

**ELM CITY BOARD OF COMMISSIONERS
TUESDAY, OCTOBER 11, 2011
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 October 11, 2011.

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 September 13, 2011, meeting.

MOTION – Comm. Childress made motion to approve the Minutes of the September 13, 2011, Elm City Board of Commissioners Meeting; seconded by Comm. Crockett. Motion passed by unanimous vote. **Correction to Number 10 - Adjournment to read: "Mayor Smith adjourned the meeting at approximately 9:13 pm, September 13, 2011, upon motion of Board."**

4. Admin. Russell's Report

Admin. Russell reported to the Board, from the written report he submitted within the October 7, 2011 Agenda Packet. The following were actions taken by the Board as related to Admin. Russell's report:

- A. **Water Tank Emergency Protection Contract:** Following Hurricane Irene, Admin. Russell spoke with Jim Dodson, of Southern Corrosion, regarding an emergency agreement. They offer an emergency maintenance agreement for \$500 that will allow for inspection of security

hatches, antennas, etc. following any type of natural disaster or man made disturbance. A full maintenance agreement will be due in July, or the Town can give a 90 day cancellation notice.

MOTION – Comm. Cooke made motion that the Town enter into the maintenance agreement of \$500; seconded by Comm. Crockett. Motion passed by unanimous vote.

- B. **Inflow and Infiltration Update:** Admin. Russell recently spoke with Steve Scruggs, of AECOM, regarding an update on the I & I repair. Utilizing Rural Center funding in conjunction with the remaining USDA funds will help to identify and repair I & I issues throughout the town. The preliminary engineering report and the environmental report have been submitted to USDA for review, keeping with the December 15 deadline for awarding the contract and utilizing the remaining funds.

- C. **Roof Repair Bids:** Admin. Russell has requested bids for the repair of storm damage caused by Hurricane Irene to the Town Office, Sheriff's Substation, and public works shed. Included are bids from DLT Roofing, Inc., R & D Construction, R. Lackey Construction, Inc., and Kenco Home Improvements.

Comm. Crockett would like for Admin. Russell to contact Lackey to ask about warranty, eave strips at the Sheriff's Substation and Town Hall, and Flashing at Town Hall.

MOTION – Comm. Childress made motion that the Town hires R. Lackey Construction, Inc. to repair the town buildings; seconded by Comm. Crockett. Motion passed by unanimous vote.

- D. **Storm Clean-out bids:** Admin. Russell requested bids from Wells Brothers, Ralph Hodge Construction, and ER Lewis Construction for cleaning out the storm-water drainage ditch between Lynnhaven Drive and Anderson Street. He also spoke with Mike Myers of Envirolink, who expressed that this cleanout is in the current contract with Envirolink. At this time, the Town will hold off on bids from contractors.

- E. **Golden Leaf Foundation Letter of Inquiry:** Admin. Russell has prepared a rough draft letter of inquiry for the Golden Leaf Foundation, for funding the renovation of the train depot.

Comm. Cooke would like to see the Town have the Depot painted and the roof repaired. Admin. Russell will gather prices for roof repair and email the Board.

- F. **County Inspections:** Admin. Russell met with Kenneth Batts on October 6, 2011, to inspect several properties that have become dilapidated. The focus was on five properties that were identified during the August meeting. Mr. Batts and Slade Rand, the Town Attorney, are moving

forward with the process to have the problem areas improved. Title searches have been completed. It must be decided which process would be more suitable, whether to follow through with tax foreclosure or condemnation. More information will be given during the Executive Session.

