

**ELM CITY BOARD OF COMMISSIONERS
TUESDAY, MAY 14, 2013
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 9, 2013.

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, 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 9, 2013, meeting.

MOTION – Comm. Cooke made motion to approve the minutes of the April 9, 2013, Elm City Board of Commissioners Meeting; seconded by Comm. Crockett. Motion passed by unanimous vote.

4. **Public Hearing for CDBG Grant Request for Town of Elm City Water System Meter Rehabilitation and Upgrade**

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

John Mork, with the Upper Coastal Plain Council of Government, presented to the Board information regarding requesting CDBG funds for infrastructure and water meter rehab. He mentioned the necessity of having two public hearings, one of which was currently taking place, and another to be used as a notice to apply for such funds. Work on the application to apply should begin in August of this year and be submitted by the end of September. Mr. Mork mentioned the need of the Town signing a resolution stating that the Town would seek financing for all remaining costs of the project; provide a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt; include in the loan agreement a provision authorizing the State Treasurer to withhold from the Town any State funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan, if failure to pay; provide efficient operation and maintenance of the project on completion of construction thereof; authorize Grady N. Smith, Mayor, as the Authorized Official to execute and file an application on behalf of the Town with the State for a loan to aid in the construction of the project; furnish information as the appropriate State agency may request in connection with such application or project; has complied or will comply with all Federal, State, and local laws, rules, regulations, and ordinance applicable to the project and to Federal and State grants and loans pertaining to said project. There was discussion among the Board members. There was no public comment.

MOTION: Comm. Cooke made motion to sign resolution of intent to request state assistance for the Elm City Water System Meter Rehabilitation and Upgrade; seconded by Comm. Crockett. Motion passed by unanimous vote.

MOTION: Comm. Crockett made motion to go out of the public hearing; seconded by Comm. Wheeler. Motion passed by unanimous vote.

5. Brenda Staggers, WVOT Radio

Brenda Staggers, with WVOT Radio, a 24-hour Gospel, am radio station; came to request that the Board grant permission of a rezoning request on a 4.9 parcel of property owned by David Moore, located on Four Tenths Road, due to the need of erecting 2 radio towers. The property is located behind Eagles Nest Church. Admin. Russell mentioned the need of having additional information regarding height restrictions, etc. from the County, and asked that Ms. Staggers get back in touch with him.

6. Admin. Russell's Report

Admin. Russell reported to the Board from the written report he submitted within the May 14th Agenda Packet. The following actions were taken by the Board as related to Admin. Russell's report:

- A. RBEG Notice: The Rural Business Economic Development Grant, through USDA was denied for the current cycle. Admin. Russell has contacted Ed Johnson and Todd Lewis, with NCDOT Division 4 about the Safe Routes to School Program for the upcoming funding cycle. The current application material will assist in making the new application.
- B. GIS Infrastructure Mapping Project: Upper Coastal Plain Council of Governments received \$100,000 in grant funding to develop water and

sewer infrastructure maps in paper and digital formatting for rural communities. Elm City was selected for funding. The project is underway and should be completed by the end of the summer. Included will be a watered down GIS software that is able to be updated and can be manipulated.

- C. Town Welcome Sign on East Main Street: Admin. Russell has obtained permission from the property owner of placing a welcome sign on the Southside of East Main St. The sign will match the other three at the main entrances to Town. Masonry work was previously done by Willie Hill and Admin. Russell recommends that we contact him for this service. The last sign was installed with labor cost of \$350.

MOTION: Comm. Cooke made motion that the Town hire Willie Hill to erect the sign to match the other three; seconded by Comm. Crockett. Motion passed by unanimous vote.

- D. Waste Collection Changes: New waste regulations will go into effect July 1, 2013, regarding what can be collected on the Friday curbside pickup. Electronics, computers, TV's, etc. can no longer be placed at the curbside for Town collection. They must be taken to the landfill separately, to be recycled.
- E. Scattered Site Housing Grant: Grant funding has been made available by the NC Dept. of Commerce and CDBG for housing rehabilitation. The guidelines and applications are available in the Town office. Admin. Russell suggested the Board spread the word to anyone who is in need of help in such area.
- F. ETJ Extension Request: It has been requested that the Town extend its ETJ to absorb a piece of property at the corner of Upchurch Road and Elm

City Road. Admin. Russell has spoken with the County attorney and it would only require a resolution by the Board, since it is within a mile buffer from the Town limits.

MOTION: Comm. Crockett made motion the Town extend its ETJ to absorb the property at the corner of Upchurch Road and Elm City Road; seconded by Comm. Wheeler. Motion passed by unanimous vote.

