

Town Hall & Community Center

Phone: 850-768-4632

Email: NomaTownHall@outlook.com

Address: 3467 Skipper Avenue

Bonifay, FL 32425

Meeting Minutes

Noma Town Council Meeting – October 06, 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)

Seat 4 – Coy Mixon (CM), Vice Mayor

Seat 5 – Daniel Arrant (DA)

Town Council Members Absent

Seat 3 – Betty Forthman (BF)

Others Present

Ben Tew (BT), Town Clerk

Christopher Jones (CJ), Maintenance

John Bodie, Noma Resident

Deborah Sapp, Noma Resident

Invocation and Pledge of Allegiance

LJ led the invocation and Pledge of Allegiance, then called the meeting to order at 6:01 PM.

Approval of Agenda

JC motioned to approve the agenda; CM seconded. All in favor. Motion carried.

Approval of Previous Meeting Minutes

CM motioned to approve the September 2, 2025 Regular Meeting, September 8, 2025 TRIM & Budget Hearing, and September 22, 2025 TRIM & Budget Hearing minutes. JC seconded. All in favor. Motion carried.

Approval of Bills to be Paid

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

Public Comment

- **Sewer Service – 3485 E. McLane Ave.**

John Bodie asked about sewer service to his home. Resident Deborah Sapp stated the home had previously been connected when she rented it. Clerk will add the service to Mr. Bodie's account.

- **Town Appearance**

Deborah Sapp complimented recent clean-up work by Sheriff inmate crews and the Town's maintenance worker

OLD BUSINESS

- **Grant Updates**

- **CDBG-DR Sewer Project:** Construction is nearly complete; remaining plant and lift station improvements expected within a month, then close-out.
- **CDBG-NR Repaving:** State plan/spec approval received; CM motioned to authorize advertising for construction bids; JC seconded. All in favor. Motion carried.
- **MSCOP Side Street Paving:** CCNA certification is required before design; related action appears later on the agenda.

- **Town Employees Job Descriptions & Handbook**

Section 3 "Employee Benefits" (votes recorded by subsection)

- **3.1 Holiday Schedule:** CM motioned; DA seconded. All in favor. Motion carried.
- **3.2 Paid Leave Policy (PTO):** DA motioned; JC seconded. All in favor. Motion carried.
- **3.3–3.6 (Family & Medical Leave; Leave Without Pay; Bereavement; Jury/Court Leave):** DA motioned; JC seconded. Vote: Yes—DA, JC, LJ; No—CM.
- **3.7–3.11 (Military Leave; Legal Services for Employees; Workers' Comp; Reporting an Accident; Benefits Disclaimer):** DA motioned; JC seconded. Vote: Yes—DA, JC, LJ; No—CM (objected to 3.7 only; supported others).

DA arrived at 6:18 PM CT during the Handbook item.

- **FMIT Insurance Renewal / AD&D Coverage**

Clerk reported FMIT's online billing portal issues and requested approval to remit the first quarterly premium by check; Clerk also noted required \$75,000 AD&D coverage for volunteer firefighters at \$250/yr and requested a detailed asset/premium breakout from FMIT (pending).

NEW BUSINESS

- **Ordinance 2026-01 – Election Procedures (First Reading)**

Establishes consistent March elections in even-numbered years, staggered four-year terms (Seats 1/3/5 in March 2026; Seats 2/4 in March 2028), February qualifying, and related procedures; repeals conflicting code language. JC motioned to approve on first reading; CM seconded. All in favor. Motion carried.

- **Continuing Professional Engineering Services – RFQ (CCNA)**

Authorizes advertising and administering a qualifications-based selection for a continuing engineering contract (utilities, roads, drainage, parks). JC motioned; DA seconded. All in favor. Motion carried.

DEPARTMENT UPDATES

Town Clerk

- **Bank Accounts** - End of September balances presented, with General Fund at \$54,396 and Water-Sewer Fund at \$60,512. Net FY2025 balance is negative at -\$12,302 year-to-date.
- **Utility Billing Report** - Collections \$5,765 (cash \$815; checks \$3,035; cards \$1,915). Final warnings issued to 4 accounts on Sept 23; 2 paid by Sept 26 cutoff; 2 were disconnected; 1 paid Oct 3 and was reconnected Oct 5. Past-due status (as of Sept 28 before October billing): Suspended 5 – \$745; Inactive 2 – \$575; Final refunds due 0 – \$0; Active \$0 owed.

Maintenance Department

- **Community Room A/C:** Failed capacitor replaced by P&P Heating & Cooling (\$431); filter replacement recommended.
- **Tools:** Ladder (12–15 ft) and other tools needed; purchases to be made within FY2026 tools budget line.
- **Maintenance Credit Card:** CM motioned to issue a Town credit card to Maintenance Worker Chris Jones with a \$500 limit; DA seconded. All in favor. Motion carried.

Fire Department

- **State Fire Marshal Grants (FFAGP):** \$37,612 for SCBA and \$31,805 for rescue tools (“Jaws of Life”); state documentation/inspection in progress.
- **Holmes County Sheriff’s Office Grant:** \$5,000 previously awarded; second AED for Town Hall/Community Center purchased; cabinet cost \$446.

NOMA

Council Member Items


- **LJ** – None
- **JC** – 55th Annual Town Christmas Party set for Saturday, December 20, 2025; planning discussion (food, entertainment, décor, activities, budget). Reminder to send second request to county officials for support; discussion of Sheriff's donation for food and outreach to Commissioner Stafford; crowd expectations reviewed.
- **CM** – None
- **DA** – None

Maintenance Worker Misc. Items

- **Maintenance/FD Coordination:** Discussion about maintenance worker borrowing Fire Dept. tools (hydrant wrench) after a line break—need for coordination.
- **Volunteer FF Use of Sirens in Personal Vehicles:** Concern raised about a volunteer using lights/sirens in a personal vehicle; LJ directed that the Fire Chief follow up; CM noted Sheriff's statement that personal-vehicle sirens are not allowed; CM played a video he claimed showed such use in town. Council directed the Fire Chief to address and report back.

Meeting Adjourned at 7:25 PM.

Meeting Minutes prepared by Ben Tew.


Litermin Joseph
Noma Mayor


Date