



ELM CITY BOARD OF COMMISSIONERS
TUESDAY, JULY 11, 2017
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 July 11, 2017.

2. **Roll Call**

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

Commissioner, Dale Childress (hereinafter "Comm. Childress")
Commissioner, Melvin Cooke (hereinafter "Comm. Cooke")
Commissioner, John Edwards (hereinafter "Comm. Edwards")
Commissioner, Marsha Wells (hereinafter "Comm. Wells")
Commissioner, Gil Wheeler (hereinafter "Comm. Wheeler")
Town Administrator, Jonathan Russell (hereinafter "Admin. Russell")

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

Mayor Smith gave the Board opportunity to review the proposed minutes from the June 13, 2017, meeting.

MOTION: Comm. Cooke made motion to approve the June 13, 2017, meeting minutes; seconded by Comm. Wheeler. Motion passed by unanimous vote.

4. **Blake Holloman, contracted Fire Inspector – unable to attend Board Meeting**

Admin. Russell reported that Blake Holloman was unable to attend the Board Meeting. A report is to be provide to the Board by the first of the following week. Admin. Russell will schedule dates if in the event Mr. Holloman needs to meet with the Board.

5. **Admin. Russell's Report**

- A. Train Depot Drawing by Cindy Harris: A pen and ink sketch of the train depot has been completed by Cindy Harris. She offered to sell the original to the Town for \$100, to hang in the museum space. Reproductions of the print will also be made

to sell in order to raise money for ongoing maintenance and upkeep of the Depot property.

Admin. Russell proposed that a subcommittee be formed for the museum that will be located within the Depot. He suggested that Comm. Cooke and Comm. Wheeler take part in the committee. Information could be mentioned in the "Talk of the Town" newsletter to gather artifacts from Town citizens to place in the museum.

- B. CDBG ROW, Sedimentation, and Pollution Control Submission: The NCDOT right of way, sedimentation and pollution control, and water supply applications for the waterline replacement project have been submitted. This paperwork is in addition to the engineering documents that have been submitted to the CDBG office. Approval of the submitted documents is required to place the project out for bid.
- C. Train Depot Final Punch List and Closeout: The final punch list items were completed on Wednesday, June 28th. The certificate of substantial completion has been issued by the architect to the Town and the contractor. The final paperwork is being completed in order to close out the financial documents and the project overall. The process of outfitting the building with necessary items that is needed to rent the space has been started. Interest from the community is increasing. Closing of the loan should be scheduled within 30 to 60 days. The first payment will be required 12 months from closing.
- D. Parking Lot for Train Depot: Owens Construction has not settled on a date for installation of the additional parking along the railroad track right of way. They anticipate being able to set a date towards the end of July or the first two weeks in August. This will add 52 additional parking spaces along North and South Broad Street.
- E. Wastewater Plans Submitted to DEQ: The engineering documents have been submitted for the wastewater rehab project. The project is funded through the state revolving funds and requires much less paperwork than the CDBG project, which utilized Federal funding.
- F. CSX Intermodal Presentation: Admin. Russell recently spoke with John Dillard, who is the governmental relations agent for CSX. He is interested in addressing the Board and any interested citizens regarding the intermodal transfer station being built in Nash / Edgecombe County at an information session held at the new depot. A date will be scheduled following the ribbon cutting of the facility.
- G. Dumpster Relocation at Town Shop: An extra dumpster has been brought in to help in the removal the bulk goods items that are currently behind the town shop. Gravel has been delivered to construct the new site that is less visible from the roadway.

- H. Well Filtration Grant Notice: The State Water Infrastructure authority will meet on July 19 to review the most recent grant submissions. It is hopeful that funding will be received to install two filtration systems to remove minerals from the water, which will help with water quality town-wide.
- I. Greg Redman Audit Contract: A quote has been received to perform the 2016 / 17 audit for the Town. The fee for the audit is \$9,800, and has remained unchanged for the past two years. Board approval is needed in order to award the contract for service.

MOTION: Comm. Childress made motion that the contract to audit the Town's books be awarded to Greg Redman in the amount of \$9,800; seconded by Comm. Cooke. Motion passed by unanimous vote.

J. Additions:

1. The AIA Grant Asset Inventory Contract for Water and Sewer, mapping agreement have been completed. The upfront cost for the Town is \$2,200, which will be reimbursed at the closing of the grant. Motion is needed to accept the contracts.

MOTION: Comm. Cooke made motion to accept the contracts for the water and sewer AIA Grant Asset Inventory; seconded by Comm. Childress. Motion passed by unanimous vote.

2. The small room at the Train Depot has been requested for use from the Elm City 4H Chapter, for the third Monday of each month, unless the room has been rented. The 4H Chapter meets during the school year.
3. A meeting with Matthew Staley of the Wilson Post Office has been scheduled to meet Thursday, July 13th at 2 pm. He will begin a leave of absence on Monday, July 17th.
4. Admin. Russell reported that quotes for finishing and sanding of the Depot floors had not been turned in to date.

6. **Invoices**

Admin. Russell presented the Board with the monthly Town invoices in the agenda packet.

Additions: Roger Bass, Ordinance Mowings \$130.00

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

7. Comments from Public Floor

Shirley Barron mentioned that the Depot is rented on Friday, August 11 from 10:30 – 2:30. She was somewhat concerned about the flooring for dancing purposes. Comm. Wells mentioned that her church had a dance floor that would be available to place in the depot if interested.

Jack Swaringen mentioned that he was impressed with the Depot, felt a wonderful job was done with the work, and felt proud that the Town has it available for use.

A question was given regarding the new recycling bins. It was mentioned that they would be in place by September of this year.

Deputy Cartenga reported to the Board for the previous month. Security checks and special watches were all done. There was a set of keys found. He mentioned that they would be at the Wilson County Sheriff's Office up town, if anyone were to call inquiring about missing keys.

8. Commissioner Concerns

Admin. Russell suggested of the possibility of upgrading the equipment at the Substation next door to bring in a magistrate, giving the Town a larger police presence. There is enough traffic, and would be a help to the deputies to take care of concerns in Elm City, verses driving to the main office. A magistrate would be in Town from Thursday through Saturday and on call for the remainder of the week.

Comm. Wheeler reported to the Board with maps and details regarding the needs of having roads paved in Town. A detailed list of problem areas was given. Comm. Wheeler felt that any further money from Powell Bill should be used on roads only. Mayor Smith suggested that Admin. Russell take the list and see what the cost would be to coat or patch, and advised him to see where the need was greatest and begin there first.

Comm. Cooke would like to see a sidewalk built to the park, in an effort for citizens to see that the Park is a part of the Town, and to provide safety for those walking.

Comm. Cooke mentioned that the ditch on Daniel Drive needs cleaning at the west side. It is completely stopped up.

Comm. Edwards mentioned the slowness of bulk goods being picked up.

Comm. Wells mentioned that her church is having a prayer walk on Saturday, using the time to pray for the Town and Community. She invited the Board to attend.

9. **Adjournment**

Mayor Smith adjourned the meeting at approximately 9:25 pm, July 11, 2017, upon motion of Board.

MOTION: Motion was made to adjourn by Comm. Childress; seconded by Comm. Wheeler. Motion passed by unanimous vote.

Minutes submitted by Dena H. Owens, Town Clerk