

**ELM CITY BOARD OF COMMISSIONERS
TUESDAY, JANUARY 14, 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 January 14, 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, 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 December 10, 2013, meeting.

MOTION: Comm. Crockett made motion to approve the December 10, 2013, meeting minutes; seconded by Comm. Cooke. Motion passed by unanimous vote.

4. Admin. Russell's Report

A. RBEG Application: The Town will be submitting a Rural Business Economic Development Grant with USDA on February 11, 2014, which will include portions of the sidewalk near Elm City Middle School and along North Parker Street to Elm City Assisted Living. This will be used in conjunction with the Safe Routes to School Grant.

- B. PARTF Project Update: Admin. Russell has requested pricing from John Harris on cleaning and site prep for the new park. Envirolink staff will also be available to assist with some of the site work to keep cost at a minimum.
- C. Generator Installation: Cedar Peaks has begun work on the generator project for each sewer lift station. They have made significant progress by pouring the concrete mounting pads and installing mounting hardware. There will be new fencing around each of the generator areas as well.
- D. Safe Routes to School Grant: The selection process on the grant application will take place between January 21st and February 17th of this year. They have requested an additional resolution highlighting the Town's Safe Route to School Plan.

MOTION: Comm. Childress made motion that the Town sign the resolution highlighting the Town's Safe Route to School Plan; seconded by Comm. Cooke. Motion passed by unanimous vote.

- E. USDA Community Facility Loan/Grant: USDA has recently been restructured, changing our assigned office. The train depot renovation project has been assigned to Tobias Fullwood, out of the Raleigh office. Admin. Russell met with Mr. Fullwood on January 8th, and it appears that the project will remain eligible for funding.
- F. Technical Assistance Grant: McGill and Associates are still finalizing the TAG information. They are currently determining what the capacity or allocation fees would be for Rocky Mount or Wilson, for any wastewater capacity the Town would use. McGill's goal is to be as thorough as possible when evaluating all options.
- G. DENR Meter Replacement Grant: A grant application was submitted on September 30, 2013 for funding to upgrade all water meters to an automated reading system. This application is a partial loan / partial grant. Under the current guidelines, the Town can expect a response back by early March of this year.
- H. Lynnhaven Parking Notice: A letter was sent to each residence in the Lynnhaven, Leo, Staton Lane neighborhood notifying them of the no truck ordinance. It is in hopes that this, along with the additional signs, will resolve any issues that the Town has been having in this area.

I. Additions:

1. Bahma / Bahama Circle: Admin. Russell asked the Board regarding their recollection of the correct name for Bahma / Bahama Circle due to inconsistency of the Town information and County information. The Town's billing system consistently labels the road Bahma, while the County GIS labels the road as Bahama. It was brought to our attention by one of the street residents that during the recent street signage change, the sign was mislabeled as Bahama.

Comm. Wheeler and Comm. Cooke confirmed that the road has always been Bahma Circle. It was suggested that the Powell Bill map be reviewed, as well as old street maps. Once such has been done, it was suggested that the County be contacted to correct the issue.

2. WWTP Signs: Admin. Russell reported that the waste water treatment plant signs are now displayed.

5. **Invoices**

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

Additions to invoices:

- AECOM \$5,000.00 Generator and Sewer Rehab
- Envirolink \$1,378.88 Nexans meter, chemicals, utilities
- Webb Plumbing \$ 85.00 Sink repair, restroom

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

6. **Comments from Public Floor**

There were no comments from the public.

7. **Commissioner Concerns**

Comm. Crockett would like to see the N. Parker Street entrance sign cleaned.

Comm. Cooke mentioned the lists of goals that Admin. Russell sent to each commissioner. He appreciated the list and felt like many of the items were attainable.

Comm. Childress mentioned interest in work at the park on E. Wilson St. He would like to have a price from John Harris to have the brush cleaned, work to have all lights burning, and possibly installing a commercial grill for use.

8. Adjournment

Mayor Smith adjourned the meeting at approximately 8:00 pm, January 14, 2014, upon motion of Board.

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

Minutes submitted by Dena H. Cordell, Town Clerk