

**ELM CITY BOARD OF COMMISSIONERS
TUESDAY, JANUARY 15, 2013
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 15, 2013.

2. Roll Call

Mayor Smith conducted a roll call. The following were present:

Commissioner, Dale Childress (hereinafter “Comm. Childress”)

Commissioner, Lewis Crockett (hereinafter “Comm. Crockett”)

Commissioner, Gil Wheeler (hereinafter “Comm. Wheeler”)

Commissioner, Marsha Wells (hereinafter “Comm. Wells”)

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 11, 2012, meeting.

One correction to minutes: Comm. Wheeler was not in attendance.

MOTION – Comm. Cooke made motion to approve the minutes, with correction, of the December 11, 2012, Elm City Board of Commissioners Meeting; seconded by Comm. Crockett. Motion passed by unanimous vote.

4. **Public Hearing – PARTF Grant for Elm City Park Project**

MOTION: Comm. Crockett made motion to enter into the public hearing; seconded by Comm. Wheeler. Motion passed by unanimous vote.

Mayor Smith opened the public hearing, giving Admin. Russell the opportunity to discuss the plans for the proposed park. The Town is requesting a 50/50 matching grant in the amount of \$25,000. The Town's responsibility of funds would be paid in the next two years, with the amount payable being \$12,500 each year. The park is to include a picnic shelter, walking trail, playground for ages 5 – 12, two horseshoe pits, and parking.

Mayor Smith allowed opportunity for citizens to address the Board regarding the proposed park. There were no comments. All were in agreement and excited about the prospects of having a park facility for the Town.

MOTION: Comm. Crockett made motion to close the public hearing; seconded by Comm. Childress. Motion passed by unanimous vote.

5. **Wills Roofing Representative / Library Roof Repair**

Jimmy, a representative of Wills Roofing, was at the meeting to discuss what the issues were with getting the leaks stopped in the library facility. He mentioned that the library wasn't leaking from their roofing work, but that the water was coming in from the adjacent properties along the backside of the walls, flowing down the walls and into the library. The work done on the second invoice describes the work done on the walls to prevent the leaks. Much discussion was rendered regarding the five-year-warranty and what it covered. The Board mentioned the need of having the library painted on the inside. The representative for Wills offered to do the painting at cost; then later said that Wills would do the painting on the inside for no additional cost if the Town would agree to pay the second invoice of \$4,800.00. Admin. Russell mentioned the

preference of keeping the two jobs separate. The issue was tabled, to be taken up again during the closed session taking place at the end of the open meeting.

6. Admin. Russell's Report

Admin. Russell reported to the Board from the written report he submitted within the January 15, 2013 Agenda Packet. The following actions were taken by the Board as related to Admin. Russell's report:

- A. NCPARTF Grant Application: Admin. Russell will be completing the PARTF grant application for the proposed park along Four Tenth Road. For the application, the Town will guarantee funding for a 50% match. Already set aside is \$25,000 for the application that will be distributed over two fiscal years. Admin. Russell also mentioned the ability to add restroom facilities for \$10,000 – causing the Town's responsibility to be only \$2,500 more for 2 years.

MOTION: Comm. Childress made motion to raise the amount requested and due from the town to \$30,000 to include restroom facilities; seconded by Comm. Crockett. Motion passed by unanimous vote.

MOTION: Comm. Childress made motion to sign the resolution approving the Parks and Recreation Trust Fund Grant Application for the Town; seconded by Comm. Crockett. Motion passed by unanimous vote.

- B. Library Painting Quotes: Admin. Russell received painting quotes from three local contractors with the lowest bid coming from Tant's Painting for \$1,650. This amount will include the moving of bookshelves and painting the entire library and restroom. Other quotes include Rodney Bass for \$2,625; and A-1 for \$2,950.

- C. North Carolina Tobacco Trust Fund: Recently issued, was the Tobacco Trust Fund, and its 2013 grant cycle application. The deadline for

application is March 4, 2013. Grant award announcement will take place in September of this year. Admin. Russell will prepare an application for the renovation of the train depot. This fund is primarily for job creation.

- D. Golden Leaf Foundation Update: Admin. Russell submitted the pre-application for the Golden Leaf Foundation in October of last year for the Train Depot. The projected notification date was by the end of January. Once hearing from the foundation, he will work to submit the full application.
- E. RBEG Application: USDA began soliciting applications for the 2013 grant cycle for the RBEG program. The Town is eligible to apply in an effort to obtain funding for additional sidewalks that would cover W. Main Street and a portion of North Parker St. Application deadline is February 11, 2013. Comm. Wheeler would like to see the Town also add 2 blocks to the Middle School and from Main to the rest home.
- F. Sidewalk Construction: Anderson and Company will begin construction along Main and Parker Street on Monday, January 14, 2013. Depending on weather, construction is projected to take three to four weeks.
- G. Water Tank Interior Cleaning: Admin. Russell has been in contact with Southern Corrosion regarding the annual water tank maintenance. The Town has opted out of the annual maintenance agreement for the past three years. In the first year of renewal, they will drain and clean the interior of the tank to remove build-up or debris. The cost is \$10,000 per year and is a nine-year contract. Admin. Russell suggests the Town consider starting with water tank maintenance at the beginning of the next fiscal year.
- H. WCC Co-Op Program: Mayor Smith and Comm. Wells spoke with Admin. Russell regarding the availability of help from students, through Wilson

Community College; giving them the opportunity to gain real world work experience, while providing free labor to the Town. Admin. Russell has contacted Wendy Grode, the sponsor, to learn more about the program.

