



**ELM CITY BOARD OF COMMISSIONERS
TUESDAY, JULY 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 July 15, 2014.

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")
Commissioner, Marsha Wells (hereinafter "Comm. Wells")
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 10 and the June 26, 2014, meetings.

An addition to the June 26, 2014 portion of minutes to includes the motion to enter into contract with AECOM for work on the application for permit modification for additional GPD spray on the sprayfield. Motion made by Comm. Cooke to sign agreement at a cost of \$9,600; seconded by Comm. Well. Motion passed by unanimous vote.

MOTION: Comm. Childress made motion to combine and approve the June 10 and June 26, 2014, meeting minutes; seconded by Comm. Crockett. Motion passed by unanimous vote.

4. **Nathan Rogers and Halsey Kendrick, Ecoplexus, Inc. – Solar Farm Special Use Permit Approval**

Nathan Rogers and Halsey Kendrick approached the board regarding the Special Use Permit approval for the Solar Farm proposed for East Langley Road. Ecoplexus currently has 25 projects in North Carolina. Three will start in two weeks, one of which is the proposed East Langley project.

Admin. Russell reported that Ecoplexus had already met with the Town's Planning Board, and their vote was to approve the Special Use Permit. He also reported that the owner of property has agreed to annex into the Town. The difference between the previous solar farm and this property is that Ecoplexus will be renting the property, versus owning.

MOTION: Comm. Childress made motion to approve the Special Use Permit for the East Langley Solar Farm Project; seconded by Comm. Wheeler. Motion passed by unanimous vote.

5. **HelioSage Energy – Solar Farm Special Use Permit Application**

HelioSage Energy, also known as Nan Solar Center, LLC, is a company located in Charlottesville, Virginia. They currently have two projects in Wilson County. They are proposing that the Planning Board issue a Special Use Permit for property across Highway 301, located on Haynes Road and Beauvue Road. This will be a 40 mega-watt project, located on 300 acres of the 450 acres, which will be leased for a 20-year term with the opportunity to extend the lease two times. Plans are to plant vegetative screening around the perimeter of the farm. There will be numerous construction jobs given to a construction firm, which will hire locally. There will also be one to two full time jobs on site. Plans are for a work trailer to be placed onsite, however, details are yet to be finalized. The time-table for a project this size is 10 – 12 months, hoping for completion to be in 2015. Estimated Town taxes for the property will be \$850,000 over the life of the project.

Admin. Russell reported that this project has two separate land owners with this project, one of which is located within the Town's ETJ, and one outside. Plans are to annex both properties with one permit, bringing both properties into the Town. Admin. Russell has spoken with Mark Johnson, Wilson County Planning Director, and he is aware of the annexation and having both properties on one permit.

HelioSage would like Board approval, pending the approval of the Town's Planning Board.

MOTION: Comm. Childress made motion to approve the Special Use Permit for the HelioSage Project pending approval of the Town's Planning Board; seconded by Comm. Wheeler. Motion passed by unanimous vote.

6. Admin. Russell's Report

- A. Sprayfield Permit Modification: AECOM has begun the application process for the permit modification. The goal will be for the modification to allow an increase in the capacity for the old sprayfields. It is estimated the take between two to three months for the process. The process of work on the spray heads at the sprayfield has begun.
- B. CIP Update: Steven Scruggs with AECOM has completed an initial review of the Town's current Capital Improvement Plan. A meeting with the Board to discuss future projects will be scheduled to establish a list of projects and prioritize them within a ten year time frame. It is anticipated that the entire process for completing the plan will take between 80 – 90 days. This work is being done through Rural Center funding.
- C. DENR Grant Application: A grant application was submitted on May 1, 2014 to replace water lines in the Gray Street neighborhood and West Wilson Street. It is anticipated to have a response for the application by the August 2014 Board meeting.
- D. Spivey Park Bathroom Installation: Mr. Russell presented a sketch from Rev. Willie Hill, of an 8 x 10 structure that would allow for one bathroom to be installed. It is suggested that the structure be placed 30 feet from East Wilson Street and 10 feet from the western border of the park property. Cost estimates for fixtures, etc. will follow.

