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**TOWN COUNCIL MEETING
November 6, 2025, 6:30 PM
AGENDA**

CALL TO ORDER	MAYOR BARBARA MALLET
INVOCATION	ALDERMAN SHAWN RUSH
PLEDGE OF ALLEGIANCE	MAYOR BARBARA MALLET
WELCOME	MAYOR BARBARA MALLET

Present: *Mayor Barbara Mallett Board Members: Alderman Albert Smith, Alderman Shawn Rush, Alderman Dwayne Holmes, Alderwoman Deloris High, Alderman George Jackson. Town Manager Michael Douglas, Town Clerk, ShaTaira Bailey, Town Attorney Thomas Brooke.*

Absent: *Mayor Pro Tem Curtis Cowan*

APPROVE MINUTES of regular meeting on October 6 and special meeting on October 20 2025.

A motion was made to approve the regular meeting on October 6, 2025 and special meeting on October 20, 2025 by Alderman Smith; seconded by Alderman Holmes. 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.*

Carlton Dowdy – Spoke to the Council about concerns with the noise level at the soccer field, crime, and sink holes in the street.

Scott Shelton – Mr. Shelton addressed the Council with an update on the EDC. He mentioned that there have been 21 prospects of economic development with four of those prospects looking at the Risher Farms Industrial Complex.

NEW BUSINESS

1. Public Hearing for CDBG-NR Closeout

A motion was made by Alderman Holmes and seconded by Alderman Smith to enter into the public hearing for the CDBG closeout.

- Amanda Whitaker addressed the Council to give closeout information. This is the closeout public hearing for the Town of East Spencer's FY 2018 Community Development Block Grant (CDBG) Neighborhood Revitalization Program, grant number 18-C-3070. The purpose of this public hearing is to discuss the program performance, allow the citizens of East Spencer an opportunity to make any comments, and closeout the CDBG project.
- In Early 2020, the Town received \$750,000.00 in U.S. Department of Housing and Urban Development (HUD) CDBG funding from the North Carolina Department of Commerce (DOC) for grant 18-C-3070.
- Proposed project activities were rehabilitation repairs for ten (10) homes. The Town was able to assist seven (7) households. Six (6) homes were fully rehabilitated, and one (1) home was partially rehabilitated. All of the housing activities benefited low- and moderate- income (LMI) households directly, for 100% benefit to LMI persons. The Town is in the process of requesting additional funds through a new CDBG-NR grant to complete the one (1) partially rehabilitated home and one (1) additional home.
- Program activities are complete, and grant funds are approximately 72% expended. \$474,156.75 of the grant funds were spent towards rehabilitation and \$67,020.00 towards administration fees. The final requisitions for funds were submitted by August 14th, 2025, expenditure deadline and CDBG closeout documents will be submitted to NC Department of Commerce by the deadline of December 19th, 2025.

A motion to close the public hearing was made by Alderman Smith and seconded by Alderman Holmes.

2. Policy 25-02 Employee Handbook

The new employee handbook was discussed by the board. Ms. High made comment in October that she would like to see a grievance policy included in the new handbook. This policy was added and there was lengthy discussion on the topic. Mayor Mallett acknowledged the fact the Town removed the previous grievance policy due to all grievances having to be heard by the Board. However, under the Manager/Council form of government, all employee grievances will be heard by the Town Manager and not the Council. The only grievances to be heard by the Council would be those grievances from department heads that the Town Manager supervises. A motion was made by Alderman Rush to approve the adoption of the new handbook and was seconded by Alderman Smith. The motion passed unanimously.

3. **Ordinance 25-02 – Abatement of 100 W. Broad St.**

The Council took action to abate a known nuisance structure located at 100 W. Broad St. A motion was made by Alderman Smith and seconded by Alderman Rush. The motion passed unanimously.

4. **FPIC Response to Audit 2023**

The Council reviewed the required FPIC response as they relate to the 2023 audit. There were no questions regarding the document. A motion to accept the FPIC responses was made by Alderman Rush and seconded by Alderman Smith. The motion passed unanimously.

5. **Resolution 25-07 OTP 0 N. Broad St.**

The Town received an offer to purchase on the property located at 0 N. Boundary St. The offer was for \$40,000 with a closing date set for November 17. A motion to accept the offer was made by Alderman Jackson and seconded by Alderman Smith. The motion passed unanimously.

6. **Closed Session**

A motion was made by Alderman Holmes and seconded by Alderman Rush to enter into closed session to discuss a personnel matter. The motion passed unanimously.

A motion was made by Alderman Smith and seconded by Alderman Holmes to close the closed session and enter back into open session. The motion passed unanimously.

7. **Open Session**

Upon entering back into open session, a motion by Alderman Jackson and seconded by Alderman Smith to allow the Town Manager to hire the candidate of choice for the Human Resource/Town Clerk position. The motion passed unanimously.

8. **Manager Comments**

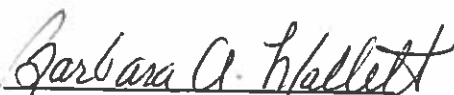
Mr. Douglas reminded the Council about the office being closed on November 11th.


9. **Council Comments**

There were no Council comments

ADJOURNMENT

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


Barbara A. Mallett, Mayor


Michael Douglas, Acting Town Clerk