



ELM CITY BOARD OF COMMISSIONERS
TUESDAY, MARCH 10, 2020
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 March 10, 2020.

2. **Roll Call**

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

Commissioner, Dale Childress (hereinafter "Comm. Childress")
Commissioner, Cornell Mercer (hereinafter "Comm. Mercer")
Commissioner, Tawanda Moore (hereinafter "Comm. Moore")
Commissioner, Gil Wheeler (hereinafter "Comm. Wheeler")
Interim Town Administrator, Dena Owens (hereinafter "Interim Owens")

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

Mayor Smith gave the Board opportunity to review the proposed minutes from the February 11 and February 25th, 2020 meetings.

MOTION: Comm. Childress made motion to approve the both February 11th and 25th, 2020 meeting minutes; seconded by Comm. Wheeler. Motion passed by unanimous vote.

4. **Mike Tolson – Duke's Rooted in Innovation / Available Grants**

Mike with Mack Gay Associates was present at the meeting and presented a proposal of the Town's Manhole Inspection to be done by Duke's Rooted in Innovation. During the presentation, a video was shown Board members of the innovated work that can be done by Duke's for the Town's manhole I & I concerns. Duke's will already be in Town working towards inspection of the Town's sewer lines through the DAR recovery grant. The cost for Level 2 inspection of the manholes will be \$30,470 and can be paid using the DAR recovery funds.

Motion: Comm. Childress made motion that the Town allow Duke's Rooted in Innovation the opportunity to inspect the manholes, as a means of helping with the Town's I & I issues; seconded by Comm. Moore. Motion passed by unanimous vote.

Mike also gave the Board information regarding CWSRF and ASADRA monies available for improving redundancy and resiliency of the Town's sewer and water system. Applications are needed for submission by April 30, 2020.

MOTION: Comm. Childress made motion to obtain grant monies through use of CWSRF (loan forgiveness) and ASADRA funds for redundancy and resiliency for the Town's water system; seconded by Comm. Mercer. Motion passed by unanimous vote.

Motion: Comm. Childress made motion to obtain grant monies through use of CWSRF (loan forgiveness) and ASADRA funds for redundancy and resiliency for the Town's sewer system; seconded by Comm. Mercer. Motion passed by unanimous vote.;

5. Interim Administrator's Report

Wastewater Grant – Interim Owens reported that through an email David Honeycutt, he stated: "Progress over the past month has been getting drawings setup and moving forward with the design work. We have all of the design sheets setup and are at approximately 40-50% design. We've assembled the first draft of the specifications including contract documents per the State Reserve documents. Technical specifications are started and we're working on assembling the remainder of the sections and writing up the details. The wetlands delineation for the site has been approved which finalizes the setbacks for our irrigation area. The design for the road and force main across the wetland from the current site to the new site are in progress and working on hydraulics to determine the culverts needed for the road. We still expect to have a complete design by the end of the March to submit to the Division of Water Infrastructure and to start permitting."

Interim Owens met with David Honeycutt and others on Tuesday, March 10th at 11 am to look at the progress set of drawings and discuss.

Phil Bone with Envirolink reported that one of the monitoring wells had been damaged by the farmer, farming the property. David Honeycutt is to call Interim Owens with the name of the company that originally did the work. Owens will contact the farmer and work out a plan to have the work done.

Disaster Recovery Grant – A purchase order from the Town has been sent to Thompson Pump to purchase the portable pump to be used at the Town's holding lagoon, purchased through the DAR grant.

Water Purchase Rate Negotiations Cost Scenarios – Mike Tolson presented a water purchase rate comparison for the Board to review if the Town were to purchase each month from 25K to 100K of water using the rate that the City charges Wilson County.

The columns on the left represent those calculations of what the monthly bill could be if we purchased at least the mentioned amounts of water from the City.

The columns on the right represent the purchase price that the Town could have expected since January 2018 if some or all of the water produced by the wells was purchased under the same rate structure. When looking at the (Not Sold) gallons – those are gallons that the wells pumped – and is how Envirolink registers how much water the wells produce. Also, in that portion would be the Town Office, EMS, Fire Department, Library, Substation, and Train Depot, (which is well under 5,000 gallons total) as well as any flushing that took place during those months.

Oakview Well – Interim Owens shared the response regarding the NOD had been redrafted and will be sent to Shawn Guyer with the Public Water Service.

Oakview Mobile Home Park Residents – Bill Powell made payment of this month's water for the mobile home park. Residents will begin being billed on April 1st of this year. Out of the 35 homes, currently received were 30 applications and deposits. Interim Owens will continue to work to get the others.

