

**ELM CITY BOARD OF COMMISSIONERS**  
**TUESDAY, AUGUST 13, 2013**  
**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 13, 2013.

**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")

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 16, 2013, meeting.

*MOTION:* Comm. Cooke made motion to approve the July 16, 2013, meeting minutes; seconded by Comm. Crockett. Motion passed by unanimous vote.

**4. Admin. Russell's Report**

**A. Powell Bill Map Update:** Measurements have been taken for the updated Powell Bill maps. The Town gained an additional 1,700 feet of roadway with the recent annexations. This addition will increase the Town's allotted amount of funding by approximately \$1,800 annually.

Additional funding will also be added based upon population growth within the annexed properties.

- B. Tax Collection Resolution:** Wilson County requires an annual resolution for taxes collected in the fiscal year 2012 – 2013. Total taxes collected were \$361,060.93, with an uncollected balance of \$29,617.15.

*MOTION:* Comm. Childress made motion to approve the tax collection amounts given by Wilson County; seconded by Comm. Crockett. Motion passed by unanimous vote.

- C. FY 2012-2013 Audit:** The annual audit has been scheduled for August 28 – 29. The financial documents are in good order and the audit is expected to go smoothly. Submission should be by the next Board Meeting. Admin. Russell feels the only finding that will be mentioned is the Due To / Due From finding of previous years. It was also mentioned that the State will see that the Town has lessened that amount this year.

- D. Mack Gay and Associates Grant Application Update:** Mack Gay and Associates and the Upper Coastal Plain are working to prepare an application for CDBG funding, to assist with water meter replacement and waterline upgrades. There should be an additional resolution to pass at the next meeting.

- E. Mike Acquesta / Grant Application:** Admin. Russell is scheduled to meet with Mike Acquesta on August 14, to discuss the Safe Routes to School application for additional sidewalks, and possible funding for waterline replacement in the Gray Street area.

- F. Pump Station Generator Update:** Admin. Russell has received quotes for the generator installation from two local businesses. The process will be an informal bid, due to the total being under \$500,000. The Town received confirmation from the Rural Center that funding will still be available for the project, even though they are undergoing restructuring.

- G. DOT Budget Release:** Admin. Russell spoke with regional DOT engineer, Andy Brown, regarding road repair of the state maintained roads in Town. Depending on the final budget numbers, West Wilson Street is scheduled to be repaved in the upcoming year. Admin. Russell also mentioned that the parking lines had been painted on Main Street.

- H. **Fall Festival:** The Town's Fall Fest is scheduled for October 26, 2013. This will be the first annual festival for the Town. The festival is still in the initial planning stages, but there are some preliminary ideas for the event.
- I. **Christmas Decorations:** As voted, 12 Christmas wreaths were ordered and have been delivered.
- J. **Road Paving Estimate:** Admin. Russell has been in contact with Rose Bros. Paving regarding the Pender / Church Street paving. A quote was unavailable for the meeting.
- K. **Sprayfield Signs:** Admin. Russell received the proof for the wastewater plant signs. There was a delay in receipt due to the need of having a digital copy of the Town seal. It was mentioned that Sign Stop in Wilson has the official digital copy of the seal. The Board would like to hold off on the making of the signs until the official seal could be procured and sent to the sign maker.
- L. **Additions to Admin. Russell's Report:**
1. Solar Farm possibility on East Langley Road: Admin. Russell mentioned that no additional news was available regarding the newest solar farm, which is to be placed in the Town's ETJ.
  2. Train Depot Funding: The USDA loan application has been sent. Admin. Russell mentioned that there may be possible DOT funding available for the project.
  3. Demolition of condemned houses: Admin. Russell reported of the possibility of two or three additional houses being demolished within the next 60 days.
  4. Purchase of Town-owned lot located on South Parker Street Extension: Admin. Russell reported to the Board that he had been contacted by Australia Virgil regarding her interested in purchasing a Town-owned lot next to her property for \$500.

*MOTION:* Comm. Childress made motion that the Town accept the bid and sell the property on S. Parker St. Extension to Ms. Virgil for



\$500; seconded by Comm. Cooke. Motion passed by unanimous vote.

5. Wireless Internet at Library: Admin. Russell made the Board aware of unwanted issues at the library and connecting properties due to the wireless internet availability. While the service is good for the Town, the littering of drink cans and drug paraphernalia, and use of doorways of other properties as a restroom is not tolerable. The Board suggested putting up signs regarding littering, that a trash can be placed in the vicinity, and that the Sheriff's Deputies cruise the area during the evening hours.
6. Resolution for Town Employee's 401(k): Admin. Russell reported to the Board that the State required a resolution be passed for the 401(k) program; and that an agreement be signed.

*MOTION:* Comm. Childress made motion that the Board approve and sign the resolution required for the Town Employee's 401(k) program; seconded by Comm. Crockett. Motion passed by unanimous vote.

## 5. Invoices

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

Additions to invoices:

- Joyner's Funeral Service - \$950 (cemetery headstone repairs)
- Security Sight and Sound - \$170 (library monitoring)
- EC EMS - \$477.69 (fuel)
- A Plus Construction - \$2,500 (library work and repairs)
- Eagle Resources - \$1,395 (soil study at WWTP)
- Envirolink - \$13,214

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

**6. Deputy Driver - Cemetery Concerns**

Deputy Driver reported to the Board concerns for the vandalism taking place at the Cemetery. Currently there is no sign regarding the hours for the cemetery to be open. He proposed that the Town place signs stating the hours for the cemetery are from dusk to dawn. Anyone found on the cemetery premises after those hours will be written citations. Driver feels that doing so, will prevent some of the vandalism and other activities that are taking place.

**7. Comments from Public Floor**

There were no public comments.

**8. Commissioner Concerns**

Comm. Childress mentioned that he and Admin. Russell were making plans to visit with Nexans Aerospace, as well as contacting owners of properties on Watson Lane, regarding annexing the properties into the Town.

Comm. Childress would like to see the ditches cleaned from Nash Street all the way to the woods. He mentioned the continual littering taking place there, as well as the need for them being cleaned to help with water flow. He suggested contacting Tim Harris to do the work.

Comm. Crockett would like to see "No Littering" signs placed throughout the Town.

**9. Closed Session**

*MOTION:* Comm. Crockett made motion to go into closed session; seconded by Comm. Wheeler. Motion passed by unanimous vote.

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

*MOTION:* Comm. Crockett made motion to adjourn the closed session and re-open the open session; seconded by Comm. Childress. Motion passed by unanimous vote.

*MOTION:* Comm. Cooke made motion that there be a five percent increase to the wages for Admin Russell, beginning August 1, 2013; seconded by Comm. Crockett. Motion passed by unanimous vote.

Admin. Russell will be including in the Town Staff Manual information regarding Professional Development which will stipulate an amount per course, and terms of service once awarded.

**11. Adjournment**

Mayor Smith adjourned the meeting at approximately 8:50 pm, August 13, 2013, 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. Cordell, Town Clerk