

**ELM CITY BOARD OF COMMISSIONERS
TUESDAY, DECEMBER 13, 2011
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 December 13, 2011.

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, 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 November 15, 2011, meeting.

MOTION – Comm. Cooke made motion to approve the Minutes of the November 15, 2011, Elm City Board of Commissioners Meeting; seconded by Comm. Childress. Motion passed by unanimous vote.

4. Adjournment

Due to there being no old business, Mayor Smith asked for a motion to adjourn the meeting to prepare for swearing in the Commissioners for the upcoming term.

MOTION – Comm. Childress made motion to adjourn; seconded by Comm. Cooke. Motion passed by unanimous vote.

5. **Swearing in of Mayor and Commissioners**

The Honorable William Farris was in attendance for the swearing in of the Mayor and Commissioners for the two-year term.

Mayor: Grady Smith

Commissioners: Dale Childress, Melvin Cooke, Lewis Crockett, Marsha Wells, Gil Wheeler

6. **Call to Order**

Mayor Smith called to order and reopened the regular meeting at 7:35 pm on November 15, 2011.

7. **Mayor Pro tem**

Mayor Smith made mention that the previous appointment of Mayor Pro tem was done so by awarding the commissioner who had the highest number of citizen votes.

MOTION – Comm. Childress made motion to follow the same procedures by appointing the office of Mayor Pro tem to the commissioner with the highest number of citizen votes; Seconded by Comm. Crockett. Motion passed by unanimous vote.

Comm. Cooke is the Mayor Pro tem for the current term.

8. **Assignments of Commissioners**

Mayor Smith delegated the following Commissioner Assignments:

Comm. Crockett: Police, EMS, Fire, Library and CDBG

Comm. Childress: Zoning and Inspection, Annexation, Overgrown Lots, and Recreation

Comm. Cooke: Electrical Service, Water and Sewer Service

Comm. Wheeler: Sanitation / Recycling, Tree Service, Streets, Sidewalks / Curbing, and Gutter.

Comm. Wells: Cemetery, Storm Drainage, Town Ditches, Trash / Leaves and Limbs

9. Invoices

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

MOTION – Comm. Cooke made motion to pay bills, holding out the Byrd Brothers (FEMA) and McGill & Associates (TAG Grant); seconded by Comm. Childress. Motion passed by unanimous vote.

10. Admin. Russell's Report

Admin. Russell reported to the Board, from the written report he submitted within the December 13, 2011 Agenda Packet. The following were actions taken by the Board as related to Admin. Russell's report:

- A. **Wastewater Surface Irrigation System One Year Warranty Inspection:** The one year warranty inspection took place on Tuesday, November 22nd. The one year warranty on the project ended December 17, 2011. Several issues were identified that have been passed along to Wells Brothers Construction.
- B. **FEMA Funding Update:** An application has been completed for federal assistance and all necessary paperwork has been submitted. It is anticipated that the funds disbursement will be expedited to recover any expenses that were incurred from Hurricane Irene.
- C. **Small Business Grant Assistance:** The Division of Community Investment and Assistance is accepting applications from local municipalities for its Small Business & Entrepreneurial Assistance grant program. The Town, on behalf of a business, would be allowed to apply for a grant ranging from \$150,000 to \$250,000. There are several small businesses in Town that would be eligible for this potential benefit. Admin. Russell will pass along the information to small businesses in the area that could benefit.
- D. **Elm City ABC Store Closing:** The Elm City ABC Store will be closing on December 31, 2011. A letter mailed to the Town stated that the Wilson County ABC Board sites the reasons for closing the location is based on new legislation that requires all local ABC Boards to adhere to performance standards that include operation efficiency.
- E. **Meeting with Mike Aquesta:** Admin. Russell is scheduled to meet with Mike Aquesta on January 5, 2012, at 10 am, to discuss funding sources for Spray field expansion. The Town is approaching the final phase of the current 301 site project, and is in need of funding to continue progress.

