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**TOWN OF ELM CITY
MEMORANDUM**

To: Mayor and Board of Commissioners
From: Dena Owens, Interim Town Administrator
CC: Minute Files
Date: April 10, 2020
Re: Interim Administrator's Report

Wastewater Grant – Per an email from David Honeycutt, please find: “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. “

Disaster Recovery Grant – Per email from Mike Tolson, please find: “The Town's "emergency" bypass pump has been delivered. I look forward to working with Envirolink to getting this setup at the site so that it can be used to supplement the pumping capacity of the existing system.

Dukes Root Control is planning to be in Town near the first of May. They have had a couple of scheduling delays due to the pandemic. They do intend to share a link for our use to be able to see in real time the information they are gathering in the Town. I am not sure what this will look like right now but will forward any access I have to the data as soon as I have it.

We are waiting on the data from Duke's to put the sewer rehab / relining project on the street. I have the plans and specifications ready to finalize and just need to mark up the areas identified by this data that we want to concentrate on with these funds.

MGA crews should be in Town over the next couple of weeks to begin collection of the storm drain inventory. We have a couple of details to finish working out for the collection of the data so that it will be viewable as part of the existing Sanitary Sewer layer in ArcGIS Online that we have been developing for the Town as part of the AIA. Once we get started, the Town should be able to see the progress in relative real time.”

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.

Oakview Well NOD – Mike Tolson and I received the following email on March 11th from Shawn Guyer. “Mr. Tolson and Ms. Owens, Thank you for your response. Given the proximity to the end of the first quarter of 2020, a quarterly “status update” for the first quarter will not be necessary. I look forward to your next update following the end of the second quarter.”

Oakview Mobile Home Park Residents – The Oakview residents were sent their first bill on April 1st. Much work and attention were placed in working to insure they received their first bill. Payments have already began coming in.

CWSRF and ASADRA Monies Available – Mike Tolson is working on budgets for the ASADRA monies for both the water and sewer projects. Because of the COVID-19 pandemic concerns, application deadlines have been moved forward from April 30th. Please find email information from Mike to follow:

“I have compiled a budget for an emergency generator / filtration project for the 4 wells in Town. One facet of this is to get the Crossroads well back up and running with filtration so that the Town has a more resilient system. This project also constructs well buildings with chemical storage and more substantial security and SCADA systems to control and monitor the water production system for the Town. We have to get the budgets and a few other general narrative items turned in for the April 30 deadline but have been granted an extension for the “full” application until June 17. This will allow us to get a few other things finalized that will help us squeeze out a few extra points in the scoring matrix.

I would like to compile a Sewer Rehab / Relining project for the Town that I think will be eligible for funding with ASADRA funds and hopefully get a full relining / rehab project for the Town. Right now, I think we need to ask for relining the whole Town and then we can pull this back based on data from Duke's when it comes in. I will send estimates and projections to you when I have them completed.”

Water and Sewer AIA Grant Info – Per email from Mike, please find: “We are in the process of finalizing the AMP and CIP and rate studies for the AIA deliverables. I would like to get these to the Town as draft documents in the next few weeks and then possibly have them adopted to take credit for the points on the scoring matrix for this round and certainly for the upcoming Fall Round of CDBG / SRP funding.

Still need to get Income Surveys for a possible CDBG funding round in Fall. Any opportunity to get people to come by and fill one out or mail one in would be great. Everyone we get helps our chances of getting funded!”

School Ballfield Well – The well is continuing to produce air in the lines. Phil, with Envirolink, has shuttered the well back in an effort to bring the air under control.

Town Office Window Closure – Coastal Plain Glass has enclosed the windows in the Board Room. Because of the Board voting to have them do the work, payment has been made.

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.

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 – Because of the pandemic, the Town Office has been closed to public. Payments are continuing to be made through the Town's drop box, online and by telephone.

During the month of March, by advice from NCLM, I did not disconnect any customers, who may would ordinarily been disconnected due to nonpayment. On March 31st, Governor Cooper mandated that no disconnections of residential customer take place due to late or nonpayment. Late fees nor penalties for disconnections are allowed to be charged as well. This executive order will stay in place for 60 days. The municipalities are to make reasonable payment plans for those in arrears and must provide six months to pay. On our May billing, it is mandated that the following be mentioned:

"Due to Emergency Mandates by Gov. Cooper, residential disconnection has been suspended for 60 days, as of 3/31, no new penalties will be charged for late payments for 60 days, and a payment plan will be constructed for each customer in need."

Our collection rate was down some in March, however, customers seem to be paying their bills well in the month of April as of yet.