

J.B

**TOWN OF ELM CITY
MEMORANDUM**

To: Mayor and Board of Commissioners
From: Dena Owens, Interim Town Administrator
CC: Minute Files
Date: May 11, 2020
Re: Interim Administrator's Report

Wastewater Grant – I reached out to David two times last week regarding an update. I have not received one as of yet. I will continue to work to get more information. As per his last update: "Unfortunately we were not able to make the March 31st date. As you said COVID-19 is impacting our production. My staff is now all working remotely. The good news is they are still working but the bad news is that with remote work and engineering, access to large files is slower and coordination of the work is slower. We are continuing to move forward with the project but do need some additional time to get it ready for submittal to the State. The State office personnel are all also working remotely which will likely impact the review times. I currently anticipate that we can make the submittal by May 15th." **I am in hopes that this submittal will take place by Friday.**

Disaster Recovery Grant – Per email from Mike Tolson, please find: "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 – Barry Parks with the City of Wilson – Water Department – has worked out 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 – MGA 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 – Because the well was continuing to produce air in the lines, Phil 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 off, this month's water bill is up a bit. I have asked Phil to turn the well back on. He was scheduled to turn the pump on today. If by chance air comes into the lines again, we will know that the issue is from the school well.

Oakview Well – An electrical issue has taken place at the Oakview Well. I gave permission 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. I 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 me Friday that there is also an issue with one of the pumps at the S. Branch Street Lift Station.

Sheriff's Substation Concerns – I 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. 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. They are interested in having these needs attended to by the Town.

COVID-19 – The mandated information was in the Town's Newsletter regarding the Governor's Executive Order 124. If anyone contacts you regarding the need of a payment plan, please direct them to give me a call at the Town Office. We will begin our normal routine with late fees and disconnections 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. I spoke with Greg earlier today. His intentions are to have the audit completed for submittal by the end of May.

Because the audit has not been submitted, we 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. I have given this information to Greg, hoping that we could work more quickly to submit the audit.

DEBT PAYMENT – 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. We were in hopes, from information mentioned by Sharon Edmundson during a webinar, that the payment would be deferred due to COVID-19 Governor's Executive Order 124, but I received information as usual for payment to be made.