

**ELM CITY BOARD OF COMMISSIONERS
TUESDAY, MARCH 13, 2012
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 13, 2012.

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 February 21, 2012, meeting.

MOTION – Comm. Cooke made motion to approve the minutes of the February 21, 2012, Elm City Board of Commissioners Meeting; seconded by Comm. Crockett. Motion passed by unanimous vote.

4. Admin. Russell's Report

Admin. Russell reported to the Board from the written report he submitted within the March 13, 2012 Agenda Packet. The following actions were taken by the Board as related to Admin. Russell's report:

A. FY 2010 – 2011 Audit Report:

The audit report for year 2010 – 2011 has been approved by the Local Government Commission. The Town hasn't received a response letter from them at this time, but the report has been approved.

Admin. Russell mentioned the Town had received a contract from Greg Redman, CPA, for the 2012 audit. The contract is for \$9,750, which is a difference of \$700 more than the current year. Comm. Childress feels the Town should entertain other bids for comparison purposes, although realizing the Town may very well accept the contract with Mr. Redman.

B. North Carolina Division of Water Quality Inspection Report:

Matt Fleahman, with DWQ, was on site on February 15, 2012, to inspect the waste water treatment facilities. The Town received a notice of violation which included his findings. A response with corrective actions has already been sent that included a schedule for completion of any corrective actions not addressed. Wells Brothers has yet to be on site to finish the warranty items, causing the Town to be in violation. Mike Myers, of Envirolink, also mentioned that the fields have been too wet to get the equipment in.

C. Clean Water Management Trust Fund Grant Application:

The Town has received confirmation of the 2012 application for WW/Sewer Rehab. This year, \$126,000,000 was requested from 163 applicants.

D. RBEG Project Update:

Bids were received and opened on Friday, March 9, 2012, at 2 pm. Bids were received from five qualified applicants, ranging from \$97,486 to \$233,508. It is Admin. Russell's opinion that the Town reject the bids due to the \$75,000 amount that is available.

MOTION – Comm. Cooke made motion the Town reject the bids and send out to rebid the project; seconded by Comm. Childress. Motion passed by unanimous vote.

E. Easement Certification for I & I Project:

Admin. Russell met with Slade Rand, Town Attorney, on Friday, March 9, 2012, to discuss the progress on the easement certification. Mr. Rand is confident that the certification will be completed by Friday, March 16. This will allow the project to be placed out for bid.

F. Pristine Turf Management Request:

Dwight, with Pristine Turf Management, has requested that an additional \$125 be added to the base amount of the contract of \$2,875 monthly to offset the maintenance expense of the 300 crepe myrtle trees that have been planted throughout the Town. This would bring the contract amount to \$3,000 monthly and \$36,000 annually.

Admin. Russell also mentioned that the current contract with Pristine would need to be extended as it has expired.

MOTION – Comm. Cooke made motion the Town extend the current contract for another year; seconded by Comm. Wheeler. Motion passed by unanimous vote.

MOTION – Comm. Childress made motion the Town raise the current contract with Pristine Turf Management to include the \$125 additional needed for offsetting the maintenance expense of the 300 crepe myrtle trees, making the contract amount \$3,000 per month and \$36,000 annually; seconded by Comm. Cooke. Motion passed by unanimous vote.

G. CIS Implementation:

The implementation of the CSI software will be completed by the end of March, with the scheduled conversion taking place the first week of April. Admin. Russell recommended the Town restructure the current billing cycle to start the first of each month, with a due date on the 14th, and cutoff on the 21st. Doing so will assist with tracking the billing cycles by keeping them within one month.

MOTION – Comm. Childress made motion the Town restructure the current billing cycle to start on the first of each month, with a due date on

the 14th and cutoff on the 21st; seconded by Comm. Crockett. Motion passed by unanimous vote.

H. NC DOT Litter Sweep Program:

NC DOT is sponsoring its annual litter sweep program during the days of April 14 – 28. DOT will provide supplies and handle removal of any materials that are gathered by community groups or organizations.

I. Avenet Web Solutions Cancellation:

Admin. Russell has been in contact with the Town's current website provider about cancelling the old website. He requests the Board give him permission to cancel the current subscription at the end of March.

MOTION – Comm. Crockett made motion that Admin. Russell cancel the current website with Avenet Web Solutions; seconded by Comm. Cooke. Motion passed by unanimous vote.

J. De-annexation Update on BQ Grills Property:

Admin. Russell has researched the de-annexation process that Mr. Whitman, of BQ Grills, has requested. He found that it is uncommon and cannot be completed by the Board. De-annexations can only be done by the state legislature.

K. Vacant Lot Property Listing:

The Town currently owns 12 lots. The notice has been posted for the month regarding the lot on Railroad Street, and there has been no further interest shown.

MOTION – Comm. Cooke made motion the Town accept the \$500 offer from Catherine Barnes for the Town owned lot on N. Railroad Street; seconded by Comm. Childress. Motion passed by unanimous vote.

L. Additions to Administrator's Report:

Admin. Russell has researched outsourcing the printing and mailing of the bills that will be sent through the new CSI system. He was able to find Arista, a company that would print the bills, include 2 envelopes, and postage for the amount of \$3,400 annually.

5. Invoices

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

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

6. Comments from Public Floor

Dennis Knight was present to speak regarding a letter he had received from Comm. Wheeler. Mr. Knight was concerned due to the wording "Town possibly seek legal action" regarding properties he owns. He questioned if other citizens had been sent letters. He also wanted to insure the Board that he was working on the properties, and that his intention is to be a good citizen. Admin. Russell assured Mr. Knight that many letters had been sent from the Town to other citizens regarding their properties.

Comm. Wheeler mentioned that he had been sending letters for 20 years, and was doing it in a good faith effort as an informative venture.

Thelma Young reported that there was a tree that had fallen on one of the properties that Town owns on Branch Street. Admin. Russell will fill out a work order and send it to Envirolink to investigate.

7. Commissioner Concerns

Comm. Cooke mentioned that there were many citizens who are requesting that the Town allow golf carts access to the Town streets. There are many regulations that would have to be followed. Admin. Russell will check with the Sheriff's office, as well as check current regulations and will report back to the Board.

Comm. Crockett mentioned that there was a large dip as you travel down S. Branch Street. Admin. Russell will check to see what can be done regarding repair.

Comm. Crockett would like to see “No Parking” signs placed on Parker Street between W. Main and the Methodist Church. North Parker Street is a state maintained road and they would have to place the signs.

8. Adjournment

Mayor Smith adjourned the meeting at approximately 8:45 pm, March 13, 2012, upon motion of Board.

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

Minutes submitted by: Dena H. Cordell, Town Clerk