion was made to open a public hearing for the special use permit by Alderman Jackson; seconded by Alderman Smith. Motion passes unanimously.

Dajuan Savage appeared before the Board and Mayor Mallett to provide a summary of the upcoming project. Alderman Rush, Alderman Jackson, and Mayor Mallett raised a few questions, concerns, and comments regarding the special use permit.

A motion was made to close the public hearing by Alderman Smith; seconded by Alderman Rush. Motion passes unanimously.

5. Special Use Permit – O Mitchell Street

A motion was made to approve the special use permit by Alderman Rush; seconded by Alderman Smith. Motion passes unanimously.

6. Public Hearing – Boundary Agreement

A public notice was published in the *Salisbury Post* announcing a proposed boundary agreement between the Town of East Spencer and the Town of Spencer. Both municipalities have been working collaboratively to establish clear boundary lines for future annexations and development. This public hearing serves as an opportunity for community members to ask questions and provide input. A motion to open the public hearing regarding the boundary agreement was made by Alderman Rush and seconded by Mayor Pro Tem Cowan. The motion passed unanimously.

Mayor Mallett, Alderman Smith, Alderman Jackson and Alderman Rush had questions and comments in regard to this boundary agreement.

A motion was made to close this public hearing by Alderman Rush; seconded by Mayor Pro Tem Cowan. Motion passes unanimously.

7. Ordinance 25-01 - Boundary Agreement

A motion was made to approve Ordinance 25-01 by Alderman Rush; seconded by Mayor Pro Tem Cowan. Motion passes unanimously.

8. FY 2024 – 2025 Audit Contract

The Auditor shall audit all statements and disclosures required by U.S. generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business-type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types). The basic financial statements shall include budgetary comparison information in a budgetary comparison statement, rather than RSI, for the General Fund and any annually budgeted Special Revenue funds. A motion was made to approve the FY 24-25 Audit contract by Alderman Rush; seconded by Alderman Smith. Motion passes unanimously.

9. Resolution 25-02 – Real Estate Validation

Mr. Douglas explains that this resolution authorizes the Town Manager to execute deeds on behalf of the Town of East Spencer. A motion was made to approve resolution 25-02 by Mayor Pro Tem Cowan; seconded by Alderman Smith. The motion passes unanimously.

10. Bid Withdrawal

The Town conducted a bid opening for the VUR 005 Water Project on June 23, 2025. During this process, the lowest bid received was from GS Construction in the amount of \$3,758,399. Based on this, GS Construction was verbally awarded the project as the lowest responsible bidder. However, GS Construction has since

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notified the Town of a clerical error in their submission and has formally requested to withdraw their bid. The Council is required to accept and approve the withdrawal. Supporting documentation outlining the error was enclosed for review. A motion to approve the bid withdrawal and to allow GS Construction to resubmit a bid was made by Mayor Pro Tem Cowan and seconded by Alderman Rush. The motion passes unanimously.

11. Bid Rejection

The Town conducted a bid opening for the VUR 005 Water Project on June 23, 2025. Three bids were received; however, one was withdrawn, leaving two bids in the amounts of \$8,460,491 and \$9,177,379. Both bids exceed the project's allocated budget of \$7,277,525. In order to bring the project within budget, options include reducing the scope of work or rebidding the project. The recommendation is to rebid the project and allow all previous bidders - including the firm that withdrew - to submit new bids, with the goal of securing more competitive pricing. A motion was made to reject the bid by Alderman Jackson; seconded by Alderman Rush. The motion passes unanimously.


12. Manager Comments

Mr. Douglas gave a few updates on upcoming town business.

13. Council Comments

ADJOURNMENT

A motion was made to adjourn by Alderman Rush; seconded by Alderman Smith. Motion passes unanimously.


Barbara A. Mallett, Mayor


ShaTaira Bailey, Town Clerk

