



**ELM CITY BOARD OF COMMISSIONERS
TUESDAY, FEBRUARY 10, 2015
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 February 10, 2015.

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 January 13, 2015, meeting.

MOTION: Comm. Cooke made motion to approve the January 13, 2015, meeting minutes; seconded by Comm. Crockett. Motion passed by unanimous vote.

4. Tobias Fullwood, Area Specialist, USDA Rural Development, Train Depot

Tobias Fullwood, with USDA Rural Development, reported to the Board information regarding a \$740,000 USDA loan and Grant funds of \$28,500, which would be used to renovate the Elm City Train Depot. The loan interest is 3.75 percent for 30 years, and would have no penalty for paying off the debt early. If in the event the interest rate drops, the rate could be lowered with a letter from the Board. If the rate goes up, the Town's rate would be locked in at 3.75 percent interest. The Historic Preservation Board must approve the project regarding exterior and interior changes. There will be a lien on the property, which will be for security purposes. And title insurance will be required. Payment will draft out of the Town's account. There is a

reserve requirement of one-tenth of one payment for 10 years. Insurance and bonding must be up to date, and audits sent by the 3rd of March each year.

MOTION: Comm. Childress made motion to accept the offer presented to the Board for the 3.75 percent interest loan of 30 years on \$740,000 for renovating the Town's Train Depot; seconded by Comm. Cooke. Motion passed by unanimous vote.

5. Public Hearings

MOTION: Comm. Cooke made motion to go into public hearing; seconded by Comm. Childress. Motion passed by unanimous vote.

A. Golf Cart Ordinance

Admin. Russell presented to the Board a model ordinance for the Town's Golf Cart Ordinance. Additions have been added and can be found in the highlighted yellow text. He prefaced the seat belt and age restrictions. Minor text amendments can be made to the ordinance.

Public Comments:

John Edwards, of N. Parker Street, mentioned to the Board that he currently owns a cart and feels the ordinance is a wonderful idea. He did raise questions regarding the fees and where the carts would be inspected.

Admin. Russell mentioned that the fees for the carts would be nominal, and would not be revenue based. Decisions on where the carts would be inspected would be worked out in the next 60 days.

Brooks Barkley, of W. Nash Street, spoke in favor of the ordinance. He owns a cart that is used at the beach, and mentioned that the police department in that area did inspections of carts. They are to be sure that head and brake lights are working. He is required to show his driver's license and give the VIN number of the cart.

Wilson County Sheriff's Department Deputy designated for the Town, Corporal Marcus Ruffin, spoke of concerns for requirements of child safety seats, abiding by State law.

Admin. Russell suggested that the Board approve the ordinance as it is written, to be affective within 30 to 60 days.

B. CDBG Grant Submission

Admin. Russell mentioned to the Board that the Town can resubmit the grant application for \$775,000, for the proposed project funding of the replacement of approximately 6,400 LF of old 6” cast iron water lines with new 6” PVC water lines, new valves and new fire hydrants along Gray, Vine, Staton, Cobb, Lynn Haven, Pine, Wilson Lake Road, Wilson Street, Barnes, Anderson and Dixon. This project affects 66 homes, eight of which are vacant, and will help with the brown water issues that can be found in the areas from time to time. The Town recently scored 28th in 119 application submittals in the October 2014 grant application round. The Town will Re-submit the application in hopes that the project will be funded. There will be no displacement and relocation occurring as a result of the proposed grant activity.

It is expected that the State of North Carolina will have \$26 million dollars that will be split into two grant rounds of \$13 million dollars each. Activities that can be funded with CDBG funds is water and sewer infrastructure and economic development. One hundred percent of the CDBG funding will be used to benefit low-to-moderate income people.

Public Comments:

There were no public comments. However in attendance were citizens living in the targeted area that showed favor of the grant submission by the raising of hands.

Citizens were provided with the address and telephone number, as well as dates, for any submission of complaints and grievances.

C. Voluntary Annexations

The owners of seven properties requested that their properties, which are contiguous to the Town be annexed. Properties are described below as:

Property Address	Wilson County Pin Number
101 Cedar Ridge Trail	3734-86-5622
104 Cedar Ridge Trail	3734-86-2485
115 Cedar Ridge Trail	3734-85-4980
117 Cedar Ridge Trail	3734-85-4880
326 Beauvue Road	3734-86-2804
5008 Elm City Road	3734-77-4002
612 East Church Street	3735-90-7794

MOTION: Comm. Cooke made motion to go out of the public hearing; seconded by Comm. Crockett. Motion passed by unanimous vote.

MOTION: Comm. Childress made motion that the Board approve the voluntary annexations of seven properties as described below as:

Property Address	Wilson County Pin Number
101 Cedar Ridge Trail	3734-86-5622
104 Cedar Ridge Trail	3734-86-2485
115 Cedar Ridge Trail	3734-85-4980
117 Cedar Ridge Trail	3734-85-4880
326 Beauvue Road	3734-86-2804
5008 Elm City Road	3734-77-4002
612 East Church Street	3735-90-7794

Motion was seconded by Comm. Wheeler. Motion passed by unanimous vote.

MOTION: Comm. Cooke made motion that the Town approve the Golf Cart Ordinance, making it affective in 60 days; seconded by Comm. Childress. Motion passed by unanimous vote.

MOTION: Comm. Cooke made motion that the Town apply for the CDBG funding of \$775,000 for the proposed project; seconded by Comm. Crockett. Motion passed by unanimous vote.

