



ELM CITY BOARD OF COMMISSIONERS
TUESDAY, MAY 14, 2019
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 May 14, 2019.

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")
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 April 9, 2019, meeting.

MOTION: Comm. Wheeler made motion to approve the April 9, 2019 meeting minutes; seconded by Comm. Cooke. Motion passed by unanimous vote.

4. **Interim Administrator's Report**

Wastewater Grant – Interim Owens mentioned she emailed David Honeycutt on April 23rd asking for an update as to the standing with the hydrogeological report. Mr. Honeycutt mentioned that he had spoken with Ken Pohlig, but didn't get much feedback. Mr. Pohlig did feel it was "heading in the right direction," but was hesitant to say more without getting information back from the Regional Office. David felt he would have a review response back last week. Mr. Honeycutt emailed back with the following:

"I followed up with Ken Pohlig on Monday this week as I was also concerned that the State still had not provided a response. He responded on Tuesday and stated they were actively reviewing the report but had not had a chance to coordinate with the Raleigh Regional

Office. Ken emailed Eric Lappala with Eagle Resources on Wednesday to ask a question about the spreadsheets in the report and Eric provided a response that evening. There were a couple other brief email correspondences yesterday but I haven't heard from them today. Although Eric went through the report with NCDEQ before submittal it appears they are still finding some issues. I'm not sure what the full impact of that is at this time but hope to have a better update for you soon. It appears we won't receive comments this week but it is at least actively being review by the State."

CDBG-I Project – The 7 pm public hearing held just before the scheduled meeting was the last item needed to close out the project. There was a concern mentioned regarding the fact that there are two fire hydrants at the corner of Wilson and Anderson. Both hydrants are in service and in working order.

AIA Grant – Mike Tolson of Mack Gay Associates – The field crews have finished collecting all information in the Town and are in the process of populating the map to have the best available data to populate the fields with. Mr. Tolson and Mr. Bumgarner would like to have a general "training" session that will show the team the interface and some of the data that is available for the Town to see. Mr. Tolson will be in touch soon to schedule a time to meet and do this training.

Compliance Meeting with Judy Hunt, USDA – The meeting with USDA took place on April 24th. Information was available and the Town was found to be compliant. The next compliance review will take place in April 2025, the Town now being on a six-year cycle.

704 Daniel Dr. & 804/806 N Parker St. – Mayor Smith contacted Barry Parks with the City of Wilson, to help correct the leak that has been on-going for nearly four months at 704 Daniel Dr. Envirolink is unable to repair the leak due to the depth of the line. The Town has received two quotes for having the work done. The quote from Matthew Haddock is \$2,500 and from Allen Roberson, \$2,600. Mr. Parks and other City employees came to look at the leak, getting an emergency locate, hoping to correct the problem on Monday. Their hopes are to fix the leak, but were concerned that there may be a need to cut the street. If that be the case, they will not be able to correct the problem. Thomas Ellis, from Envirolink, was at the site while the City workers were there as a point of contact if needed for information regarding valves, etc.

The City stopped by the office and mentioned they also checked the leak at 804 / 806 N Parker Street upon the request of Thomas. A leak was found to be a service line. Interim Owens called Thomas and asked that he put in an emergency locate. He is working to place that in the system, and plans to repair the leak the first of next week.

Weaver's Asphalt – Interim Owens included in the packet a list for the work to be done on Town roads as informational purposes, to give the Board a reminder as to the roads that are slated to be resurfaced. Ronnie Weaver will be meeting with Comm. Wheeler on Thursday, May 16th to ride through Town to get a refresher on the planned roads and

streets to be repaired. Comm. Wheeler mentioned that some roads may need to be changed due to the damage from the wet weather that has taken place this year.

Elm City Library –The flashing on the roof of the library has been blown or fallen off, exposing where the rubber roofing is connected to the wall. The Town has been given two estimates, one from Donnie's Home Service and Dale Brown Roofing. The Board would like to have another estimate from Etheridge Roofing before a decision is made. There is also a concern about a portion of the front of the library, where water has caused damage. Interim Owens will work to get quotes for the repairs.

There was a concern with the air systems at the library on Wednesday, April 24th. Because the systems were not working, Interim Owens contacted George Wilder. At that time, he mentioned that both systems had been turned off at the outside systems. He turned them back on, and was concerned about why they were off. The systems were due to be serviced, so he worked to get the needed items. On Tuesday, the 7th, Interim Owens was contacted again by Beverly Lamm, librarian, that the system in the back was not working or cooling. Once again Mr. Wilder was contacted and asked that he go and check the system. While working, he had found it to be out of freon, and also felt there was an issue with the compressor and a switch. It appears that someone has vandalized the system, stolen the freon, and damaged both a switch and the compressor. Mr. Wilder gave a verbal quote was that the cost would be around \$1,700 for repair. Interim Owens contacted John Hackney's office to inquire information of the Town's deductible. The deductible is \$2,500. Interim Owens has spoken with Lt. Howell today, of the Wilson County Sheriff's Department to file a report. It was reported by a neighbor behind the library to both Mr. Wilder and the librarian, that a lady was seen taking the freon from the system. Interim Owens will work to get quotes for placing a fence around the system.

