



**ELM CITY BOARD OF COMMISSIONERS
TUESDAY, MARCH 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 March 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, 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 February 10, 2015, meeting.

MOTION: Comm. Cooke made motion to approve the February 10, 2015, meeting minutes; seconded by Comm. Crockett. Motion passed by unanimous vote.

4. Admin. Russell's Report

A. State Revolving Loan Fund – Application for a high unit cost grant was submitted to NCDENR in October for spray field expansion, and scored number five in the cycle. Application was unsuccessful, but was automatically considered for State Revolving Loan Funding. Funding is based on a 20 year term at 0% interest. Funding was approved and it is anticipated that it will be available following the September 2015 grant cycle.

- B. Train Depot Update – Mosely Architects are preparing the design documents that will be used for bidding out the rehab project. AECOM has agreed to transfer the design and engineering services to Mosely, due to personnel changes. A review by the North Carolina Historical Society will also be required before the design documents are approved.

MOTION: Comm. Cooke made motion to accept the Moseley Architects contract, transferring the design and engineering services from AECOM; seconded by Comm. Crockett. Motion passed by unanimous vote.

- C. Golf Cart Ordinance Update – A meeting was scheduled with the Wilson County Sheriff's Department representatives on March 12th to finalize the policy on golf cart inspections and ordinance enforcement. It is anticipated to have everything in place within the 60 day timeline established at the February Board meeting. Golf cart signage will be placed in town. Information regarding the ordinance will be in the upcoming newsletter. Violation costs will be \$25. Citizens can receive three Town violations, which will then convert to State citations, and will be processed by the court system.
- D. DOT Signage on 301 – Options have been explored to have DOT place signs on 301 to inform motorists of food and gas options within the Town. There are fees charged for the signage. Costs can be passed along to the local merchants for further consideration. The Town could also subsidize the costs.
- E. NCPARTF – The first reimbursement payment of \$19,981.51 was received for the PARTF grant. There is currently \$10,184.49 in grant funding remaining. It is planned to have the park completed as soon as the weather permits. Current plans are for the parking lot and seeding of grass.
- F. Waterline Grant Application – Municipal Engineering is assisting with the water line grant application for replacement of the Gray Street neighborhood, West Wilson Street to South Anderson. Application is requesting \$775,000 in grant funding and has a submission deadline of March 31, 2015.
- G. RBEG Application – Further discussion has taken place with USDA regarding the new RBEG guidelines. It has been determined that the sidewalk damage in the downtown area was not significant enough to be detrimental to business activity. The Town will continue to seek funding for additional sidewalk installation. Money could also be set aside in the budget to take care of any sidewalk repairs and additions.
- H. USDA Compliance Inspection – A compliance inspection by USDA officials has been planned for Thursday, March 12. This inspection is a three-year

inspection for the life of the loan, and is required for the recent spray field improvements that were funded through USDA.

5. Invoices

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

Addition to invoices:

Imaging Specialties - \$98.42 (Supplies)

Hardison Electric - \$75.52 (Library Repairs)

City of Wilson - \$2,678.76 (Hwy 301)

Envirolink - \$2,893.48 (Sprayfield Parts)

Connor, Bunn, Rogerson, Woddard, Fleming - \$228,200.30 (McClees Property Purchase)

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

6. Comments from Public Floor

There were no public comments.

7. Commissioner Concerns

MOTION: Comm. Cooke made motion that the leaf and limb pickup be scheduled weekly during leaf season; seconded by Comm. Wheeler. Motion passed by unanimous vote.

Comm. Wells mentioned Ms. Proctor's concern over the area in her yard, where work had been done by Envirolink. Admin. Russell will inspect.

Comm. Wells mentioned concern regarding properties where taxes are delinquent being acted upon. Admin. Russell will investigate.

Comm. Cooke mentioned the Town owned lots being given to adjacent landowners, in an effort to receive tax revenues from the properties.

Admin. Russell plans to contact Strata Solar, property owners of the solar farm across from the new Town park, requesting that they install a vegetative border in front of the farm, for aesthetic purposes.

Admin. Russell reported that the Padgett property, located at 206 West Main Street, has been approved by the district court judge for a foreclosure sale. The date for the sale will be decided upon.

8. **Adjournment**

Mayor Smith adjourned the meeting at approximately 8:13 pm, March 10, 2015, upon motion of Board.

MOTION: Motion was made to adjourn by Comm. Wells; seconded by Comm. Childress. Motion passed by unanimous vote.

9. **Additional Minutes from the Special Called Meeting of March 31, 2015**

A. **Roll Call**

Mayor Grady 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")
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B. **Bissette Property**

Information regarding the financing of the Bissette property was discussed at length. Seller wants the sale to take place by the end of October. Envirolink owners are uncomfortable with the closing date of October 2015, but would be willing if closing during the calendar year 2016. It is possible to apply for grant funding, purchase through the State Revolving Loan, or by traditional financing.

Seller is interested in a \$25,000 earnest money deposit being given, with a no back-out clause being added. The Town will guarantee a purchase or if defaulting, lose the \$25,000 in earnest money.

High unit grant monies will refund the purchase of any land purchased within one year of awarded funds. However, it cannot be operating as a spray field, unless by temporary means only.

The Board is interested in changing the closing date to November 30, 2015, in an effort to attain funding or financing. Admin. Russell will contact the owner.

It is possible that funding could be attained from the State Revolving Loan for a 20 year, 0% interest rate. However, USDA funding is more favorable, in that the term is 40 years, 3.75% interest. Such will have to be run through the LGC.

MOTION: Comm. Childress made motion to make an earnest money payment of \$25,000 to lock in the property purchase, starting as soon as possible to acquire funding from USDA with a 40 year term at 3.75%; seconded by Comm. Cooke. Motion passed by unanimous vote.

C. NCDENR NOV

Rick Bollick, with NCDENR, was in Town on Tuesday, March 24th, to inspect the Town's spray field, in an effort to explore options of continuing to spray on fields, while improvements are being made. It is possible for the Town to receive a SOC to continue improvements, while continuing to spray on the current fields. If received, it will be the fourth SOC since 1997. Admin. Russell will meet with Envirolink to discuss and prepare for the meeting with DENR on Wednesday, April 8th.

D. USDA Inspection

Admin. Russell mentioned the USDA inspection that took place at the Town office. It was discovered that a handicap accessible entrance must be installed. Three years are given for compliance.

E. Adjournment

Mayor Smith adjourned the meeting at approximately 7:55 pm, March 31, 2015, upon motion of Board.

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