



## Town Hall & Community Center

Phone: 850-768-4632

Email: [NomaTownHall@outlook.com](mailto:NomaTownHall@outlook.com)

Address: 3467 Skipper Avenue

Bonifay, FL 32425

---

# Meeting Minutes

*Noma Town Council Meeting – December 01, 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 286, Florida Statutes.*

### **Town Council Members in Attendance**

Seat 1 – Litermin Joseph (LJ), Mayor

Seat 3 – Betty Forthman (BF)

Seat 4 – Vacant

Seat 5 – Daniel Arrant (DA)

### **Town Council Members Absent**

Seat 2 – Josephine Curry (JC)

### **Others Present**

Ben Tew (BT), Town Clerk

Christopher Jones (CJ), Maintenance

Michael Hernandez (MH), Fire Chief

Deborah Sapp, Noma Resident

### **Invocation and Pledge of Allegiance**

LJ led the invocation and Pledge of Allegiance, then called the meeting to order at 6:00 PM.

### **Approval of Agenda**

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

### **Approval of Previous Meeting Minutes**

The Council reviewed the November 3, 2025 Regular Town Council Meeting Minutes. DA motioned to approve the minutes. BF seconded. All in favor. Motion carried.

### **Approval of Bills to be Paid**

BF motioned to approve the bills as presented. DA seconded. All in favor. Motion carried.

### **Public Comment**

- **Deborah Sapp** asked about the timing of road repaving discussed at the November meeting. She inquired when work would begin.
- **Michael Hernandez** spoke regarding concerns about vehicles speeding through town. Council Members stated they would contact the Holmes County Sheriff's Office to request increased patrol presence.

## OLD BUSINESS

- **Grant Updates**

- **CDBG-DR Sewer Project:** Major construction is complete. Payment checks for recent invoices were included for approval. Funds have already been received from Florida Commerce and USDA. A change order is pending approval to add elements needed to satisfy the FDEP Consent Order.
- **CDBG-NR Repaving:** A public bid opening was held on November 21, 2025, conducted by Southern Engineering Solutions (SES). Three bids were received. SES recommended awarding the contract to Anderson Columbia Company, Inc. in the amount of \$292,245.00, pending Florida Commerce certification. DA motioned to adopt Resolution 2026-04 awarding the contract to Anderson Columbia Company, Inc. BF seconded. All in favor. Motion carried.
- **MSCOP Side Street Paving:** The Town received one response to the RFQ for Continuing Engineering Services from Southern Engineering Solutions. Approval was requested to begin contract negotiations under CCNA requirements. DA motioned to approve the selection of Southern Engineering Solutions and authorize negotiations for a continuing engineering services contract. BF seconded. All in favor. Motion carried.
- **USDA ECWAG Water Well:** The project is nearly complete. Minor fence repairs and final water quality testing remain before the well can be returned to service.

- **Seat 4 Vacancy**

The Town Clerk reviewed the vacancy for Seat 4 following the resignation/removal of former Council Member Coy Mixon. Michael Hernandez reiterated his interest in appointment. Discussion included potential conflicts related to his role with the Noma Volunteer Fire Department.

Mr. Hernandez formally stated his resignation from the position of Noma Volunteer Fire Chief.

DA motioned to appoint Michael Hernandez to the vacant Seat 4 on the Noma Town Council. BF seconded. All in favor. Motion carried.

DA then motioned to appoint Zachary Flowers as Noma Volunteer Fire Department Chief. BF seconded. All in favor. Motion carried.

- **Chris Jones Employment Status Review**

The Council reviewed the employment status of Christopher Jones, Maintenance Worker. DA spoke in support of Mr. Jones' performance. BF recused herself from discussion and voting due to a family relationship. With Mr. Hernandez newly appointed, a quorum was present. MH and LJ also expressed support for Mr. Jones' work ethic.

DA motioned to make Christopher Jones a permanent employee and increase his pay rate to \$17.50 per hour. MH seconded. BF recused. All others in favor. Motion carried.

- **Christmas Party Planning**

The Clerk reviewed planning efforts for the Town's annual Christmas Party scheduled for December 20, 2025, including donations received and pending. Discussion included food costs, decorations, and volunteer support. BF agreed to obtain pricing for fried chicken, and the Holmes County Sheriff would be contacted regarding bikes and toys. BF and other residents volunteered to assist with desserts.

DA motioned to approve expenditures of up to \$600 for food and \$300 for decorations and supplies. BF seconded. All in favor. Motion carried.

- **Small Items**

- ***New Town Website:*** The Clerk reported the website content is approximately two-thirds complete and is expected to go live by the end of the month.
- ***Council Chamber Desk:*** At the Mayor's request, prior discussions regarding replacement or upgrades were revisited. The matter was tabled to a future meeting.
- ***Requests for Sewer Service:*** Updates were provided on pending requests at 3459 1st Avenue Extension and 3493 E. White Street. Contractor quotes are being requested. DA agreed to contact Davis & Sons Plumbing.

## NEW BUSINESS

- **Town Code Enforcement**

The Clerk outlined the existing code enforcement process under Chapter 5, Article III of the Town Code, including inspection, notice, compliance timelines, and lien procedures. Council discussed enforcement challenges and options, including public dumpsters, warning letters, and the use of community service labor. No formal action was taken.

- **Park Camera System**

The Clerk presented information on solar-powered, cellular-based camera options for the Town Park and noted a potential opportunity through Tritech Fiber and the Sheriff's Office. Council discussed the concept but took no action.

## DEPARTMENT UPDATES

### Town Clerk

- ***Bank Accounts*** - Account balances and activity through November 28, 2025 were reviewed.
- ***Utility Billing Report*** - November collections totaled \$5,555. Final notices, disconnections, and current past-due accounts were summarized.
- ***CRI Engagement Letter:*** The Council reviewed the engagement letter from Carr, Riggs & Ingram for FY 2025 audit preparation services. BF motioned to approve the CRI engagement letter. MH seconded. All in favor. Motion carried.

## Maintenance Department

- Acoustic sound tiles for the Community Room were received and scheduled for installation prior to the Christmas Party.
- Updates were provided on tractor attachments, fence repairs, bridge repairs, and other maintenance work.
- DA reported that pallet forks and grappler attachments are currently out of stock and that he purchased a ladder for Town use during a Black Friday sale.

## Fire Department

- **New Firetruck:** The Fire Department received a 2000 KME firetruck on a \$1/year lease from the Ponce de Leon Volunteer Fire Department. Minor repairs are needed.
- **Fire Department Software:** Council discussed the proposed Emergency Networking software system. DA motioned to approve expenditure of \$2,745.00 for the Emergency Networking software. BF seconded. All in favor. Motion carried.
- Hydrant testing and marking were also discussed.

## Council Member Items

- **LJ** – None
- **JC** – Absent
- **BF** – None
- **MH** – Asked about purchasing a hydrant wrench and use of hydrants by contractors.
- **DA** – Asked about purchasing additional street and speed limit signs and whether FDOT permission is required. Also noted plans to relocate the Town welcome sign after fence and sound tile work is completed.

## Meeting Adjourned at 7:40 PM.

Meeting Minutes prepared by Ben Tew.

---

Litermin Joseph  
Noma Mayor

---

Date