



ELM CITY BOARD OF COMMISSIONERS  
TUESDAY, AUGUST 12, 2014  
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 August 12, 2014.

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, Lewis Crockett (hereinafter "Comm. Crockett")  
Commissioner, Gil Wheeler (hereinafter "Comm. Wheeler")  
Commissioner, Marsha Wells (hereinafter "Comm. Wells")  
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 July 12 and the July 29, 2014, meetings.

*MOTION: Comm. Cooke made motion to combine and approve the July 12 and July 29, 2014, meeting minutes; seconded by Comm. Wheeler. Motion passed by unanimous vote.*

4. **Public Hearing – Happy Trails / Nannie Woods Properties Voluntary Annexation**

*MOTION: Comm. Cooke made motion to open the public hearing; seconded by Comm. Crockett. Motion passed by unanimous vote.*

Admin. Russell presented the petition for the voluntary annexation of parcels 3744.33.6758.000 and 3744.11.9000.000. The owners are interested in voluntarily

annexing their properties into the Town, giving the Town jurisdiction. This annexation is for the purpose of the HelioSage Energy Solar Farm Project.

Comm. Cooke mentioned that the road frontage of 300' by 500' on Highway 301 was to be left for commercial purposes.

Admin. Russell reported that the voluntary annexation is based on the solar project moving forward. If the project doesn't move forward, the properties would revert back to the County and would not be in the Town limits.

#### Questions from Public

Mayor Smith gave the public opportunity to ask questions.

A question was posed if the properties on the south side of Haynes Road were being affected. Admin. Russell mentioned that all annexations at this time were voluntary, meaning that the only way properties would be annexed into the Town, would be if the property owners petitioned the Town to do so. There are no forced annexations as State law prohibits such.

*MOTION: Comm. Crockett made motion to adjourn the public hearing; seconded by Comm. Wheeler. Motion passed by unanimous vote.*

*MOTION: Comm. Wheeler made motion to approve the annexation of parcel numbers 3744.33.6758.000 and 3744.11.9000.000 (Happy Trails Farms / Nannie Woods) into the Town; seconded by Comm. Cooke. Motion passed by unanimous vote.*

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

- A. Wellhead Protection Plan: The North Carolina Rural Water Association completed a draft wellhead protection plan. The plan identifies any potential risk to our current water supply, and needed actions should an emergency arise. This document will be used for future grant applications. A resolution to accept the plan is needed.

*MOTION: Comm. Crockett made motion to accept the draft wellhead protection plan; seconded by Comm. Cooke. Motion passed by unanimous vote.*

- B. NCDENR Grant Application: A grant application is being prepared to replace the North Parker Street Lift Station. This location is the oldest pump station



within the system and the Town's recently spent money to repair the mechanical issues and other repairs. Cost would be around \$100,000 to replace it fully. A resolution is required to submit the application for the upcoming cycle.

*MOTION: Comm. Cooke made motion to submit said application for replacing the N. Parker St. Lift Station, seconded by Comm. Wheeler. Motion passed by unanimous vote.*

- C. North Carolina Municipal Council Rating: The NC Municipal Council gave the Town a 74 rating, based on the current financial condition and the ability to obtain new debt. This is the same rating that was received in 2001.
- D. Safe Routes to School Grant: The SFTS grant application will undergo a secondary review beginning August 1. It is unclear at this time when a determination will be made, but it is in hopes that it will take place within the next 90 days. The awards have been delayed awaiting the new state budget.
- E. Water Line Replacement Grant: The May 1, 2014, waterline replacement grant application was unsuccessful. The application will automatically be placed in the September grant cycle. Based upon the recent adoption of the state budget, there will be some changes in the amount of funding made available and the timeline for availability.
- F. Meter Replacement Grant: Additional information has been added for the NCDENR application packet to improve the chances of the project being funded. This information includes a water loss prevention plan and the wellhead protection plan. The application is for a CDBG grant and the deadline for submittal is October 1<sup>st</sup>.
- G. NCPARTF Grant Update: The playground equipment should arrive within the next two weeks, with an estimated installation time of two days. Following will be the picnic shelter and walking trail installation.
- H. Wilson County Tax Collection Report: Wilson County submitted their tax collection report for fiscal year 2013 - 2014. They have requested a written response stating that the Town received the notification and accept the information presented.
- I. Capital Improvement Plan: Steve Scruggs continues to prepare the updated CIP for the Town. Any additional suggestion for future infrastructure, growth,

and development plans should be given as soon as possible. The final draft document will be available in the upcoming weeks.

- J. Library Wireless Internet Availability: Notice has been issued in the monthly Town newsletter regarding the availability of the wireless internet at the library. It is in hopes that the loitering and vandalism of the neighboring properties will be curbed.

Comm. Wheeler suggested that the service be turned off after hours, and be moved to the Sheriff's Substation. Admin. Russell mentioned that doing so would give the citizens of the Town two avenues for use of free Wi-Fi, at the library during hours, and outside of the Substation 24 hours a day. Comm. Crockett made mention that a sign be placed on the library stating that the Wi-Fi would not be available after business hours.

*MOTION: Comm. Cooke made motion to turn the free Wi-Fi service off at the library after hours immediately, adding new service as soon as possible outside of the Sheriff's Substation; seconded by Comm. Wheeler. Motion passed by unanimous vote.*

K. Additions to Report

1. Fall Festival Fee – Admin. Russell mentioned the need to know what the fee should be for vendors at the upcoming Fall Festival. It was decided that there be no charge for vendors this year.
2. Repainting of Library Front – Admin. Russell mentioned three quotes received to putty the fascia board and repaint the front of the library:

Tant - \$975  
Bass - \$645  
Jones - \$425

*MOTION: Comm. Wells made motion that the Town hire Rodney Bass; seconded by Comm. Crockett. Motion passed by unanimous vote.*

6. **Invoices**

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

Addition to invoices: Rid-A-Pest (Town Office, Substation, and Library) \$200.00



*MOTION: Comm. Childress made motion to pay bills; seconded by Comm. Crockett. Motion passed by unanimous vote.*

**7. Comments from Public Floor**

Ann Proctor, of 408 N. Anderson Street, expressed her concerns over the ditch work that had been done by Envirolink at her home. She asked the Board for help.

Much discussion was rendered regarding the ditch work and ditches throughout the Town. Mayor Smith directed Admin. Russell to have a company come in and correct the issue on N. Anderson Street.

**8. Commissioner Concerns**

Comm. Cooke and the Board congratulated Admin. Russell on the recent addition to his family.

Comm. Cooke questioned the progress of the restroom at Spivey Park. Admin. Russell mentioned that slab had been poured, and rough-in plumbing would need to be next.

Comm. Childress mentioned to Dean Holmes, with Envirolink, regarding cleaning down the side of Armstrong St, which Wynn's Chapel is located.

More discussion was rendered regarding the ditch and storm drainage concerns and cleaning throughout town.

Comm. Cooke mentioned the mowing the sides of the over pass.

Comm. Childress mentioned the cleaning of the bridge on S. Parker St.

**9. Adjournment**

Mayor Smith adjourned the meeting at approximately 8:47 pm, August 12, 2014, upon motion of Board.

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

Minutes submitted by Dena H. Cordell, Town Clerk