- G. **NCDENR Notice of Violation:** The Town has received notice of violation for volatile organic compound monitoring at the treatment plant well #6. Envirolink is aware of this notice, and are taking steps to have the violation voided.
- H. **TAG Grant Update:** The Bethel office of McGill & Associates will be closing due to lower than expected revenues in the most recent quarter. It is not certain, at this point, if Todd Tripp will be allowed to continue working on the project, or if it will be passed to another office. Mr. Tripp hopes to continue on the project, but it could possibly be transferred to the Hickory office.
- I. **RBEG Sidewalk Update:** The schematic design work for the sidewalk project is moving along. Admin. Russell presented the Board for review two options for the final segment. One would bring the sidewalk down Main and crossover to S. Pender Street continuing on to Church Street; the other continuing down Branch Street straight to Church Street. The Board agreed to continue straight across on Branch Street towards Church Street.
- J. **Upper Coastal Plain Brownfield Coalition:** An invitation has been given the Town to join the Brownfield Coalition, to identify and redevelop sites that potentially need assessment and cleanup assistance. There are several sites throughout the Town that would qualify for assistance, but property owners have shown little interest.
- K. **Economic Development Administration Grant Application:** Admin. Russell reported that the EDA is accepting grants for the Economic Development Assistance Program with a December 15th deadline. The funding could be used towards infrastructure improvements for water and sewer. Admin. Russell has spoken with a representative from Cong. Butterfield's office, who recommended a potential EDA application by the Town to assist with wastewater treatment expansion. Butterfield's office would be in support of the application.
- L. **Powell Bill Disbursement:** The first phase of the Powell Bill disbursement has been received by the Town in the amount of \$19,622.22. This year's disbursement will take place in two phases, with the second one being applied on January 1, 2012.
- M. **Elm City Library Technology Upgrade:** Wilson County has received grant funding that will allow the Elm City Library to have fiber optic internet connection for increased speed and reliability.

Additions to Administrator Russell's Report:

- A. **Town Website:** Admin. Russell has emailed links for possibilities of the Town website by Evans Press. Admin. Russell, as well as others, was not pleased with the current look. Admin. Russell will contact Evans Press for changes.

5. Invoices

Admin. Russell presented Mayor Smith and the Board with the monthly Town invoices in the agenda packet. The following additions were made to the invoices:

Greg Redman – Audit (1 st Payment)	\$ 4,000.00
O'Brien & Gere – Covered by RBEG Grant	\$ 3,362.50
Wilson Energy – Water	\$ 2,518.07
Waste Industries	\$10,083.43
Logics – Final Bill	\$ 2,015.50

MOTION – Comm. Childress made motion to pay bills; seconded by Comm. Cooke. Motion passed by unanimous vote.

6. Comments from Public Floor

The following public comments were made by the citizens of Elm City. If citizens gave personal introduction prior to making public comments, their proper names have been included in the meeting record. If personal introduction was not made, proper names have not been included in the record.

Mr. and Mrs. Howard, of 717 Cobb Road, expressed their concern over the brown water issue at their home. Admin. Russell reported that the water lines had been flushed, and that the Town is aware of the concern and is currently working towards a solution.

7. Concerns of the Commissioners

Comm. Wells reported that this year's Christmas parade would take place on December 11th at 3 pm.

Comm. Wells would like the Town to gather information on the possibilities of having Wifi in the Town as an added service for citizens at no cost to them. Mayor Smith suggested that the Town check with Green Light, and Comm. Childress suggested Google.

Comm. Childress gave follow-up information regarding the voluntary annexation of properties and schools. The School Board meeting, to sign papers to voluntarily annex the middle and elementary schools, will take place the following week. It is his understanding that there should be no problem for the School

Board to sign said paperwork. Once the schools have signed the proper paperwork, mapping and surveying should be the next step.

8. Closed Executive Session

MOTION – Motion was made by Comm. Wheeler to move into the closed executive session; seconded by Comm. Childress. Motion was passed by unanimous vote. The closed session met pursuant NCGS 143-318.11 (legal matters).

9. Re-Opening of Public Session

MOTION – Motion was made by Comm. Cooke to move back into open session; seconded by Comm. Childress. Motion was passed by unanimous vote.

9. Adjournment

Mayor Smith adjourned the meeting at approximately 10:30 pm, October 11, 2011, upon motion of Board.

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

Minutes submitted by: Dena H. Cordell, Town Clerk