MOTION: Comm. Edwards made motion that the library air system be repaired by George Wilder; seconded by Comm. Childress. Motion passed by unanimous vote.

Second Blessings – Second Blessings is interested in adding an addition to their facility on W. Nash St. Because this property is located in the historic district, the drawings came before the Planning Board and they met on April 9th. This addition will take place in the back of the property. The Planning Board minutes were available for review by the Board. A motion is needed to accept and approve the Planning Board's decision for the allowance of Second Blessings to expand their building.

MOTION: Comm. Childress made motion to accept the Planning Board's decision giving Second Blessings the opportunity to add an addition to the back of the property; seconded by Comm. Cooke. Motion passed by unanimous vote.

600 Daniel Dr – During a recent wind storm, a tree located on a Town-owned lot broke and fell over into the yard of 600 Daniel Dr. The owner came into the office to report the issue. It was told to Interim Owens by Thomas Ellis, of Envirolink, that they would take care of the tree. Upon further review of the contract, Thomas mentioned that the work was outside the

scope of the contract. Interim Owens received three estimates: Envirolink - \$420; Donnie's Tree Service - \$300; Pristine \$225. The owner of the property mentioned that she is not able to remove the tree, nor has the means to do so.

Thomas Ellis was in attendance and agreed to remove the tree from the property for the Town as a good faith effort from concerns the Board had expressed earlier in the meeting.

Additions:

Deputy Finance Officer – During a recent meeting with the LGC, it was mentioned there was need for the Town to have a Deputy Finance Officer – one who could review invoices and sign checks.

MOTION: Comm. Childress made motion that Comm. Wheeler be the Town's Deputy Finance Officer; seconded by Comm. Edwards. Motion passed by unanimous vote.

Daily Deposits - Interim Owens asked the Board to consider allowing any daily deposits where the funds are less than \$250 be allowed to be deposited on the next business day, due to time, travel, and other issues. The statute in §159-32 allows for such.

MOTION: Comm. Childress made motion to allow office personnel the opportunity to hold a daily deposit until the next business day per statute 159-32; seconded by Comm. Wheeler. Motion passed by unanimous vote.

Pre-Audit Stamp – During the recent meeting with the LGC, it was advised that the Town purchase a pre-audit stamp for signatures from the Finance or Deputy Finance Officer, observing the invoices, comparing them to the Budget to Actual. A stamp is needed for such. Interim Owens asked for permission to purchase such stamp.

MOTION: Comm. Edwards made motion to purchase a preaudit stamp; seconded by Comm. Childress. Motion passed by unanimous vote.

The Town's Finance Officer, Andy Harris, will have an audit response letter available for the Board on the 15th. It was decided that a special budget meeting be called and held on May 23rd at 7 pm.

5. Invoices

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

Addition:

Piggly Wiggly - \$15.78 – Office and Depot Supplies

Copypro - \$53.56 – Copier Contract

Wiley Gardner - \$427.00 – Installation of the Hand Dryer at the Library

George Wilder- \$1,262.40–Service of AC units at the Library, Office, and Substation.

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

6. Comments from Public Floor

The question was asked as to whether or not there was a leash law in Town. The Wilson County Deputy present at the meeting mentioned there was a leash law in effect and encouraged a call so they could place traps to catch any loose dogs roaming.

7. Commissioner Concerns

Comm. Wells mentioned the possibility of pursuing donations for the upcoming Elms Festival. Mayor Smith encouraged the Board to use care when requesting donations.

Comm. Wheeler mentioned the ongoing concern with the State and the Town's I & I issues. He questioned the possibility of having Mack Gay and Associates confer with the Town as to what funding may be available for work on the Town's I & I issue and to present any information at the June Board Meeting.

MOTION: Comm. Edwards made a motion that the Town work with Mack Gay and Associates to search out funding for the I & I concerns, presenting information at the June meeting; seconded by Comm. Wheeler. Motion passed by unanimous vote.

Much discussion was rendered regarding working with the Wilson County Tax Office to alleviate the more than \$68,000 in delinquent taxes, working toward a concern mentioned during a recent meeting with the LGC. Contact will be made with Randy Faircloth about the concerns.

Comm. Wells mentioned that she would like to have John Wood with the Historic Preservation Committee do a seminar at the Depot at no charge regarding refurbishing historic homes.

8. Adjournment

Mayor Smith adjourned the meeting at approximately 9:15 pm, May 14, 2019, upon motion of Board.

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

Minutes submitted by Dena H. Owens, Town Clerk