

**ELM CITY BOARD OF COMMISSIONERS  
TUESDAY, JANUARY 10, 2012  
ELM CITY TOWN HALL  
CONFERENCE ROOM**

**MINUTES**

**1. Call to Order**

Mayor Grady Smith (hereinafter "Mayor Smith") called to order the regular meeting of the Elm City Board of Commissioners (hereinafter "Board") at 7:30 pm on January 10, 2012.

**2. Roll Call**

Mayor Smith conducted a roll call. The following were present:

Commissioner, Melvin Cooke (hereinafter "Comm. Cooke")  
Commissioner, Lewis Crockett (hereinafter "Comm. Crockett")  
Commissioner, Marsha Wells (hereinafter "Comm. Wells")  
Commissioner, Gil Wheeler (hereinafter "Comm. Wheeler")  
Town Administrator, Jonathan Russell (hereinafter "Admin. Russell")  
Town Clerk, Dena Cordell

**3. Approval of Minutes from Last Meeting**

Mayor Smith gave the Board opportunity to review the proposed minutes from the December 13, 2011, meeting.

*MOTION* – Comm. Cooke made motion to approve the Minutes of the December 13, 2011, Elm City Board of Commissioners Meeting; seconded by Comm. Crockett. Motion passed by unanimous vote.

**4. Upper Coastal Plain Council of Government Grant Application**

Mark Russell, with Mac Gay and Associates presented to the Board regarding possible funding that will come available in September of 2012, for public water supply. This 20-year loan will have 0% interest.

Mr. Russell mentioned that these funds can be used for putting in place a functioning asset management program, showing where all valves and connections are located by mapping, gps, and gis. An As-built Asset Management Program is a comprehensive plan of the water and sewer utility

system. Having an asset management program will help to strategize projects. These funds could also be used to upgrade the meters.

Admin. Russell pointed out to the Board that the Town doesn't currently have a map of the water supply, but does for the sewer.

Dennis Patton, with Upper Coastal Plains Council of Government, reported that the only funding currently available is CDBG. DENR is postponing any funding until the fall.

An as-built mapping will cost between \$20,000 - \$25,000.

**5. Appeal Hearing for 206 West Main Street Property – Martha Padgett**

Mayor Grady Smith swore in both Jonathan Russell, appearing for the Town's interest, and Ashley Padgett, appearing for Martha Padgett.

Slade Rand, Town Attorney, was present for the hearing and gave the Board up-to-date information regarding ownership of property included in the hearing.

Many questions and much discussion was rendered regarding the appeal.

*MOTION* – Comm. Crockett made motion to give Deborah Padgett two weeks, January 25<sup>th</sup>, to remove all cars. Any cars situated on property not in compliance will be towed; seconded by Comm. Wheeler. Motion passed three to one, with Comm. Wells in disagreement.

**6. Invoices**

Admin. Russell presented Mayor Smith and the Board with the monthly Town invoices in the agenda packet. Additions to invoices include:

Logics	\$ 2,015.50
Andrew Harris	\$ 1,050.00
Barbara Aycock	\$ 371.00
Waste Industries	\$ 9,632.04
UNC School of Government	\$ 113.09
NC Interlocal Risk Mgmt.	\$ 141.03
EnviroLink	\$11,743.91

*MOTION* – Comm. Wheeler made motion to pay bills; seconded by Comm. Cooke. Motion passed by unanimous vote.



7. **Admin. Russell's Report**

Admin. Russell reported to the Board, from the written report he submitted within the January 10, 2012 Agenda Packet. The following were actions taken by the Board as related to Admin. Russell's report:

A. **Meeting with Mike Acquesta:**

Admin. Russell and Comm. Cooke met with Mike Acquesta on January 5, 2012, to explore potential funding options for wastewater treatment expansion. There are possible funding sources that would be beneficial for the Town to explore; however, the 100% grant options are very limited. Public water supply has an 80/20 matching fund with a deadline for the application by March 31<sup>st</sup>. Mr. Acquesta is looking for money. There will be no cost for his services unless funding is given.

B. **Audit Update:**

Andrew Harris has completed the year end close-out in preparation for the audit by Greg Redman. The issues that Mr. Redman spoke the Board about have been addressed. Both Mr. Redman and the CSI representatives felt it best to complete the audit within the current system before any conversion takes place. This has caused a delay in the implementation of the new CSI software. The CSI representatives have stressed the importance of transferring over good data from the current program to the new one. Mr. Redman will still meet the January 20<sup>th</sup> deadline for the LGC.

C. **Debt Set-off:**

The Debt Set-off files have been updated for the current year. There are 118 debtors with a current debt amount of \$19,622.24, bringing the total amount covering the last 10 years to \$38,680.25.

D. **January Powell Bill Disbursement:**

The second disbursement of Powell Bill monies was received on December 21, 2011, bringing the total amount for the year to \$39,244.48.

