

**ELM CITY BOARD OF COMMISSIONERS
TUESDAY, JUNE 11, 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 May 14, 2013.

2. Roll Call

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

Commissioner, Dale Childress (hereinafter "Comm. Childress")

Commissioner, Lewis Crockett (hereinafter "Comm. Crockett")

Commissioner, Gil Wheeler (hereinafter "Comm. Wheeler")

Town Administrator, Jonathan Russell (hereinafter "Admin. Russell")

Town Clerk, Dena Cordell

3. Public Hearing for Fiscal Year 2013-14 Budget

MOTION – Comm. Childress made motion that the Board move into the Public Hearing; seconded by Comm. Wheeler. Motion passed by unanimous vote.

Admin. Russell pointed out that there would be no change in tax, water, sewer, garbage, or recycling rates during this fiscal year.

There were no public comments.

MOTION – Comm. Childress made motion that the Board close the public hearing; seconded by Comm. Wheeler. Motion passed by unanimous vote.

MOTION - Comm. Crockett made motion to approve the Budget for Fiscal Year 2013/14; seconded by Comm. Childress. Motion passed by unanimous vote.

4. Public Comment – off street parking along S. Branch St.

Mayor Smith gave an opportunity for the citizens to make public comments about the off street parking along South Branch St.

Alice Barham mentioned that her grandson, who is handicapped, couldn't use the sidewalk, due to cars being parked on them. She also mentioned that one day, when trying to maneuver around the cars, that his motorized wheel chair nearly turned over.

The Board agreed to send letters to the residents of South Branch St., telling them that parking on the sidewalks is prohibited, and will result in consequences, should the practice continue. It was also mentioned that an ordinance will need to be adopted and signs placed.

5. Approval of Minutes from Last Meeting

Mayor Smith gave the Board opportunity to review the proposed minutes from the May 12, 2013, meeting.

Admin. Russell mentioned that the Upper Coastal Plain Council of Government was interested in making a change to minutes in regard to the Public Hearing for 2013-14 CDBG Grant Cycle. Revisions were given to the Board for review.

MOTION – Comm. Childress made motion to approve the minutes, with revisions to the Public Hearing CDBG Grant Cycle, of the May 12, 2013, Elm City Board of

Commissioners Meeting; seconded by Comm. Crockett. Motion passed by unanimous vote.

6. Invoices

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

Additions to invoices:

- DENR – Sprayfield License - \$1,310
- Health / Wellness Initiative - \$833.54

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

7. Budget Amendment #4

Admin. Russell presented the Board with Budget Amendment #4. The amendment is to adjust the budget to cover various expenses and revenue line items.

MOTION: Comm. Childress made motion to pass Budget Amendment #4; seconded by Comm. Wheeler. Motion passed by unanimous vote.

8. Admin. Russell's Report

Admin. Russell reported to the Board from the written report he submitted within the June 12th Agenda Packet. The following actions were taken by the Board as related to Admin. Russell's report:

- A. Oakley and Collier Architects: Admin. Russell met with representatives from OCA on Thursday, June 6, 2013, to discuss funding options for the

train depot. Identified were several potential funding sources. Funding will need to be pieced together from several different agencies to make a project feasible.

- B. Department of Commerce Infrastructure Grant: The Town is preparing a Department of Commerce infrastructure grant with Municipal Engineering. The grant will focus on replacing waterlines in the Gray / Pine Street area, as well as West Wilson and Barnes Street. This project will help with added fire protection, and the ongoing brown water issues. The funding will require a five percent Town contribution. The application is in the initial stages, and more information will be available at the July meeting.
- C. Generator Installation Update: Plans and specs have been produced for the generator installation at the sewer pump stations. An informal bidding process will be done for the project and the Town will move towards construction.
- D. Safe Routes to School Application: Emily Rogers, of Municipal Engineering, is assisting with the submission of the Safe Routes to School grant application, which would provide additional sidewalks throughout Town for safer pedestrian travel. This project will be ongoing, and will be submitted later in the summer. There is no cap on the funding, and the grant could go much further to connect the Elementary and Middle schools.
- E. GIS Infrastructure Mapping Project Update: Admin. Russell has spoken with the GIS technician with Upper Coastal Plain. The infrastructure mapping project should be completed by June 30, 2013. It is in hopes to have the product for review at the July meeting.

- F. CDBG Update: Upper Coastal Plains is assisting with a grant application that would replace all the water meters in Town and install filtration systems at the well sites to reduce the brown water issues. The process is ongoing and due date should be September 30, 2013.

9. Comments from Public Floor

A citizen of the Elm Apartments mentioned that there are kids ringing her doorbell at 9:30 in the evening. It is often that they come and bother the resident on the weekends. There is also loud music coming from the trailers on E. Nash Street. The Board suggested calling the sheriff's office when such occurrences happen. There is currently a noise ordinance in place. Admin. Russell will also mention the issues to the sheriff's office.

Also mentioned was the ditch on East Church Street, which is in much need of being cleaned. There is trash in the ditch, and also is so grown up that it is a potential snack habitation. There is also a bush in the ditch that is much too large.

A citizen questioned the possibility of having something available for the children, keeping them off of the streets during the summer. It was mentioned about the Train Depot being used. The Mayor mentioned the use of the library for summer reading, as well as the park that is available. He is interested in possibly looking for a building and land to plan possible summer programs in the future.

Thelma Young would like for the Police to ride through her neighborhood in the evenings, on N. Tyson Lane.

10. Commissioner Concerns

Comm. Crockett made mention of the fire hydrant at the Wilson St. / Elm City Rd. intersection. He would like to get an estimate of cost for repair, and would like to see if it could be placed in the water project that is currently going through the application process.

11. Closed Session

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

12. Re-opening of Open Session

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

Admin. Russell mentioned that there was someone interested in the Town car. Due to the fact that it isn't currently running, the Board felt it best to sell the car for \$500.

13. Adjournment

Mayor Smith adjourned the meeting at approximately 9:00 pm, June 11, 2013, 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