ELM CITY BOARD OF COMMISSIONERS
TUESDAY, JULY 16, 2013
ELM CITY TOWN HALL
CONFERENCE ROOM

MINUTES

1. **Call to Order**

Mayor Pro tem Melvin Cooke (hereinafter "Comm. Cooke") called to order the regular meeting of the Elm City Board of Commissioners (hereinafter "Board") at 7:30 pm, on July 16, 2013.

2. **Roll Call**

Comm. Cooke conducted a roll call. The following were present:

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

Comm. Cooke gave the Board opportunity to review the proposed minutes from the June 11, 2013, meeting.

MOTION: Comm. Wheeler made motion to approve the June 11, 2013, meeting minutes; seconded by Comm. Childress. Motion passed by unanimous vote.

4. **Admin. Russell's Report**

A. **Powell Bill Map Expansion**: Current roadway mapping will need to be upgraded for Powell Bill submission, due to Powell Bill funding being distributed based on the amount of roadway that is maintained by the Town. Admin. Russell has received an estimate of $2,800 from AECOM to handle the surveying and map production.

MOTION: Comm. Childress made motion to have AECOM to complete surveys and map productions at the cost of $2,800; seconded by Comm. Wheeler. Motion passed by unanimous vote.

B. **511 S. Parker St.:** Admin. Russell has been approached by the owner of the property located at 511 S. Parker St., regarding the possibility of the Town purchasing the property for $150,000. The owner is planning to relocate for personal reasons. The property is adjacent to the future park site. The property is tax assessed at $85,000.

C. **Solar Farm at 6212 East Langley:** A new 50 acre solar project, located at 6212 East Langley Road, is in the planning stages within the Town's ETJ. The solar company has not yet applied for a building permit. The area that they are proposing is currently zoned residential/agricultural (RA).

D. **Safe Routes to School Grant Update:** Funding remains for the grant application, and there have been discussions with the district representative regarding the viability of the Town's project. The Department of Transportation will fund up to $100,000 in sidewalk construction, and the Town is moving forward with the application, with the assistance of Mike Aquesta.

E. **Train Depot Funding Update:** Admin. Russell has spoken with representatives from Oakley Collier Architects several times regarding potential funding sources for renovation. The funding that has been identified is limited and hinges on state and federal budget decisions. Admin. Russell mentioned the possibility to needing to seek a loan for 25 – 50% of cost to renovate, and suggested the Town seek such funding from USDA, due to rates being at an all-time low. The Town would also have the ability to turn down the loan funding at the time, if not needed.

MOTION: Comm. Childress made motion that the Town begin the loan process with USDA, with the option of turning down the loan funding at the time if not needed; seconded by Comm. Wheeler. Motion passed by unanimous vote.

F. **Road Paving Estimate from ST Wooten**: Admin. Russell received a bid from ST Wooten for the paving project near the Elm City Middle School at a cost of $100,000. He has spoken with other towns to research the

companies they use for such work. He was told that Rose Brothers does good work and is often times 20% lower than other companies.

Comm. Wheeler suggested that the Town wait on the curbing and guttering, and focus on repaving areas in Town where needed.

G. **Sidewalk Repair on Main Street:** Admin. Russell is unsure if the pole maintenance along Parker and Main Street has been completed. He did receive a bid from Anderson and Company in the amount of $12,568.00. Once work on the poles has been completed, work will proceed.

H. **Branch Street Sidewalk Parking:** Residents on the West side of S. Branch Street have been sent notice regarding parking on the sidewalk. They have been informed that parking on the sidewalks is prohibited, and if the practice continues, there will be further repercussions. It appears that the letters have been effective.

I. **Sprayfield Evaluation:** The evaluation of the sprayfield is being done by the Catena Group and Eagle Resources. The process has been delayed in an effort to allow for favorable weather conditions. The evaluation should be completed by the end of August. Information will be given to NCDENR, in an effort to gain additional capacity.

J. **Sprayfield Sign Samples:** Admin. Russell included several options for the signs that will be located along 301 for the lagoon site and sprayfield. He mentioned that he found signs at a cost of $150 each.

K. **Additions to Report:** Admin. Russell mentioned to the Board that the cost of purchasing new Christmas Decorations would be much cheaper now, due to them being on sale. The Board discussed the various options available.

MOTION: Comm. Childress made motion that the Town purchase 12 wreaths from Mosca Design, allowing the Town to have 30 decorations just alike; seconded by Comm. Wheeler. Motion passed by unanimous vote.

5.   Invoices

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

Additions to invoices:

- American Legion - $200 – Healthy Family Initiative
- Wilson County - $5,800 – tax collection expense
- NC School of Government - $1,700 – PELA class for Admin. Russell

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

6.   Comments from Public Floor

There were no public comments.

7.   Commissioner Concerns

There were no commissioner concerns.

8.   Adjournment

Comm. Cooke adjourned the meeting at approximately 8:00 pm, July 16, 2013, upon motion of Board.

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

Minutes submitted by Dena H. Cordell, Town Clerk