- I. CWMTF Award: The Town was notified on December 13, 2012, of being awarded \$90,000 from the Clean Water Management Trust Fund. These funds can be used for waste water system improvement for the Town.

- J. I & I Update: Phase four of the Inflow and Infiltration project has been completed with final inspection taking place on January 8, 2013. There are remaining funds that can be used for additional I & I work and for purchasing generators for the four lift stations.
 - The first item that needs to be accomplished is to get a proposal from Michael Wood, of the Catena Group, to conduct a soil and hydrogeologic evaluation of the existing spray fields and to make recommendations for revised hydraulic loading rates. *Proposal has been requested.*
 - The second item is to get the water balance and mounding analysis revised for the existing spray fields, based on the new loading rates from the hydrogeologic report in order to obtain the actual maximum wastewater flow to the existing spray field. The original report was prepared by Eagle Resources. *Proposal has been requested.*
 - The third item is to submit the reports to the Division of Water Quality, along with a request for permit modification.
 - The cost of the hydrogeologic and water balance reports should be eligible for reimbursement from the remaining funds from the Rural Center.

- K. Audit Response: The Department of State Treasurer responded to the Town's FY 2011-12 audit submission. The Town was commended on the improvements that were made from the previous year, but was noted that

there are still some deficiencies in the utility funds. Admin. Russell feels that these will continue to improve in the current year, since the Town has reduced spending and has more accurate projections on earnings.

L. Additions to Admin. Russell's Report:

1. Update for BB&T Safe Deposit Box Signature Card

MOTION: Comm. Crockett made motion that all past employees no longer with the Town be removed from the Safe Deposit Box card and that Admin. Russell, and Dena Cordell, Town Clerk, be added with Mayor Smith; seconded by Comm. Childress. Motion passed by unanimous vote.

2. Update for BB&T Bank Resolution

MOTION: Comm. Childress made motion that the Town add Admin. Russell as an officer to do business for the Town; seconded by Comm. Crockett. Motion passed by unanimous vote.

3. Budget Ordinance Amendment #2

Admin. Russell presented the Board with a Budget Ordinance Amendment. Reason for amendment was to increase the budget for maintenance on the sheriff's substation, additional sidewalk expenditures, and over-expenditures on particular line items.

MOTION: Comm. Childress made motion to pass the Budget Ordinance Amendment #2; seconded by Comm. Crockett. Motion passed by unanimous vote.

7. **Invoices**

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

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

7. **Comments from Public Floor**

There were no comments from citizens.

8. **Commissioner Concerns**

Comm. Crockett and Lin Jones, Elm City Fire Chief, presented to the Board a list of hydrants in Town that are in need of being repaired or replaced. Dean Holmes, Public Works Supervisor for Envirolink, was present at the meeting as well. He will get prices for the work and will get back with Admin. Russell.

Comm. Wheeler would like to procure bids for curb and guttering at the Middle School. He would like to see storm drains installed at North and Pender to lead water away from the school in both directions. He suggested that we contact ST Wooten for a bid and possibly wait till summer, when school will be out. He also mentioned concerns about the existing storm drains in town and their need of being cleaned out.

Comm. Childress would like to see about the possibility to getting natural gas in Town. Mayor Smith mentioned that a survey was done nearly five years ago and that at that time, not enough interest or customer base was there to be effective. It is possible to do another survey.

Comm. Wheeler mentioned he noticed there was a water line grant – a 50/50 grant from CWMT – with principal forgiveness. The deadline is in August. The grant is to include new lines from meter to house.

9. **Closed Session**

MOTION: Comm. Crockett made motion to go into closed session; seconded by Comm. Childress. Motion passed by unanimous vote.

10. Re-opening of Open Session

MOTION: Comm. Childress made motion to adjourn the closed session and re-open the open session; seconded by Comm. Crockett. Motion passed by unanimous vote.

MOTION: Comm. Wheeler made motion that the Town hire Tant to paint the library if the agreement with Wills Roofing falls through; seconded by Comm. Childress. Motion passed by unanimous vote.

11. Adjournment

Mayor Smith adjourned the meeting at approximately 9:45 pm, January 15, 2013, upon motion of Board.

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

Minutes submitted by: Dena H. Cordell, Town Clerk