



Town Hall & Community Center

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Meeting Minutes

Noma Town Council Meeting – September 02, 2025, 6:00 PM CST

Noma Town Hall, 3467 Skipper Avenue, Noma, FL 32425

The data reflected in these proceedings constitute an extrapolation of information elicited from notes, observations, recording tapes, photographs, and/or videotape. Comments reflected herein are sometimes paraphrased, condensed, and/or have been edited to reflect essential subject matter addressed during the meeting. Parties interested in receiving a verbatim account of the proceedings are responsible for coordinating with the Esto Town Clerk and providing their own representative and equipment pursuant to Chapters 119 and 283, Florida Statutes.

Town Council Members in Attendance

Seat 1 – Litermin Joseph (LJ), Mayor

Seat 2 – Josephine Curry (JC) **joined meeting via phone*

Seat 3 – Betty Forthman (BF)

Seat 4 – Coy Mixon (CM), Vice Mayor

Seat 5 – Daniel Arrant (DA)

Town Council Members Absent

Others Present

Ben Tew (BT), Town Clerk

Christopher Jones (CJ), Maintenance

Deborah Sapp

Invocation and Pledge of Allegiance

LJ led the invocation and Pledge of Allegiance, then called the meeting to order at 6:02 PM.

Approval of Agenda

DA motioned to approve the agenda. BF seconded. Vote: All in favor. Motion carried.

Approval of Previous Meeting Minutes

DA motioned to approve the August 04, 2025 Regular Meeting Minutes. BF seconded. Vote: All in favor. Motion carried.

Approval of Bills to be Paid

DA motioned to approve the bills to be paid. CM seconded. Vote: All in favor. Motion carried.

Public Comment

- **Stop Sign at Main Street & Hwy 2**

Resident Deborah Sapp raised concerns that the stop sign is set far back from the intersection, causing confusion and sheriff's deputies to warn drivers. Council directed the Clerk to contact FDOT about moving the sign closer to the intersection.

OLD BUSINESS

- **Grant Updates**

- **CDBG-DR Sewer Project:** Materials now on site; lift station pumps being installed Sept 2; 50% plant complete, 90% sewer lines complete. Full completion expected within 90 days.
- **CDBG-NR Repaving:** Grant extended to July 2026; plans under review by FloridaCommerce; advertising for bids will follow approval.
- **USDA Well Project:** Housing and 3-phase electrical completed.
- **MSCOP Side Street Paving:** Agreement and Notice to Proceed received; CCNA certification required before design moves forward.

- **Town Employees Job Descriptions & Handbook**

Council discussed previously presented sections. BF stated she had no objections after further review.

- **Drug-Free Workplace Policy**

DA motioned to have the Clerk draft a drug-free workplace policy and add the job descriptions for Clerk and Maintenance Worker from the preceding agenda item to a new town employee handbook. CM seconded. Vote: All in favor. Motion carried.

- **Arrant Road Abandonment**

BF motioned to adopt Resolution 2025-05 abandoning unopened alleys in Blocks W and X and Williams Street. JC seconded. DA recused from discussion and vote. Vote: All in favor. Motion carried.

NEW BUSINESS

- **4-H Community Center Request**

CM motioned to allow Holmes County 4-H to use the Community Center monthly with no fee. DA seconded. Vote: All in favor. Motion carried.

- **Miscategorized Tax Parcels**

DA motioned to send a formal letter to the Property Appraiser to correct parcel classifications. JC seconded. Vote: All in favor. Motion carried.

- **FMIT Insurance Renewal**

Council discussed premium increase. DA motioned to approve the renewal and authorize first installment payment. BF seconded. Vote: All in favor. Motion carried.

- **Town Council Election Schedule & Code Conflicts**

Council reviewed conflicts in the Town Code. Direction was given to BT to prepare a new ordinance establishing the 2026 election, for October meeting consideration.

- **Cemetery Plot Question**

Council directed Clerk to consult community records. CM motioned to allow family to use one of the open spaces, with Council assuming responsibility if disputed later. DA seconded. Vote: All in favor. Motion carried.

- **FY2026 Budget Draft**

Draft budget discussed. General Fund and Utility Fund drawdowns noted. No motion taken.

DEPARTMENT UPDATES

Town Clerk

- **Bank Accounts** - End of August balances presented, with General Fund at \$50,999 and Water-Sewer Fund at \$56,775. Net FY2025 balance is negative at -\$23,109 year-to-date.
- **Utility Billing Report** - August collections totaled \$5,750. Seven accounts received final warnings; five paid before cutoff.

Maintenance Department

- CJ submitted receipts for \$74.51 reimbursement, largely fuel for personal vehicle. CM motioned to approve reimbursement. DA seconded. Vote: All in favor. Motion carried.

Fire Department

- DA reported \$5,000 allocation from Holmes County Sheriff's Office for a second AED, medical equipment, and future firetruck needs.

Council Member Items

- **LJ** – None
- **JC** – None
- **BF** – None
- **DA** – DA announced his home is under contract and if sold in September, he will resign from the Council.

Meeting Adjourned at 7:21 PM.

Meeting Minutes prepared by Ben Tew.

Litermin Joseph
Noma Mayor

Date