



TOWN OF ELM CITY
BOARD OF COMMISSIONERS
SPECIAL CALL MEETING MINUTES

June 23, 2025 at 6pm

Town Hall Building

117 S. Railroad Street

In attendance:

Tawanda Moore, *Mayor*; Tammie Atkinson, **Mayor Pro-Tem**;

Gil Wheeler, *Commissioner*; Vonica Carr, *Commissioner*; Bridget Wimberley, *Commissioner*

Tim Bridgers, *Commissioner*

Bridget Wimberley, **Finance Officer**

Shawn Lucas, **Zoning Officer**

Absent:

Slade Rand, *Town Attorney*

Call to Order: Meeting was called to order at 6:30pm by Mayor Tawanda Moore.

Pledge of Allegiance: All in attendance stood for the pledge of allegiance.

Approval of Agenda:

The agenda was approved with the addition of two items: Collier's Engineering proposal, Closed Session (NC. G.S 143-318.11a), Automatic Hydrant Flushers, with a ***Motion made** by Commissioner Gil Wheeler and properly Seconded by Commissioner Bridget Wimberley (*unanimous*).

Approval of Minutes: (May 13, 2025 & June 10, 2025).

There was a ***Motion made** by Commissioner Tim Bridges and properly Seconded by Commissioner Gil Wheeler to approve these minutes (*unanimous*).

CDBG Neighborhood Revitalization Presentation

A presentation was given by Mr. Ben Jones regarding Community Development Block Grants (CDBG). Mr. Jones shared that he has been working with Shawn Lucas and the town of Nashville. This CDBG program focuses on neighborhood revitalization comes through the Department of Commerce and focuses on meeting the housing needs of homeowners who fall within the "low income" threshold. Owner occupied residents who have "real property" would be prime applicants for this program.

Mr. Jones continued to share that up to \$950,000 can be applied for within each year's (365 day) cycle with holding two public hearings as a part of the process.

Mayor Moore asked if there were any associated costs for having the town be a part of this CDBG program? The answer was, "Only upfront costs of advertising fees" (placing public hearing notices in the newspaper). This program is a 100% grant funded program with NO matching funds needed from the town.

Commissioner Wheeler asked about the process for picking out the houses that qualify for the program? Commissioner Wimberley asked how long the application is. Commissioner Tim Bridgers asked If the homeowners would be displaced while work is being done at "said" residents?

The answers to all three questions presented were:

1. Board members along with Shawn Lucas (Planning & Zoning Officer) would compile a list of potential prospects as Mr. Ben Jones (and his team) comb the community knocking door to door with surveys/questionnaires. 4-5 houses are chosen per grant cycle (1 year).
2. Applications are due by October 29th and there is a 30-month process from funding to completion.
3. Temporary Placement costs are factored into the equation with the CDBG Housing program incurring the costs of any housing-moving allowances for four months, and if construction takes a little longer, then program administrators will work with the homeowner as delays are sometime likely to occur.

Mr. Ben ended his discussion sharing pictures with the Board of Houses done by and through this CDBG program. He added that mobile/modular homes that are attached to "permanent foundations" are included in the program.

A ***Motion to accept** the proposal for this CDBG Neighborhood Revitalization Program was made by Commissioner Tim Bridgers and properly Seconded by Commissioner Bridget Wimberley (*unanimous*).

Adoption of New Budget FY 25/26

***Motion was made** by Commissioner Tim Bridgers and properly Seconded by Commissioner Vonica Carr to accept the new FY 25/26 Budget Ordinance. Motion passed with a 4/1 in favor. *Commissioner Wheeler voted against.*

Collier's Engineering Grant Services

Conversation was revisited regarding Collier's Engineering Proposal. ***Motion was made** by Commissioner Tim Bridgers and properly Seconded by Commissioner Vonica Carr to accept the proposal for grants services at \$1,000/month (*unanimous*).

Copy Pro Contract

***Motion was made** to accept the new proposal from Copy Pro for the next five years of a reduced rate from \$409 a month to the new \$225 a month with motion made by Commissioner Tim Bridgers and properly Seconded by Commissioner Vonica Carr (*unanimous*).

Notary Fees

***Motion was made** Commissioner Tim Bridgers and properly Seconded by Commissioner Gil Wheeler to keep the notary services at \$5 (*unanimous*).

Automatic Hydrant Flushers

***Motion was made** by Commissioner Bridget Wimberley and properly Seconded by Commissioner Tim Bridgers to accept the quote for *three* automatic hydrant flushers totaling \$10,470.29 (*unanimous*).

Property & Liability Insurance Carriers

***Motion was made** by Commissioner Tammie Atkinson and properly Seconded by Commissioner Vonica Carr to switch insurance carriers to North Carolina League of Municipalities and to adopt the Resolution read and proposed by new carrier (Interlocal Risk Financing Fund of North Carolina). The old company rates were \$38,794 annually. The newly proposed company is \$23,577 annually. Switching to new proposed company nets a savings of \$15,217 a year (*unanimous*).

Closed Session NC GS 143-318.11a

***Motion was made** by Commissioner Tim Bridgers and properly Seconded by Pro-Tem Tammie Atkinson to enter closed session pursuant NC GS 143-318.11a for personnel matters at 6:30pm (*unanimous*).

Close and Reconvene Meeting

***Motion was made** by Commissioner Tim Bridgers and properly Seconded by Mayor Pro-Tem Atkinson to end the closed session and re-enter Special Call Meeting. (*unanimous*).

Employee Staff/Wages

***Motion to receive** new staff wages was made by Commissioner Vonica Carr and properly Seconded by Commissioner Tim Bridgers (*unanimous*).

Water & Sewer Contractor

***Motion was made** by Commissioner Gil Wheeler and properly Seconded by Commissioner Tim Bridgers to accept the new 12-month contract with EMS Service Solutions at \$11,500 a month (*unanimous*).

Commissioner's Reports

Only one question raised amongst the commissioners. Pro-Tem Atkinson asked how many bill pay extensions does the town give to water customers. The answer of "three" was given.

Mayor Moore shared the paid Public Notice recently posted in the Wilson Times regarding Town of Elm City's Wastewater Facility Bypass during most recent June 16, 2025 heavy rainfall.

Adjourned

*Motion to adjourn the meeting was made by Commissioner Gil Wheeler and properly Seconded by Commissioner Tim Bridgers at 7:09pm.