6. Admin. Russell's Report

- A. **USDA Loan Resolutions:** A loan resolution is required for the train depot project. The principal loan funding is \$711,500 with a grant component of \$28,500.
- B. **Tree Removal at 206 N Branch St:** The owner of the property at 206 N Branch Street is seeking town assistance with the \$1,200 tree removal expense incurred from removing a large oak tree. The tree was located next to the Branch Street property on East Church Street. The Board requested that Admin. Russell contact the state to help with funding, as the road is a state road.
- C. **RBEG Update:** The RBEG grant has modified its criteria for the current cycle to include sidewalk repair and replacement in front of the current businesses. This would include the downtown area along E Main Street. The application deadline is March 13, 2015. Admin. Russell suggested that the Town apply to repair both sides of Railroad and Main Street.

- D. NCPARTF Update: The picnic shelter construction is to be completed this week, weather permitting. The certificate of compliance / occupancy was issued by the county of February 6, 2015. The next phase of construction will be to finish landscape and install a parking lot.
- E. Wilson County EMS Expansion: Construction of the Wilson County EMS building is continuing according to schedule. They hope to be in their new location by the end of April 2015.
- F. Budget Amendment Adoption: Budget Amendment Two presented to the Board from Andrew Harris, the Town's CPA.

MOTION: Comm. Childress made motion to approve the Budget Ordinance Amendment Two; seconded by Comm. Cooke. Motion passed by unanimous vote.

7. Invoices

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

Addition to invoices: A Plus Construction - \$9,992.50 (2nd shelter payment for PARTF Park); Davis Heating and Air - \$4,838,82 for Library repair; Summerlin Oil - \$2,772.70 – for 2 months bills for Town Office, the EMS building and sheriff's substation.

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

8. Comments from Public Floor

Thelma Young questioned as to whether there were any prospects for the pharmacy and laundry mat properties.

Admin. Russell has spoken with the owner of the laundry facility. No plans are in action at this time. He has also spoken with the new owners of the pharmacy property. They are seeking prospects; however nothing is concrete at this time.

John Edwards is concerned about the current leaf and limb schedule, as it appears that it did not work as planned. Leaves are clogging storm drains and causing damage to homes.

Dean Holmes, of Envirolink, plans to inspect storm drains. There are two crews available for the leaf and limb pickup. The schedule has changed due to weather, as they cannot collect the leaves when they are wet.

Brooks Barkley would like to see a weekly pickup for leaves and limbs. Comm. Wheeler mentioned that it is difficult to keep up with the leaves and limbs on a every other week basis because of the amount of trees in the Town. It was suggested that Admin. Russell speak with Envirolink that during the mid-October through Jan months that the pickup be scheduled weekly. It was also mentioned that it be mentioned to the citizens that the leaves be placed a distance away from the storm drains.

9. **Commissioner Concerns**

Comm. Childress mentioned a concern about parking along the parade route during the parade. Doing so causes safety issues as children are picking up candy, and cannot be seen by those in the parade route. Mayor Smith suggested that cones and barriers be placed in the areas before the parade begins, preventing the parking.

Admin. Russell mentioned that resolution for getting off the moratorium that the Board approved hasn't been sent, as the positions in DENR are still open.

10. **Adjournment**

Mayor Smith adjourned the meeting at approximately 8:54 pm, February 10, 2015, upon motion of Board.

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

11. **Additional Minutes from the Special Called Meeting of March 3, 2015**

A. **Roll Call**

Mayor Pro tem, Melvin Cooke conducted roll call. The following were present:

Commissioner, Dale Childress (hereinafter "Comm. Childress")
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

B. Pump Replacement at 301 Lagoon Site

Admin. Russell reported to the Board that there is a problem with the pumps at the new site. The pumps have already been changed out once. The first set was under warranty, but the warranty has run out since. There is one pump down, and the other has the warning light burning. Currently there is diesel run pump helping pump. The pump problems came from the line coming in to the pumps being too small, causing excessive pressure, which is a design flaw.

Much discussion was rendered regarding possible fixes for the problem.

MOTION: Comm. Childress made a motion that the Town buy an upgraded pump, contact AECOM and Slade for discussion of recourse, and that an engineering firm be contacted about the expansion of the lines from a six inch line, to eight or ten inch; seconded by Comm. Crockett. Motion passed by unanimous vote.

C. Bissett Property

Admin. Russell has spoken with the funding agency, NCDENR, regarding the purchase of the Bissett property. They suggested that it would be best to have a third-party purchase the Bissett property, as they would not be able to fund if the Town owned the property before the grant cycle. Mike Myers, of Envirolink is willing for Envirolink to purchase the property as a third-party buyer. Admin. Russell spoke with town attorney, Slade Rand, to be sure there would be no conflict of interest with Envirolink purchasing the property. It is imperative that the Town not lose the property due to not moving on the purchase.

Much discussion was rendered regarding the possibilities of grant funding, the purchase of property by the third-party buyer, talking with the State and attaining in writing that the purchase of property will help toward coming off the moratorium, and leasing the property versus the purchase of the property.

MOTION: Comm. Crockett made motion that the Town use Envirolink as the third-party option for the purchase of two Bissett Farms, consisting of one tract in Wilson County, designated by Tax PIN as 3736-55-9745 and listed as 90 acres at 6432-A Homestead Road, Elm City, NC; and a tract of 118 acres, more or less, in Nash County with Tax PIN as 373600669569, and also designated as 6432 Homestead Road, Elm City, NC, in an effort to secure the purchase; seconded by Comm. Wells. Motion passed by unanimous vote.

D. **Adjournment**

Mayor Pro tem Cooke adjourned the meeting at approximately 7:59 pm, March 3, 2015, 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