



ELM CITY BOARD OF COMMISSIONERS
TUESDAY, MAY 12, 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 May 12, 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 March 10, 2020 meeting.

MOTION: Comm. Wheeler made motion to approve the March 10, 2020 meeting minutes; seconded by Comm. Mercer. Motion passed by unanimous vote.

4. **Comments from the Public Floor**

Due to the restrictions set forth because of COVID-19, Mayor Smith allowed time for citizen concerns at the beginning of the meeting, in an effort to follow the Governor's guidelines of social distancing.

Zachary Mercer, of 204 South Branch Street, was at the meeting because of a concern of water pooling and standing in his driveway after rain events. It was mentioned that when the sidewalks were installed, a grade was not given, causing water not to run to the catch basin. Also, the catch basin located at the corner of South Branch and East Dixon Street is covered with vegetation.

Interim Owens mentioned that the Town is working through the DAR grant, mapping out the Town's drainage system. After the system is mapped, it is the intention to see where the concerns are to make correction to flow.

Robin Savoie, of 105 North Pender Street, attended the meeting concerned over the truck parked in her neighbor's front yard. Comm. Childress had previously ridden over to inspect the concerns, and stated that it is not against the Town's ordinances for the truck to be parked in the owner's driveway. Ms. Savoie question whether it was a violation of the Historic District. Comm. Childress agreed to research to see if the truck being parked at the property violates any Historic District ordinances.

5. **Interim Administrator's Report**

Wastewater Grant – Interim Admin reached out to David Honeycutt for an update. David is still working on the plans and hopes to have them submitted soon. He will contact Ken Pohlig with the State to ensure that there are no concerns of losing the grant monies due to another timeline setback.

Disaster Recovery Grant – Interim Owens reported that per an email from Mike Tolson, "Duke's Root Control has come to Town and installed the equipment to monitor the flow within the Manholes. These were installed during the week of May 4th and now we need to get a decent rain storm to get differential measurements to collect data. A link to the map of the installed equipment can be found below:

<https://diamondMaps.com/map.ashx?key=9093200501143638263>

Duke's will be in Town to begin the manhole inspections and then SLRAT on Wednesday. Ken Pohlig with the State, as well as others will be in Town to observe the work in action and progress.

MGA crews were in Town late last week and during this week to continue work on the storm drainage as-built. The crews have reported heavy debris and sediment in the storm drain network that is making progress very slow. Several structures have been found to have no capacity at all and require a full clean out to get measured inverts."

Water Purchase Rate Negotiations – Mayor Smith spoke with Barry Parks with the City of Wilson – Water Department – who is working on a plan for the Town's water cost needs. He has passed the information on to the City Council. The Council plans to meet on Thursday, May 21st. We hope to hear more after that date.

CWSRF and ASADRA Monies Available – Mack Gay Associates has submitted two applications to DWI for funding last week on the Town's behalf for the ASADRA funds.

Water - Filter Equipment installation and Well Rehabilitation

Sewer - MH Rehab and Relining

School Ballfield Well – Interim Owens reported that due to the well continuing to produce air in the lines, Phil Bone, of Envirolink, turned the pump off. Since turning the pump off, the air in the Town lines has dissipated. He has spoken with Mike of Mack Gay to see if there may be some monies available to help possibly do further work on the well. Because of the well being turned off, Interim Owens reported that this month's water bill is higher. Interim Owens asked Phil to turn the well back on. He was scheduled to turn the pump on that day. If by chance air comes into the lines again, we will know that the issue is from the school well.

Oakview Well – Interim Owens reported that an electrical issue had taken place at the Oakview Well. Permission was given to have the issue corrected, however, Phil has not turned the well back on, due to the fact that it has seemed to correct the problem with the water at the Mobile Home Park.

Beauvue / Cedar Ridge Lift - 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. Interim Owens received a quote 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. We are currently out of compliance with State regulations only having one pump. A decision is needed from the Board to have this pump repaired. Dave Strum with Envirolink mentioned to Interim Owens that there is also an issue with one of the pumps at the S. Branch Street Lift Station.

Comm. Wheeler asked that the decision be tabled until a budget meeting could take place.

Sheriff's Substation Concerns – Interim Owens was approached by Lt. Marcus Ruffin with the Wilson County Sheriff's Department that there are concerns over a few items in the Town's Substation. She gave Lt. Marcus Ruffin an opportunity to share with the Board the needs currently in the building. He mentioned that the toilet in the restroom is not working correctly and is in need of being replaced. It will not flush fully without having to be flushed several times. There is also concern of the wear and tear of the carpet in the building. It is soiled, stained, and ripping in some areas. The Department is interested in having these needs attended to by the Town.

