

ELM CITY BOARD OF COMMISSIONERS  
TUESDAY, JUNE 10, 2014  
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 June 10, 2014.

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 May 13, 2014, meeting.

Mayor Smith noted a change that needed to be made to the minutes regarding the International Gospel Festival. Festivities and the parade were to begin at 12 pm.

*MOTION: Comm. Childress made motion to accept the minutes with the change; seconded by Comm. Cooke. Motion passed by unanimous vote.*

4. **Public Hearing, Budget**

*MOTION: Comm. Cooke made motion to go into the Public Hearing, seconded by Comm. Childress. Motion passed by unanimous vote.*

Admin. Russell reported to the Board that there had been no changes made since the Board last met at the called budget meeting. He suggested that the Board consider increasing rates to bring the Town back in compliance by adding \$3 to Sewer; \$2 to Water; and \$1 to Garbage. This would bring the basic rate to \$65.31.

Rates from other municipalities were given to the Board. The Board suggested that the rates of other municipalities be placed in an upcoming "Talk of the Town".

Mayor Smith gave citizens the opportunity to ask any questions regarding the Budget. Ms. Thelma Young questioned to be sure that the changes in rates would be an addition.

*MOTION: Comm. Childress made motion to adjourn the Public Hearing; seconded by Comm. Cooke. Motion passed by unanimous vote.*

*MOTION: Comm. Cooke made motion to approve the budget for the 2014-2015 Fiscal Year; seconded by Comm. Wheeler. Motion passed by unanimous vote.*

5. **Lamont Wiggins, candidate for District Court Judge**

Lamont Wiggins reported to the Board that he was addressing them in two separate capacities. He is currently a member of the Rocky Mount City Council and is a member of the NC League of Municipalities on the Board of Directors. He would like for the Board to consider participating in Leagues activities. He is working with the League Board to initiate smaller rates and fee schedules. He is also a practicing attorney for 20 years in Rocky Mount. He received his degree from NC State and NC Central School of Law. He will be running for the open seat in the Nash, Edgecombe, and Wilson Counties as a court judge. He mentioned that he is a public servant and will continue to support the Town Board in their endeavors.

6. **Admin. Russell's Report**

- A. Wellhead Protection Plan: The North Carolina Rural Water Association is assisting the Town with a wellhead protection plan. This plan will allow the Town to monitor the water system and usage more effectively. It will also improve the chances of receiving funds by allowing the scoring of additional points on future grant applications. This is working towards the CDBG meter replacement grant.
- B. CDBG Meter Replacement Grant: The Town will be re-submitting the CDBG Grant for water meter replacement in September 2014. This grant funding will allow meter replacement throughout the entire Town. It will help reduce water loss, and will increase the billing and meter reading efficiency.
- C. DWQ Follow-up Meeting: Admin. Russell met with the Department of Water Quality on May 29<sup>th</sup>, to discuss the current state of the Town's wastewater treatment facility. Options were reviewed in efforts to move forward to increase capacity and have the moratorium lifted. The representatives provided some additional information that was produced through the technical assistance funding and they are eager to work towards a solution.



D. Sprayfield Permit Increase: Admin. Russell reported that a request had been filed asking for the additional 70,000 GPD that was recommended in the evaluation of the old sprayfield. The request will be reviewed by the Department of Water Quality and could work to increase the treatment capacity. The additional flow would increase the current daily capacity to 203,000 GPD. The re-application request process could take approximately 100 days from the application. It could be the first of the year before the Town is given notification as to the additional GPD acceptance.

E. Park Update: Admin. Russell has spoken with Bill Ellis, of Miracle playground equipment, regarding the new park layout and design. A site plan will be prepared to present to the Board in order to make an equipment order this month. Site preparation is making good progress and will be completed by the time the equipment arrives for installation.

The Board chose to wait until the sketch is received of the whole system.

Admin. Russell reported that a shelter can be purchased from Icon at the price of \$14,808. These buildings have a longer life expectancy. More defined specs will be available.

