

J.B

**TOWN OF ELM CITY
MEMORANDUM**

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

Wastewater Grant – I received an email from David Honeycutt with McGill on Tuesday of this week, saying that Ken is still reviewing and discussing information with his supervisor. I emailed David this morning, asking if he could follow up due to concerns with the project timeline.

Disaster Recovery Grant – I received an email from Tiesha Pope with the Office of State Budget Management (Senior Financial Consultant who is working closely with the Town and the grant) stating that the Town's Conflict of Interest Policy and Code of Ethics was approved. Mike Tolson, with Mack Gay Associates, will be at the meeting to give an update on the projects.

I have received the Proposal for Engineering and Surveying Services from Mack Gay for the projects listed within the grant. This information will need to be approved and signed for the project. Please see attached.

Elm City Storm Drains – Dave Strum is currently waiting on a return call from Wade with DOT to see where the schedule is with the storm drains being videoed.

Compliance Evaluation Inspection – Wastewater Irrigation System – NOV – I spoke with David regarding the status of the NOV. We have not received anything further from the State. At this time there is nothing further to report.

Utility Cuts on W. Wilson, E. Main, N. Pender – All utility cuts have been repaired at this time. Payment was made to Moses Paving in the amount of \$1,800 from prior Board approval.

Doors at Public Works Building – Dave Strum reported that the doors are currently being repaired and should be completed by the end of this week.

Library Door Replacement – Installation is scheduled for Wednesday the 15th.

Board of Adjustments / Planning Board – In the December 2019 – Talk of the Town newsletter, I placed information regarding the need of volunteers for the various boards within Town. I have received responses from Mary Barnes and Nigel White. I asked each to attend this month's Board meeting.

I have received a call from Slade, the Town Attorney, mentioning the need to nominate members for the Board of Adjustments. He suggested that some members from the Planning Board could also serve on the Board of Adjustments. It would be prudent and beneficial to make sure these Boards are manned and ready if the need arises. He is continuing talks with the U S Cellular tower crew working to place a tower in the Town's ETJ, and wants to have a board ready to hear the case.

John Ballard – Boy Scout – Project – John is a Scout who is working with the Elm City Optimist Club to place three Take One - Leave One Miniature Libraries, through Town. He currently has permission from Second Blessing, the Rotary Club and the American Legion to place the Libraries and is looking for Board permission for placement in Town. He mentioned that the Optimist Club would be responsible for continued maintenance on the project if approved.

Elm City Black Cemetery – As requested, I received information from Shelley Knight, Chair of the Black Cemetery Commission on Thursday, January 2nd. I forwarded this information to Slade, the Town Attorney, asking for guidance. It is his suggestion that the Mayor and a Board member plan to meet with the commission, seeking further knowledge as to what exactly the Commission is requesting of the Town, then bring the information back to the Board.

I have spoken with Dwight with Pristine Lawn Maintenance. He said that the cemetery was mowed at least 6 times during mowing season. Cost for the mowing, included within his contract fee, is \$400 per mowing, equaling \$2,400.

School Ballfield Well – N.W. Poole was back at the well on Thursday the 9th, pulling the pump and replacing the check valve to see if it helps in eradicating the air in the lines. Phil, with Envirolink, will be checking to see if the problem is corrected. Please see attached work order from N.W. Poole.

S. Branch Street Lift Generator – I was made aware of an issue with the generator located at the lift on S. Branch Street. The generator is automatically testing itself every other week to keep apprised and ready for use in the event of a power failure. However, once the generator turns on, it doesn't automatically turn off, causing all of the fuel to be used – then shuts off. K. G. Power has been contacted to give the Town an estimate for correcting the issue.

Yard Debris and Bulk Goods Schedule – I have received the new schedule from Envirolink for pickups. They are currently making Yard Debris a three-day pick up (Monday, Tuesday, and Wednesday) twice a month with bulk goods following on the

same Friday. There is some variation for November's schedule with Bulk Goods due to the Thanksgiving Holiday. See attached.

Debt Setoff – Up to date information was sent to Debt Setoff on Tuesday of this week. This timing was chosen due to tax season beginning soon. Depending on where the Town's debt falls for each person, it could take years to see receipts. However, the work has been done in preparation.

Elm City Emergency Services – I received an email from Dale Osborne regarding the dire straights of the Elm City Emergency Services. Although they managed to pay the \$2,000 of insurance, they have been unable to pay the annual oxygen contract. Their oxygen supply will be cut off next Friday the 17th, if a payment of \$1,200 is not received. They are requesting that the Board consider funding this payment. See email attached.