

Regular Meeting  
Town of Cooleemee  
November 17, 2025

Absent: Comm Tippet

### Minutes

(Open Session)

Mayor Smith called the meeting to order.  
Mayor Smith gave the invocation.  
Mayor Smith led the room in the Pledge of Allegiance.  
Mayor Smith welcomed the attendees  
There were no additions or deletions to the agenda.

Mayor Smith read the conflict-of-interest statement.

Commissioner Reavis made the motion to adopt the agenda/consent agenda. Approve the financial report of 10/30/2025 budget report and bank reconciliations. Approve the minutes of 10/20/2025. Commissioner Almond seconded and motion passed 3 to 0.

There were no public comments.

Ron Bivens gave report on River Park. There was total of 24,726 park visitors for the last six months. Winter hours are Friday, Saturday and Sunday at no charge.

Sgt Crofts reported that in the month of October there were 69 calls for total of 484 hours. Break down is 41 calls dispatched which equals one to two calls per day.

Tony Brewer, town auditor, presented the town's year end audit. Everything looks good. There was only one discrepancy; the finance officer needs to be bonded at 10% of budget. This is already in work to take care of increasing the bond.

Mayor Smith reported that Steve Corriher and Andy Reavis were elected in the election. He thanked Commissioner Chris Almond for his work on the board.

Signs are completed and will be installed.

Mayor attended a budget seminar sponsored by the League.

Town Clerk Shirley Jacobs will start making the deposits for town.

Community building is in finalizing zoning approval. Bids are coming in.

Commissioner Reavis made a motion that the town insurance policy increase to \$300,000 if it does not go over \$800. If it does go over, then go back to \$250,000. Commissioner Ferrell seconded the motion. Motion carried 3-0.

Mayor Smith has talked to ADP about doing payroll for the three employees and elected officials. Payroll would be done twice a month. They would file taxes and do W-2's.

Commissioner Ferrell made the motion to hire ADP Payroll Processing to handle checks up to \$1500.00 a year. Commissioner Almond seconded and motion passe 3-0.

Commissioner Reavis made a motion to renew Wendy Terry's contract to June, 2026 for a total of \$4500.00. Commissioner Ferrell seconded and motion passed

Commissioner Reavis made motion to reappoint Joey Shore for River Park board. Commissioner Ferrell seconded and motion passed 3-0.

Commissioner Almond made motion to approve a curbside mailbox for Clayton Briggs. Commissioner Ferrell seconded and motion passed 3-0.

Commissioner Reavis made a motion to approve mailbox for Deirdre Browning pending a doctor note stating that she is disabled. Commissioner Almond seconded and motion passed 3-0.

The Christmas parade will be on Saturday, November 29 at 4:00. Afterwards the CHA and The Bridge Church will host the old time Christmas. This starts after the parade.

Commissioner Almond made motion to adjourn meeting. Commissioner Reavis seconded and motion passed 3-0.

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Shirley Jacobs, Town Clerk

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Jeff Smith, Mayor