



**ELM CITY BOARD OF COMMISSIONERS
TUESDAY, MAY 12, 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 May 12, 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 April 14, 2015, meeting.

MOTION: Comm. Cooke made motion to approve the April 14, 2015, meeting minutes; seconded by Comm. Wheeler. Motion passed by unanimous vote.

4. Admin. Russell's Report

A. Wilson Floodplain Management Plan: The City of Wilson is currently developing a floodplain management plan in conjunction with the surrounding communities. They are working with input and feedback from municipalities to develop a more comprehensive plan. A series of public comment sessions will be scheduled to help develop the plan.

B. Local Business Meeting: Admin. Russell is working to contact all business owners in Town to help increase interest in the business community, in an

effort to focus on business retention, as well as recruitment. A meeting is scheduled with owners to see about interest of having a quarterly meeting for feedback, etc.

- C. NCDENR Permit Response Letter: Nathaniel Thornburg reviewed the application for additional capacity at the old sprayfield site. The request was denied at this time, based on the field currently being out of compliance. Some concerns were raised over previous violations as well.
- D. State Revolving Loan Funding Release: The Town was awarded loan funding in the November cycle to replace the Parker Street Lift Station. The matching requirement was 50% on the loan, totaling over \$115,000. A formal release of funding is required to be filed. It is possible to reapply for funding if interested.
- E. Southern Bank Card Reader Quote: Southern Bank has reviewed the current fee structure for card processing services. Admin. Russell mentioned also checking with other entities, and could check with BB&T, to attempt to have them match Southern Bank's fees.
- F. Wilson County Sheriff's Office: A meeting is scheduled to discuss the new contract at 9:30 on May 12th. It appears the contract will be similar to the current three-year contract. The contract will include a new car purchase agreement. The old car will be released on July 1st for the Town's ability to liquidate or sale. A copy of the contract will be available at the next month's meeting.
- G. Waste Industries: A one-year contract extension has been given the Town under the current contract terms, to allow grant funding to be sought to increase recycling collection and potentially lower overall expenses. Much discussion was rendered regarding costs of emptying and relocation of the public works dumpsters.
- H. Wilson County Request for Sewerline Reimbursement: Wilson County faced a significant cost overrun on the construction of the new EMS substation. It has been requested that the Town contribute to offset some of the costs.

MOTION: Comm. Cooke made motion that the Town extend \$5,000 to offset County costs for the new EMS Building; seconded by Comm. Wells. Motion passed by unanimous vote.

- I. Bissette Property Update: The Town has negotiated agreeable terms for the purchase of the Bissette farm. A high until cost grant will be applied for, to complete the purchase and install the necessary infrastructure. Closing date

is set for October 30, 2015. Admin. Russell has notified DENR of the contract execution in an effort to avert the SOC.

J. Additions:

1. Admin. Russell mentioned renting a tent for the upcoming Memorial Day service taking place at the Veterans' Memorial.

MOTION: Comm. Childress made motion that the Town provide the tent rental for the Memorial Day Service; seconded by Comm. Crockett. Motion passed by unanimous vote.

2. Envirolink's current leaf and limb schedule includes 24 times of pickup during the year. Admin. Russell spoke with Mike Myers to change the agreement for 26 times each year, preventing unnecessary piling up of leaves.
3. Admin. Russell mentioned a property owner who had annexed their property in to Town. They have since moved and are currently renting out the property. The owner questioned as to having the property de-annexed to prevent paying the Town property taxes. He mentioned doing so was quite difficult to attain, and that he did not see it being an option at this time.
4. Admin. Russell noted that the preliminary budget was ready and that a meeting would be scheduled within two weeks for the Board to review.
5. The Train Depot revitalization continues to be a work in progress. John Wood, with the State Historic Commission, has been to the depot, as well as various contractors. The slate roof will need to be replaced. Documents are being drawn for the total cost of the rehab.
6. Joe Dooley, with Upper Coastal Plain Council of Government, is interested in applying for a grant for the Gray Street waterline replacement. Documents are being drawn up at this time.

5. **Invoices**

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

Addition to invoices: Charles R. Underwood, Inc. \$2,950 – Lynnhaven Well and \$7,208.20 – Oakview Well (Repairs)

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

6. Comments from Public Floor

There were no public comments.

7. Commissioner Concerns

Comm. Wheeler mentioned the need of having the Strata Solar Farm, across from the new park, install a vegetation buffer on the road frontage. Admin. Russell mentioned that he had been in contact with Strata for such purpose. He suggested that he would contact them again, and gave thoughts as to how to require that they install a buffer.

Comm. Wheeler would like for the Board to consider installing a sidewalk to the Post Office on Main Street, as well as placing one down American Legion Lane. The sidewalk in front of the furniture store was mentioned, and it was stated that a cost to repair the sidewalk there would be \$20,000. It is possible that Powell Bill monies be reallocated to cover such costs.

Comm. Wheeler would like to check with the owner of the abandoned single-wide trailer on W. Main Street to accomplish having the house torn down. Admin. Russell mentioned that he had been in contact with the owner, who was open to having the property torn down.

Comm. Wheeler mentioned that the roads at the cemetery were in need of attention, and felt that the grass mowing there is inconsistent.

The following ditches and storm drains were mentioned:

- N. Pender Street storm drain is caving in, which may lead to the flooding that takes place during heavy rains
- S. Barnes Street, three storm drains are full
- Barnes Street, ditch is full of trash
- The ditches throughout Town need to be on a schedule for being cleaned out

The path going to the old cemetery is in much need of attention.

8. **Adjournment**

Mayor Smith adjourned the meeting at approximately 9:00 pm, May 12, 2015, upon motion of Board.

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

Minutes submitted by Dena H. Cordell, Town Clerk