

**ELM CITY BOARD OF COMMISSIONERS  
TUESDAY, JULY 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 July 10, 2012.

**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")

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 June 12, 2012, meeting.

*MOTION* – Comm. Cooke made motion to approve the minutes of the June 12, 2012, Elm City Board of Commissioners Meeting; seconded by Comm. Crockett. Motion passed by unanimous vote.

**4. The Benefit Bank of North Carolina**

Victor Morrow introduced Detrick Clark, the Central Regional Coordinator for the Benefit Bank of NC. Mr. Clark introduced a program and presented a Power

Point presentation, detailing that MDC and The Benefit Bank of NC is a free service, and does allow Town citizens access to computers where they can connect to available resources. There is a quick screening tool to check for benefit eligibility, a counselor-assisted portal through which a counselor can assist a client in completing all offered benefits, applications, and taxes, and a self-serve portal that allows citizens to complete federal and state taxes, and FASFA on their own. In order to offer this program, the Town would need to provide computers in a central location for citizens' use. Due to the lack of space at the Town Hall, it would be advantageous to find a facility in Town that has computers already up and running, like the EC Library. Admin. Russell will contact the library director to facilitate a meeting between the library and BBNC.

**5. Solar Farm Project**

*MOTION:* Motion was made by Comm. Crockett that if the 60 acres of the Moore Farm, which is the prospective solar farm, be annexed immediately, the Town offer four years of a 50% economic incentive; seconded by Comm. Cooke. Motion passed by unanimous vote.

**6. Admin. Russell's Report**

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

A. I & I Project Update:

A preconstruction meeting has been scheduled with representatives of AECOM, USDA, Ralph Hodge Construction, and the Town on Tuesday, July 24, 2012, at 2 pm, taking place in the Town Hall Conference Room. The meeting will establish a plan of action and timeline for the project, hoping all work would be done by the end of the calendar year.

B. RBEG Project Update:

A preconstruction meeting has been scheduled for Thursday, July 12, 2012, at 10 am with Municipal Engineering, Anderson Construction, and

Town representatives. This meeting will establish a plan of action and timeline for the project.

C. NC Division of Water Quality Update:

Admin. Russell has spoken with Jay Zimmerman as well as Matt Flehman about the possibility of reallocating some portion of sewer capacity within the Town. This capacity was lost due to demolition of properties since the moratorium was placed in 1998. The Town is eligible for 120 GPD per bedroom that can be identified that the Town lost since that year.

D. TekCollect:

Admin. Russell has had additional conversations with Joe Durant, of TekCollect since the May meeting. Admin. Russell recommends that the Town use the service for outstanding utility bills that may be outside of the NC Debt Setoff's ability to collect. The initial fee will be \$36 per collection (up to 100) that will be passed along to the delinquent account.

*MOTION:* Comm. Cooke made motion the Town pay the upfront cost of \$3,600 and hire TekCollect to collect accounts in arrears; seconded by Comm. Crockett. Motion passed by unanimous vote.

E. Elm City Comprehensive Plan:

Admin. Russell is working on a Comprehensive Plan for the Town. Documentation has been located within the office that will provide information for the project, as well as additional research that he's done. The plan is crucial in providing the governing body and staff guidance for successful current and future development. Admin. Russell expects to have the first section completed by the August council meeting.

F. 607 Parker Street Extension:

The Town has received deed to the property aforementioned. Admin. Russell has bids for demolition of \$5,500 from Bud Pittman. He has also contacted additional contractors including John Harris. John Harris' quote is \$1,900.

*MOTION:* Comm. Wheeler made motion that the Town has John Harris to demolish the 607 Parker Street Extension property; seconded by Comm. Cooke. Motion passed by unanimous vote.

G. Public Water Supply Grant Application:

Admin. Russell is working on a grant application through the NCDENR Public Water Supply Division that would upgrade water meters throughout Town. These new meters would automate the meter reading process and provide more accurate readings and collections.

H. Golden Leaf Foundation Grant Application:

Admin. Russell is researching a grant application with the Golden Leaf Foundation for renovation of the old train depot. Jim Bradshaw, with Upper Coastal Plains, is providing technical assistance in order to complete the application process by the September deadline.

I. Golf Cart Ordinance:

Admin. Russell continues to review samples of ordinance that was distributed to the council at the May meeting. He finds them to be sufficient for the Town's needs with a few minor revisions. He questioned interest regarding scheduling a public hearing for the August 2012 meeting.

The Board present was not interested in scheduling a meeting at this time.

J. Admin. Russell reported on the damage to the linear system at the spray-field, which took place during the storm on July 1<sup>st</sup> of this year. Insurance has been contacted and damages will be covered, less the \$500 deductible. Work has already begun and the only left to be completed is the electrical work.

**7. Invoices**

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

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

**8. Comments from Public Floor**

Alice Barham was present at the meeting. She would like to see the Town purchase new swings for the park. She would also like for the Town to consider putting a handicap sign on East Wilson Street to slow down the traffic in that area.

Lt. Mercer, with the Wilson County Sheriff's Office was present at the meeting and standing in the stead of Deputy Fitzgerald. He brought a Call Report for the Board's review. Lt. Mercer questioned the work of Deputy Fitzgerald. The Board is more than happy with the work that the deputy is doing in the Town.

**9. Commissioner Concerns**

Comm. Wheeler would like to see the property at the Corner of Pender and Church St cleaned. The shrubs are blocking the view of anyone traveling to the intersection, which is a dangerous area, considering the school located just across the street.

Comm. Wheeler would also like to see the Town make an inventory of all single-wide trailers in the area that are empty.

**10. Closed Executive Session**

*MOTION:* Comm. Cooke made motion to move into the closed executive session; seconded by Comm. Crockett. Motion passed by unanimous vote. The closed session met pursuant NCGS 143-318.11 (personnel and legal matters).

**13. Re-opening of Public Session**

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

**14. Adjournment**

Mayor Smith adjourned the meeting at approximately 9:25 pm, July 10, 2012, upon motion of Board.

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

Minutes submitted by: Dena H. Cordell, Town Clerk