G. No Parking Sign Request: A Town citizen has requested that a “No Parking Sign” be placed in front of their property at 202 S. Branch St. There have been complaints of sight issues when there is on-street parking in that area. The area has been reviewed by a DOT engineer, but there were no cars present when the site review took place. Much discussion was rendered regarding the present situation, as well as people parking on the sidewalks. Admin. Russell suggested the Town have a public hearing before putting up signs, as to give citizens an opportunity to be heard. A public hearing will take place at the next regularly scheduled Board meeting.

H. Public Executive Leadership Academy: Admin. Russell has been selected as one of twenty participants for the Public Executive Leadership Academy at UNC Chapel Hill School of Government for the 2013 class. The fee for the class is \$3,500, which can be paid over 2 fiscal years.

MOTION: Comm. Crockett made motion that the Town pay for Admin. Russell to attend the Public Executive Leadership Academy; seconded by Comm. Wheeler. Motion passed by unanimous vote.

I. Additions to Report:

1. Empty posts and old signage disposed of: Admin. Russell suggested the Town take down any empty sign posts and un-needed signage that is currently standing on Main Street in an effort to clean up the area. Envirolink will Quikrete the holes.
2. Admin. Russell reported that the Rotary Club requested Town assistance with signage for a proposed walking trail. The signs will be used to mark the trail throughout the Town. The Club is requesting 10 signs at a cost of \$30. They are in hopes that the trail will promote healthy living.

MOTION: Comm. Crockett made motion that the Town designate \$300 for 10 walking trail signs; seconded by Comm. Wheeler. Motion passed by unanimous vote.

3. Admin. Russell would like to place un-needed Town items, such as the Town car, on Gov. Deals.

MOTION: Comm. Crockett made motion that Admin. Russell have permission to sell the Town car; seconded by Comm. Cooke. Motion passed by unanimous vote.

4. Admin. Russell mentioned to the Board that Allen Roberson was interested in purchasing 8 acres of Town property located at the South end of the Sprayfield. The Board is not interested in selling.

7. **Invoices**

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

Additions to invoices:

- American Legion - \$200 (Building Healthy Families)
- AECOM - \$6,900
- CopyPro - \$89.27
- UNC (Budget Book) - \$36.30

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

8. **Comments from Public Floor**

There were no citizen comments.

9. **Commissioner Concerns**

Comm. Wells mentioned the unsightly way that the power company had the trees manicured at 205 E. Main Street.

Comm. Wells suggested that the Town bring up the cost for the fine for grass ordinance violation, in hopes that it would curb the offenders.

Comm. Wells would like the Town to donate funds to the Elm City Volunteer Fire Department for dress uniforms. They currently do not have any.

Comm. Wheeler mentioned that the molding is coming off of the front of the Library, and would like to see it repaired.

It was mentioned that the library was still in need of having shelving, due to some being in much disrepair.

MOTION: Comm. Crockett made motion that the Town have someone come in to build shelving for the library; seconded by Comm. Cooke. Motion passed by unanimous vote.

Comm. Wheeler mentioned his interest in having signage at the Town Waste Water Treatment Plant, Lagoon and Sprayfield. Admin. Russell got quotes of \$750 per sign, equaling \$1,500.

MOTION: Comm. Cooke made motion that the Town purchase signs to place on the Town WWTP, Lagoon, and Sprayfield; seconded by Comm. Crockett. Motion passed by unanimous vote.

Comm. Crockett was excited that the Town had been awarded the grant for the Elm City Park Project. Admin. Russell stated that funds would become available October 1st of this year. He also mentioned the need for the Town to pass a resolution of support for PARTF.

MOTION: Comm. Cooke made motion that the Town pass a resolution of support for PARTF; seconded by Comm. Wheeler. Motion passed by unanimous vote.

Comm. Cooke mentioned the need of having the parking spaces on Main from Pender Street to Parker Street repainted.

MOTION: Comm. Cooke made motion that the Town repaint the parking spaces on Main Street from Pender to Parker Street; seconded by Comm. Crockett. Motion passed by unanimous vote.

10. Closed Session

MOTION: Comm. Wheeler made motion to go into closed session; seconded by Comm. Wheeler. Motion passed by unanimous vote.

11. Re-opening of Open Session

MOTION: Comm. Wells made motion to adjourn the closed session and re-open the open session; seconded by Comm. Wheeler. Motion passed by unanimous vote.

MOTION: Comm. Crockett made motion that the Town pass and sign the Capital Project Ordinance; seconded by Comm. Wheeler. Motion passed by unanimous vote.

12. Adjournment

Mayor Smith adjourned the meeting at approximately 9:35 pm, May 14, 2013, upon motion of Board.

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

Minutes submitted by: Dena H. Cordell, Town Clerk