

**ELM CITY BOARD OF COMMISSIONERS
TUESDAY, APRIL 10, 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 April 10, 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, Marsha Wells (hereinafter "Comm. Wells")
Commissioner, Gil Wheeler (hereinafter "Comm. Wheeler")
Town Administrator, Jonathan Russell (hereinafter "Admin. Russell")
Town Clerk, Dena Cordell

3. Public Hearing Regarding Annexation of Properties

MOTION – Comm. Childress made motion to enter into the public hearing for the annexation of properties; seconded by Comm. Cooke. Motion passed by unanimous vote.

Admin. Russell reported to the Board that to complete the annexation process, the Town would have paperwork to fill out and would need to inform 10 – 15 state and local agencies. The maps of properties should be ready by next month's meeting.

In satellite annexation, the Town is only allowed a satellite percentage of 10 percent. Any Town owned properties are not included in the 10 percent.

There were no comments from the public.

MOTION – Comm. Childress made motion to close the public hearing for the annexation of properties; seconded by Comm. Crockett. Motion passed by unanimous vote.

4. Approval of Minutes from Last Meeting

Mayor Smith gave the Board opportunity to review the proposed minutes from the March 13, 2012, meeting.

MOTION – Comm. Cooke made motion to approve the minutes of the March 13, 2012, Elm City Board of Commissioners Meeting; seconded by Comm. Wheeler. Motion passed by unanimous vote.

5. Admin. Russell's Report

Admin. Russell reported to the Board from the written report he submitted within the April 10, 2012 Agenda Packet. The following actions were taken by the Board as related to Admin. Russell's report:

A. 2011 Local Water Supply Plan

The local water supply plan has been filed with the Division of Water Resources (DWR). This report provides comprehensive information on the Town's waterlines, meters, and connections.

B. Golf Cart Regulations for Elm City

Admin. Russell mentioned to the Board that he is researching the feasibility of allowing golf carts on the Town streets, and is currently drafting an ordinance for review by the Board regarding golf cart regulations. He has researched the subject, and there are many towns throughout North Carolina, who have adopted the allowance of golf carts on their streets. Admin. Russell will contact the towns that allow golf carts, to check on any problems or concerns they currently have.

C. USDA Rural Development FY 2010-2011 Audit Review

USDA was pleased with the overall audit. They do, however, require fidelity bond coverage equivalent to one annual installment. The General Information Sheet submitted in the audit indicates coverage of \$25,000

per occurrence. Necessary steps to increase the coverage to \$170,000 have been taken.

D. NC Division of Water Quality Secondary Response Letter

The Town has received a secondary response letter from NCDENR regarding the new spray field inspections. Wells Brothers Construction was onsite Monday, March 19, 2012, addressing warranty items, and Envirolink has taken corrective action on the problems of rutting that were listed in the response.

E. NC Division of Land Quality Inspection Report

Land quality inspection results of the new spray field and lagoon site were received on March 14, 2012. The reports were favorable, other than some erosion control problems on the berms of the new lagoon on 301. This was also cited by AECOM during the December warranty inspection, and will be addressed by Well's Brothers Construction.

F. Cemetery Issue

Wilson Memorial Service contacted Admin. Russell regarding cemetery lot Number 10, Section I. It appears that the lot was originally sold in 1944, and then resold again in 1950. Both parties are still living, and neither filed their paperwork with the courthouse. Current discussion is the relocation of the second buyer, Ms. Pauline Harrison.

G. CSI Implementation

The go-live conversion began on Monday, April 2, 2012, and will continue through the remainder of April. The main focus for the first week was the complete conversion of the utility billing information, to produce the April bills. Some areas need additional attention, but the system overall has been improving daily.

H. NCDOT Litter Sweep Program

NCDOT is sponsoring the annual litter sweep program on April 14 – 28th. Supplies for and the removal of any materials gathered will be provided by the DOT.

I. RBEG Project Update

All bids were received and rejected. The informal bid process will be started with more defined parameters for the project. It is possible that the Town may have to do less on the project than originally planned.

J. Easement Certification for I & I Project

A preliminary opinion of council will be issued in order to move forward with a bidding process. There are still currently several easements that are outstanding. In order to fall within the time constraint, the preliminary opinion was issued.

K. Audit Bid Request

Admin. Russell contacted several accounting firms in Wilson and the surrounding areas to request a quote for the FY 2011 – 2012 audit. The firms requested to send the quote to the Town after the April 15 tax deadline.

L. NC Department of Agriculture and Consumer Services

Admin. Russell has contacted the meat and poultry inspection division for a better understanding of what the Town's options are for regulating poultry operations within the Town's ETJ. He expects to receive sample ordinance regulations that can be reviewed for the Town's needs.

M. Additions to Admin. Russell's Report

Citizen surveys have been coming in well. Admin. Russell will compile them for the next Board meeting.

Notice to Abate Nuisance Report was given to the Board.

Admin. Russell has been in contact with Cathy Barnes regarding the N. Railroad Street lot. Admin. Russell will contact Slade Rand to draw up paperwork.

6. Invoices

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

Additions to invoices:

NC Interlocal Risk Management Agency	\$ 141.01
NCDENR	\$ 810.00
Municipal Insurance Trust	\$ 1,131.00
Waste Industries	\$10,473.74
Wilson Energy	\$ 1,852.51

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

7. Comments from Public Floor

Thelma Young mentioned the need of the grass field being cut on East Main Street. It was mentioned that the owner had some health issues and had been placed in a rest home. Mr. Russell will work to see who to send the letter for the mowing.

8. Commissioner Concerns

Admin. Russell would like to schedule a budget work session with the Board for either Thursday, May 3rd or 10th.

Comm. Wells would like to see the Town work to clean up the cemetery, and would like to see the budgeted amount of \$1,000 put to use, which could be used to add trash cans, etc. She would also like to see the Town plan a clean up day and allow church groups and organizations to help.

Comm. Wheeler reported that the street signs are up. Moore's had issues with the sign machine, which lead to the delay.

9. Adjournment

Mayor Smith adjourned the meeting at approximately 9:09 pm, April 10, 2012, upon motion of Board.

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

Minutes submitted by: Dena H. Cordell, Town Clerk