Comm. Wheeler suggested that the Board take time to visit the Substation to see the condition of the building and the areas of concern.

COVID-19 – Interim Owens reported that the mandated information was in the Town's Newsletter regarding the Governor's Executive Order 124. She asked if anyone contacts Commissioners regarding the need of a payment plan, that they please direct them to give call her at the Town Office. Normal routine with late fees and disconnections should take place beginning June 1st.

FY 18/19 Audit - As Comm. Wheeler mentioned in an earlier email, the Town's audit for the previous fiscal year has not been completed nor sent to the State. One of the largest holdups came because of unfinished work from the fee accountant. The Mayor has spoken with both Andrew Harris and Greg Redman. Greg, the auditor, and I have been working to

get the audit ready for submittal. Greg received the final Trial Balance from Andrew and his intentions are to have the audit completed for submittal by the end of May.

Interim Owens mentioned that because the audit has not been submitted, the Town received a letter from Julie Cubeta, Supervisor of the CDBG Infrastructure Program, stating that until the audit was submitted and reviewed, the Town would not be eligible for any CDBG funds. She asked that we inform her as soon as the audit was submitted. Interim Owens relayed the information to Greg, hoping that the work could be done more quickly for submittal.

DEBT PAYMENT – Interim Owens reported that the sewer debt payment is due to be withdrawn from the Town's account on June 1, 2020. The total withdrawal will be \$168,232.50. Hopes were, from information mentioned by Sharon Edmundson during a COVID-19 webinar, that the payment would be deferred due to COVID-19 Governor's Executive Order 124, but information was received as usual for payment to be made.

Additions:

Budget Amendment #3: Interim Owens presented Budget Amendment Number Three to the Board for approval.

MOTION: Comm. Childress made motion to approve Budget Ordinance Amendment Number 3; seconded by Comm. Mercer. Motion passed by unanimous vote.

Interim Owens shared a quote for cutting the cedar trees back on North Railroad Street down the entrance to the cemetery. The cost to have Pristine Turf Management cut the trees is \$1350.

Interim Owens shared a quote from Pristine Turf Management regarding a tree that is leaning and falling at the Cemetery. The branches hit vehicles due to hanging across the roadway. Cost to have the tree removed by Pristine is \$350.

Interim Owens spoke with Jared Thompson, with Envirolink, regarding instilling a plan and mapping system where the leaves and limbs could be collected during the days to prevent missed piles. A map was shared with the Board.

6. Invoices

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

Additions:

Pristine Turf Management - \$150 (ordinance mowings)

USPS - \$300 (billing postage)

George Wilder - \$477.18 (repair to the Town Office air system)

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

7. Commissioner Concerns

The Board took a few moments to ask Phil Bone questions regarding the turning off of the Oakview and Ballfield wells. Phil shared with the Board that the issues with air in the lines was causing sediment to break off of the lines at the Oakview Mobile Home Park. He brought a pump in from the Oakview Well, showing the sediment that can be found in the lines of the park.

Comm. Wheeler, the Town's Deputy Finance Officer, mentioned that the Town was not fiscally able to afford paying the extensive water bills from the City, due to both wells being off. He asked that the Board be made aware when wells were to be turned off.

Comm. Childress asked whether a gate valve being placed on the well would allow the flow to be throttled back, thereby solving some of the air issues that are being experienced. Envirolink will look to see if the valve would help make a difference.

Comm. Moore mentioned the dump sight where Envirolink stored leaf and limb debris during the rainy season the winter before. Interim Owens has spoken with Dave Strum. He will work to get the sight under control.

Comm. Moore mentioned that there were citizens in Town interested in having a day of prayer and questioned if the Town had a space available for use. The Board mentioned that previous activities had take place at the Veteran's Memorial, next to the Substation.

Comm. Moore mentioned that a citizen living at 301 Dixon Street called her regarding blockage issues in the sewer lines. Interim Owens encouraged Comm. Moore to have her reach out to the office for a work order to be placed, making sure the problem was corrected. Traditionally, once the Office hears of concerns with stoppage, Envirolink makes the correction a top priority.

Comm. Moore questioned who was responsible for the Main Street crossing at the railroad due to the holes and bad conditions. Interim Owens mentioned that the crossing belongs to CSX, and they are the ones who make repairs.

Comm. Mercer mentioned that there had been some gang activity taking place in the Town and wanted to Board to be aware of any concerns.

8. **Closed Session**

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

9. **Re-opening of Open Session**

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

10. **Adjournment**

Mayor Smith adjourned the meeting at approximately 9:50 pm, May 12, 2020, upon motion of Board.

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

Minutes submitted by Dena H. Owens, Town Clerk