The park shelter could be rented out. It is in hopes to have a chain-link fence erected at the back of the property. Bathrooms are also needed at the park facility. Adjacent property owners are currently going to foreclosure. It is possible that the Town could purchase said property.

F. Sidewalk Grant Update: The Town is currently waiting for notification on DOT approval of the safe routes to school grant application. It is anticipated that selection will be made by June 15, 2014.

G. Elm City Fall Festival: The Fall Festival will be held on Saturday, October 25, 2014, from 10 am – 2 pm. The NC Tourism Department can help with advertising for the event.

H. Additions to Report:

1. Oakview Mobile Home Park Contract: Admin. Russell reported that a contract had been found. Stated is the cost of \$30 per space until water meters are installed. Cost for a meter and setter box is nearly \$4,000 for the number of spaces at the Park. These meters are included in the CDBG water meter replacement Grant.

2. Admin. Russell reported that there would possibly need to be an additional Budget Amendment in the 2013-2014 fiscal year to correct the

fund balance appropriation in the Sewer fund. He also mentioned that the outstanding debt on paper owned by the sewer fund to the general fund needed to be written off.

7. **Invoices**

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

Additions to invoices:

BB&T - \$486.00 – Office supplies / School

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

8. **Comments from Public Floor**

There were no public comments.

9. **Commissioner Concerns**

Comm. Wells asked questions regarding the ditches on the outside of Town that carry water from the Town's stormwater. Admin. Russell reported that some letters had been sent to the owners of properties, with such ditches. There has been some response to the letters. Envirolink will continue to jet drains. The Town will ask the State to come in and clean pipes on the State Roads. Comm. Childress suggested that the Town be divided into four quadrants.

Comm. Cooke mentioned that Gladolia Rackley had called with concerns regarding the ditches, or lack thereof, on Gray Street. Admin. Russell suggested that Envirolink go to work out the drainage and ditch work on Gray St.

Comm. Childress asked if the Town owned any maps of the current storm drains. There should be one that would show old drains and ditches as well. He suggested the Town come up with one to better assist in keeping them clean.

Comm. Cooke mentioned that Bud has a smaller tree available for \$200, which could be used at the Veterans' Memorial.

*MOTION: Comm. Cooke made motion that the Town purchase the smaller Christmas tree from Bud for \$200; seconded by Comm. Childress. Motion passed by unanimous vote.*

10. **Adjournment**

Mayor Smith adjourned the meeting at approximately 9:15 pm, June 10, 2014, upon motion of the Board.

*MOTION: Motion was made to adjourn by Comm. Crockett; seconded by Comm. Cooke. Motion passed by unanimous vote.*

11. **Additional Minutes from the Special Called Meeting on June 26, 2014**

- A. Write off of monies owned from the Sewer to the General Fund – Admin. Russell reported to the Board that he had spoken with the LGC who suggested the Town write off all monies owned. Doing so would cause receipt of a nasty letter from the State. There is a new ruling coming that would prevent inter-fund changes and write off, meaning that the Sewer fund would have to pay the full amount to the General fund, although it is not really owned.

*MOTION: Comm. Cooke made motion that the full amount owed to the General Fund from the Sewer be written off (Budget Amendment #5); seconded by Comm. Wheeler. Motion passed by unanimous vote.*

- B. Playground Color Selection and Layout – Admin. Russell presented to the Board a playground layout and color samples. The apparatus has a 20-year warranty on hardware. The Board was concerned about the canvas tops and would like to see them changed to a hard surface.

*MOTION: Comm. Childress made motion that the canvas tops be changed to hard surface and color selection be Morocco; seconded by Comm. Crockett. Motion passed by unanimous vote.*

- C. Spivey Park Restroom Information – Admin. Russell gave a copy of the drawing from Rev. Hill for the Spivey Park Restroom addition. Rev. Hill asked the Town of pay for the fixtures and plumbing. The Board was interested in changing from two restrooms to one.