- F. **Rural Water Leak Detection:** Mike Hill, with the North Carolina Rural Water Association, was onsite November 21, 2011, to provide additional technical assistance on the brown water situation in town. No leaks were detected. He will return on January 17, 2012, to assist with mapping and identifying the types of infrastructure in the problem areas. He has access to equipment for underground mapping of what is in the ground.
- G. **Inflow and Infiltration Update:** The mapping has been completed in order to produce construction documents, as well as the submission of the "Right of Way Encroachment Agreement – Primary and Secondary Highways" with the NC Department of Transportation. Plans and specifications have also been submitted to USDA for their review to be placed out for bids. Plans are moving forward that should allow the Town to meet the February 2012 deadline.
- H. **TAG Grant Update:** Admin. Russell met with representatives from McGill and Associates to discuss the ongoing TAG grant. Though there have been recent changes in personnel, they are still in the process of reviewing potential options that will have the moratorium lifted. The current deadline for the study is June 1st.
- I. **RBEG Grant Update:** All documents have been submitted to the Rural Development office in Smithfield. The Town has not received any comments from the administrator or the engineer. Once the review is complete, the Town can move forward to place the project out to bid.
- J. **Additions to Admin. Russell's Report:**
1. Admin. Russell has spoken with Joe Dooley, of Upper Coastal Plain, about CDBG Funds that are available. These funds would be used for infrastructure I & I issues. Joe requested that the Town consider holding a public hearing for the next meeting. The Town is an automatic qualifier for some funding sources due to being on the moratorium. An asset management plan will be required for future applications through some agencies, most notably the Rural Center.

MOTION: Comm. Childress made motion that the Town set up a public hearing at the next meeting for CDBG; seconded by Comm. Wheeler. Motion passed by unanimous vote.
 2. Admin. Russell made mention of an Ethics of Municipal Government Commission class, and a Planning and Zoning class, that would meet the requirements of the ethics education that is required for all new and old Board members.

11. 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.

Gloria Fry, of Land Street, was present at the meeting to thank the Board for their work to have the tree hanging over the road from Hurricane Irene taken care of.

Thelma Young, of Tyson Lane, mentioned concerns that there are various incidents of vandalism that has taken place around the Town, from the moving of flower bed borders to the knocking down of mail and paper boxes. Admin. Russell said he would mention the concern to the sheriff's office.

Ms. Young also mentioned that there are several young adults walking the streets at night, and suggested that the Town incorporate a possible curfew.

Ms. Young mentioned that there is a hole in the fence at the park and suspects that it is being used for drug activity, and that there are many meetings at the corner of Armstrong and Main. Other citizens agreed that they have seen much drug activity taking place during the night hours. Mayor Smith requested the citizens to call the Sheriff's Department with each occurrence. He also instructed Comm. Crockett to touch base with the Sheriff's Department, making them aware of the citizen concerns.

12. Closed Executive Session

MOTION – Motion was made by Comm. Childress to move into the closed executive session; seconded by Comm. Cooke. Motion was passed by unanimous vote. The closed session met pursuant NCGS 143-318.11 (personnel and legal matters).

13. Re-opening of Public Session

Mayor Smith reopened the Public Session of the Board Meeting.

Slade Rand, Town Attorney, would like to review the current UDO of the Town and determine if there are concerns that the current code doesn't address, and if there are changes that need to be made. He will report to the Board his findings.

It was determined that the Board wanted to give Christmas Bonuses to the Town Office Personnel. The bonuses are as follows:

Town Administrator - \$150
Office Employees - \$100

MOTION – Comm. Childress made motion that the Town give Christmas bonuses as aforementioned; seconded by Comm. Cooke. Motion passed by unanimous vote.

14. Adjournment

Mayor Smith adjourned the meeting at approximately 9:15 pm, December 13, 2011, upon motion of Board.

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

Minutes submitted by: Dena H. Cordell, Town Clerk