



**ELM CITY BOARD OF COMMISSIONERS
TUESDAY, APRIL 15, 2014
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 15, 2014.

2. Roll Call

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

Commissioner, Melvin Cooke (hereinafter "Comm. Cooke")
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

Mayor Smith mentioned that Town Administrator, Jonathan Russell (hereinafter "Admin. Russell") would be in the meeting at a later time, due to being at a meeting with the Wilson County Board of Commissioners, in an effort to gain additional funding for more hours of open availability for the Town library.

3. Approval of Minutes from Last Meeting

Mayor Smith gave the Board opportunity to review the proposed minutes from the March 11, 2014, meeting.

Comm. Wheeler pointed out that there was an error in spelling under the "Commissioner Concerns" portion of the minutes, regarding the company to order library shelving. The correct spelling should be "Gaylord".

MOTION: Comm. Crockett made motion to approve the March 11, 2014, meeting minutes with the correction; seconded by Comm. Wheeler. Motion passed by unanimous vote.

4. **Public Hearing for DENR Grant for Waterline Replacement**

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

Mayor Smith reported to the Board that this public hearing is the third of three required by DENR, for waterline replacement in the Gray St. area. There continues to be calls regarding brown water being made to the Town Office.

Mayor Smith asked for Public Comments:

Toisnot Fire Department Chief, Lin Jones, questioned the Board as to whether or not this grant would fund the hydrants in the area with low flow being replaced. Comm. Cooke answered that there was a possibility of two of the area low flow hydrants being included in the waterline replacement.

The Board is excited about the waterline replacement, as this need has been impending for several years, due to brown water. They as well were in agreement that the line upgrades and hydrants being replaced were much needed.

MOTION: Comm. Cooke made motion to close the Public Hearing; seconded by Comm. Crockett. Motion passed by unanimous vote.

5. **Invoices**

Dena Cordell, Town Clerk, presented the Board with the monthly Town invoices in the agenda packet.

Additions to invoices:

- Jonathan Russell, travel - \$398.35

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

6. **Comments from Public Floor**

There were no comments from the public.

7. Commissioner Concerns

Mayor Smith addressed the Board and mentioned that the citizens seem to be happy with the work the Town is doing. He spoke of the articles that the Wilson Daily Times had recently printed regarding the Town, as well as the Town's "Talk of the Town".

Comm. Crockett mentioned the lights at the pumping stations being funded by grant money. Information regarding the lights would be shared during Admin. Russell's report.

Mayor Smith also mentioned the preliminary budget session that the Board had, and suggested they continue to think of ideas for the upcoming budget period and suggested they mention any ideas to Admin. Russell.

8. Admin. Russell's Report

- A. NCDENR Water Infrastructure: To complete the infrastructure grant, the Town is required to adopt several policies to accompany the application. They are: Equal Employment and Procurement Plan, Citizen Participation Plan, and Resolution of Support by the Board of Commissioners.

MOTION: Comm. Cooke made motion that the Town adopt the Equal Employment and Procurement Plan; seconded by Comm. Crockett. Motion passed by unanimous vote.

MOTION: Comm. Cooke made motion that the Town adopt the Citizen Participation Plan; seconded by Comm. Crockett. Motion passed by unanimous vote.

MOTION: Comm. Cooke made motion that the Town adopt the required Resolution by Town Board of Commissioners of the Town of Elm City, North Carolina regarding the intents for applying for the infrastructure grant; seconded by Comm. Crockett. Motion passed by unanimous vote.

- B. Wireless Telecommunications Facilities Zoning Amendments: Due to recent changes to the State and Federal statutes that regulate wireless communication towers, for the Town to remain complaint, an amended Master Building Permit Regulations must be adopted.

MOTION: Comm. Cooke made motion to adopt the Building Permit Requirements for a Non-Substantial Eligible Wireless Facility to co-locate on

or modify a tower, seconded by Comm. Crockett. Motion passed by unanimous vote.

- C. Generator Installation: Cedar Peaks has completed 95% of the generator installation. A change order has been requested for \$11,300 to include lighting at each of the sites, and will be covered with grant funding. There are some follow up site inspections and landscaping that remains.

MOTION: Comm. Crockett made motion to accept the new lighting and request for change order; seconded by Comm. Wheeler. Motion passed as follows: Comm. Crockett, Comm. Wheeler, and Comm. Wells for motion; Comm. Cooke, abstained.

- D. Safe Routes to School Grant Update: Award announcements will take place in May for the requested sidewalk funding. If awarded, funding can be expected to be released in July / August.
- E. USDA Community Facility Loan / Grant: Per Steve Scruggs, with AECOM, progress is being made with the USDA application for the train depot. Applications are accepted on a rolling basis and will be evaluated once the engineering and environmental impact reports are updated.
- F. Wilson County Funding Request: The Town has requested that additional funding from the Wilson County Board of Commissioners, to operate the Elm City Library for 40 hours per week. The library is currently open 24 hours a week on Monday through Thursday. Admin. Russell mentioned it would be prudent for the Board to speak with our County Representative, Leslie Atkinson, in favor of receiving the additional funding.
- G. Technical Assistance Grant: McGill and Associates is still finalizing the TAG information. Final options have been narrowed down, but are being evaluated for technical and financial feasibility. Their goal is to be as thorough as possible when evaluating all options.
- H. PARTF Project Update: Site cleanup has begun for the new park. Mr. Harris has been delayed by inclement weather, but has made some progress this week. Admin. Russell mentioned that equipment vendors would be by, site designs would need to be completed, and a system would need to be selected to move forward.

I. Additions:

1. Inspection of Sprayfield: Admin. Russell reported that Matt Fleahman was no longer with the State, and that a new group was in charge of all wastewater inspections. A NOV has been issued to the Town during the recent inspection, but Admin. Russell understands that due to operating under a SOC, that a NOV could not be issued. A conference call has been schedule with the State / Town / and Envirolink.
2. Budget Amendment #3: In keeping with the requests of the State, a budget amendment #3 was presented to the Board. All changes are to the General Fund only.

MOTION: Comm. Cooke made motion to accept the Budget Amendment #3; seconded by Comm. Crockett. Motion passed by unanimous vote.

3. Sidewalk Grant Information: Admin. Russell mentioned that for the sidewalk grants, the RBEG will be a \$75,000 grant, and the DOT grant will be 20% matching.
4. Town Ordinance Violations: Admin. Russell reported that the office continues to contact the individuals who are in violation of the Town ordinances.
5. Doctor's Grill Interest: Admin. Russell mentioned that the doctor is currently renting the restaurant building and is working on financing and floor plan changes.
6. Commissioner Concerns Continued: Comm. Wells mentioned a letter she received from a concerned citizen regarding the use of the Town's Friday curbside pickup. The letter reported the Friday pickup had been used by a contractor in Town as his means of dumping items from his business. Admin. Russell will follow up and speak with the contractor.

Comm. Wells asked for an update regarding the Padgett house on W. Main Street. Admin. Russell mentioned that it had been sent over in September of 2013, to begin foreclosure proceedings.

Commissioner Crockett mentioned the need of reviewing the list of all fire hydrants that need repairs. Fire Chief, Lin Jones, mentioned that

the Fire Department would be running the hydrants, which may cause some brown water issues. They may begin running them in May.

9. **Adjournment**

Mayor Smith adjourned the meeting at approximately 8:29 pm, April 15, 2014, upon motion of Board.

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

Minutes submitted by Dena H. Cordell, Town Clerk