School Ballfield Well – The well is continuing to produce air in the lines. Phil, with Envirolink, is working to throttle the wells back, but won't fully be able to do so until the decision is made with purchase of water from the City and shuttering the Oakview Well back. The Board suggested telling Phil Bone to throttle the well back, in an attempt to lessen the amount of air in the Town's water system.

S. Branch Street Lift Generator – Interim Owens reported that the generator had been repaired by KB Power Systems, LLC and the invoice was submitted with the payables for the Board to approve.

Library and Town Office Window Closure – Interim Owens reported that Wayne Greene was scheduled to begin closing in the windows at the library the first of the next week. Owens had also spoken with him regarding the closing of the windows in the board room. The cost to do so would be \$4,100, as seen by a quote attached. The quote is written with same type, color, and length of brick currently. Interim Owens reminded the Board of the quote to have the glass replaced with storefront glass and frames (to match the front windows of the Town Office) from Coastal Plain Glass was in the amount of \$2,178.00 shared previously with the Board.

Motion: Comm. Childress made motion to have Coastal Plain Glass replace the windows; seconded by Comm. Wheeler. Motion passed by unanimous vote.

Beauvue / Cedar Ridge Lift – Interim Owens mentioned that there are currently two pumps in each lift station in Town. One of the pumps at the Beauvue / Cedar Ridge lift station is not working. A quote was received from Charles R. Underwood Inc. in the amount of \$5,012.50 plus tax to have the pump replaced. The current pump has 1998 on

the face, meaning it was built and possibly placed in 98. The Town is currently out of compliance with State regulations only having one pump. I have asked Mike if they could include this in the DAR grant or possibly in the new grants for which we are seeking funding.

Annexations – Much work has been done on voluntary annexations this past month. Interim Owens worked to file 6 annexations of Town-owned properties, solar farms, and various single lots. We do have more work that needs to take place to finalize other annexations. I will work with Slade to find what should happen to have the process completed.

Additions:

Interim Owens met with Beth Robbins of The Wilson Times Company. They are requesting use of the Depot for a Bridal Expo, where people from all over North Carolina will attend, at no cost, in exchange for the advertising of the venue and being a vendor at the event, allowing rental reservations to be made. The event is planned for October of this year.

MOTION: Comm. Childress made motion to allow The Wilson Times opportunity to use the Depot at no cost; seconded by Comm. Moore. Motion passed by unanimous vote.

Interim Owens mentioned the home located at 205 West Main Street is on the market for sale. Attached to the property is a building formerly known as "The Opry House". A gentleman considering purchasing the property is interested in knowing if a portion of the Opry House could be torn down, or whether it is considered to have historic ties disallowing any change being made. The Board suggested that information be gathered regarding the Opry House.

Interim Owens presented the Budget Ordinance Amendment Number Two for approval.

MOTION: Comm. Childress made motion to approve BOA Number 2; seconded by Comm. Wheeler. Motion passed by unanimous vote.

6. Invoices

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

Additions:

Summerlin Oil – Town Office, Substation & EMS Building - \$646.16

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

7. Comments from Public Floor

Shirley Barron, of David Lane, made mention that the bushes of concern in the previous month had been cut down, but was concerned that they had yet to be picked up. Interim Owens mentioned that they should be collected during the next yard debris pickup scheduled.

Mick Rankin, Jr., candidate running for the North Carolina House District 24 was present at the meeting and welcomed any concerns be voiced.

8. Commissioner Concerns

Comm. Wheeler shared his concern with the sidewalk on South Branch Street where the dirt underneath has washed away. Interim Owens mentioned that the area was scheduled to be videoed.

Comm. Mercer noted that a storm drain located at the corner of Branch and Dixon Street was covered over with vegetation.

Comm. Wheeler mentioned that the land loan payments would be completed in September of this year, and the paving loan payments would be completed in March of next year.

Comm. Moore mentioned that she had spent some time over at the volunteer EMS station. They are currently short \$400, but are working to sell some equipment.

Interim Owens mentioned that there were some changes that needed to be made to the Town's website. She will work to make corrections and updates.

Comm. Childress mentioned that he had spoken with Mark Johnson, with the Wilson County Planning Department. Mr. Johnson mentioned that new zoning information from the State has been instituted. Purchase of a book from the State for \$5 will be needed in the future.

9. Closed Session

MOTION: Comm. Childress made motion to move into closed session under NCGS §143-318.11; seconded by Comm. Moore. Motion passed by unanimous vote.

10. Re-opening of Open Session

MOTION: Comm. Childress made motion to adjourn the closed session and move back to open session; seconded by Comm. Mercer. Motion passed by unanimous vote.

11. **Adjournment**

Mayor Smith adjourned the meeting at approximately 9:38 pm, March 10, 2020, 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