E. **NCDENR Emergency Solid Waste Management:**

Admin. Russell met with Ben Barnes to evaluate several areas throughout the Town, to designate a staging area for debris clean-up for any future natural disasters. This area would be a temporary staging area. It was determined that the area behind the new lagoon on 301 would be the most

suitable site. Paperwork has been filed with the state, and confirmation should shortly follow.

**F. Rural Water Underground Imaging:**

Mark Hill, with NCRWA is scheduled to do imaging of the waterlines in the Gray Street / Pine Street neighborhood. Doing so will allow the Town to develop a map of the system in this area, and will hopefully assist with providing a solution to the brown water issues.

**G. Annexation Update:**

The Town is proceeding with the voluntary annexation of multiple properties throughout town. Admin. Russell was recently made aware of a fee that will be involved with the annexation. A meets and bounds survey will need to be performed for each parcel at a cost of roughly \$250 – \$300 each.

*MOTION* – Comm. Cooke made motion that the Town hire a surveyor to survey the properties to be voluntarily annexed; seconded by Comm. Wheeler. Motion passed by unanimous vote.

**H. Inflow and Infiltration Update:**

The Town is currently trying to certify all of the easements for the affected properties. This has caused some delay as it appears from the initial assessment that some of the easements are not on file. Once certification is completed, the Town can move forward with placing the project out for bid. It is anticipated that the Town will meet the February 29<sup>th</sup> deadline.

**I. New Spray Field Update and Warranty Inspection:**

Wells Brothers will be on site Friday, January 6<sup>th</sup> through the following week to complete the road relocation at the new spray field, and also to start the warranty work items that were listed from the inspection.

**J. RBEG Sidewalk Update:**

The contract drawings have been submitted and the Town is waiting for engineering approval from the local USDA office. Once the project has been approved, the Town will move forward with placing the project out for bid.



**8. Comments from Public Floor**

The following public comments were made by the citizens of Elm City. If citizens gave personal introduction prior to making public comments, their proper names have been included in the meeting record. If personal introduction was not made, proper names have not been included in the record.

Ashley Padgett voiced concerns over the number of letters she's been sent from the Town regarding ordinance violations, when she sees other properties with the same violations. Admin. Russell mentioned that from the first of the year, the Town has sent out 108 violation notices.

Ms. Padgett also mentioned the water runoff from the road that ponds on her property on West Main Street. She mentioned that the yard had been dug up by the Town, and that there were clumps of dirt that she would like the Town to address. Admin. Russell will have someone out to check the issues.

Thelma Young, of Tyson Lane, mentioned concerns again that there are various incidents of vandalism continuing to take place in the Town. She mentioned her brother's property across from the park that had been vandalized in the recent days.

Ms. Young also mentioned that the park isn't being closed as mentioned. Mayor Smith mentioned that Comm. Childress was responsible for Parks and Recreation, and that he would be speaking with him to find a solution.

**9. Commissioner Concerns**

Much discussion was rendered regarding the revitalization of the current park or the beginning of a new park. Mayor Smith instructed Admin. Russell to check with the Rural Center, to see if there is any long-term funding available.

Admin. Russell instructed the Board that Lackey Construction had called about the roof work that was to be done to the Town buildings. Mr. Lackey told him that some of his equipment had been stolen. Due to this fact, he was unsure as to when he would be able to do the work to the buildings, and understood if the Board felt it best to go with someone else.

*MOTION* – Comm. Cooke made a motion to go with R & D Construction; second by Comm. Crockett. Motion passed by unanimous vote.

**10. Closed Executive Session**

*MOTION* – Motion was made by Comm. Cooke to move into the closed executive session; seconded by Comm. Crockett. Motion was passed by

unanimous vote. The closed session met pursuant NCGS 143-318.11 (personnel and legal matters).

**11. Re-opening of Public Session**

*MOTION* – Motion was made by Comm. Cooke to move out of the closed executive session; seconded by Comm. Crockett. Motion was passed by unanimous vote.

Mayor Smith reopened the Public Session of the Board Meeting.

Comm. Wells would like the Town send Dena Cordell, the Town Clerk, to a notary class in order for her to receive her Notary Public.

*MOTION* – Comm. Cooke made motion to send Dena Cordell for Notary Public classes; seconded by Comm. Wells. Motion passed by unanimous vote.

Comm. Cooke would like to see the doors of the Train Depot restored.

*MOTION* – Comm. Cooke made motion to paint and restore the doors on the Depot; seconded by Comm. Crockett. Motion passed by unanimous vote.

**12. Adjournment**

Mayor Smith adjourned the meeting at approximately 9:54 pm, January 10, 2012, upon motion of Board.

*MOTION* – Motion was made to adjourn by Comm. Cooke; seconded by Comm. Crockett. Motion was passed by unanimous vote.

Minutes submitted by: Dena H. Cordell, Town Clerk