MOTION: Comm. Crocket made motion that the Town erect an 8' x 10' foot structure and that it be placed 30 feet from East Wilson Street and 10 feet from the western border of the park property; seconded by Comm. Wells. Motion passed by unanimous vote.

- E. Water Loss Plan: A water audit and water loss plan has been completed. Between hydrant flushing from brown water, the allowing free water usage with the library, fire department, EMS, Town Office and the Substation we could be losing up to \$132,000. This evaluation will assist us with tracking usage and loss within the system to help the Town to operate more efficiently. It will also be useful and will score additional points for future grant applications.

- F. Wellhead Protection Plan: North Carolina Rural Water is continuing with the wellhead protection plan. It is in hopes that the plan will be completed for the Board to review by the end of July.
- G. PARTF Update: The site preparation is nearing completion. It is in hopes that the playground equipment will arrive with the next three to four weeks, with installation following. Options for the picnic shelter are still in evaluation, and it is in hopes to have information to select one at the next Board meeting.
- H. Credit Rating Update: The North Carolina Municipal Council will be performing and evaluation of the Town's credit rating. This was done in 2001, and the Town doesn't currently hold any debt with public providers. This information can be used to competitively borrow funding from private lenders in the future for capital improvements.
- I. Safe Routes to School Update: NCDOT has requested a letter of commitment from the Town to move forward with the sidewalk project. NCDOT has \$5 million in Safe Routes to School funding that will be distributed in the current cycle. There is one final review until winning applicants will be determined.
- J. USDA Depot Grant Application: USDA is currently evaluating the Town's ability to successfully manage any debt that may be incurred with the train depot rehabilitation project. If this determination is favorable, the Town will move forward with the project.
- K. McGill and Associates / Technical Assistance Grant: The Town has received the finalized feasibility study from McGill and Associates. The document will be used for future planning and evaluation of sprayfield expansion alternatives.
- L. Fall Festival Reminder: The Fall Festival will be held on Saturday, October 25th. Several citizens have expressed wanting to hold the festival for more hours. New hours will be from 10 am to 4 pm.
- M. Additions to Report:
 - 1. Admin. Russell reported that 10 stop signs and 6 children playing signs had been order.

7. **Invoices**

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

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

8. **Comments from Public Floor**

There were no comments from the floor.

7. **Commissioner Concerns**

Comm. Wheeler mentioned that he understands there are continued issues with trash and restroom with properties next to the library from use of the free Wi-Fi during the evening hours. Admin. Russell suggested that the Board consider turning off the Wi-Fi at library during the night, and possibly allowing use outside the Town office, with firewalls in place. Comm. Crockett suggested that we place a small write-up in the Town's newsletter asking that the citizens respect the neighboring properties, contacting parents of the offenders and informing the citizens before disconnecting the free service.

Comm. Wheeler mentioned that the molding is coming off of the outside of the Library.

Comm. Crockett spoke of how well the North Parker Street entrance sign looks.

8. **Closed Session**

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

9. **Re-opening of Open Session**

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

10. Additions

- A. *MOTION:* Comm. Childress made motion to award a 6% raise to both the Town Administrator and the Town Clerk; seconded by Comm. Crockett. Motion passed by unanimous vote.
- B. Admin. Russell mentioned the need to set a schedule for leaf and limb pickup. Envirolink has suggested that the Town consider a 2 day every other week plan.

11. Adjournment

Mayor Smith adjourned the meeting at approximately 9:25 pm, July 15, 2014, upon motion of Board.

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

12. Additional Minutes from the Special Called Meeting of July 29, 2014, Called Meeting

The Board met with Steve Scruggs to review and add information to the Town's new 10-year Capital Improvement Plan. This plan is in the beginning stages.

A vote is needed to have a public hearing for voluntary annexation of properties that are working with the HelioSage Solar Farm Project located on Haynes and Beauvue Roads.

MOTION: Comm. Childress made motion to set a public hearing at the Aug. 13, 2014 Board Meeting for the purposes of voluntary annexation of the two properties in the HelioSage Solar Farm Project; seconded by Comm. Cooke. Motion passed by unanimous vote.

Minutes submitted by Dena H. Cordell, Town Clerk