

**ELM CITY BOARD OF COMMISSIONERS  
TUESDAY, SEPTEMBER 10, 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 September 10, 2013.

**2. Roll Call**

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

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

Comm. Cooke gave the Board opportunity to review the proposed minutes from the August 13, 2013, meeting.

*MOTION:* Comm. Cooke made motion to approve the August 13, 2013, meeting minutes; seconded by Comm. Crockett. Motion passed by unanimous vote.

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

A. Water and Sewer Distribution System Maps: The GIS mapping of the water and sewer system that was funded by grants has been completed. Data is in digital and hard copy format and can be used to better maintain the Town's utility system. Data can be updated and maintained as the system grows and will provide an asset for future maintenance and repair.

- B. Safe Routes to School Program Application: Admin. Russell met with Mike Aquesta in regards to the grant application for additional sidewalks. Mike is drafting the application documents and feels confident that the Town will score highly within the application process. A resolution is needed to apply for grant application.

*MOTION:* Comm. Childress made motion that Board approve the resolution to apply for the Safe Routes to School Grant; seconded by Comm. Cooke. Motion passed by unanimous vote.

- C. CDBG Meter Replacement Grant: Admin. Russell has spoken with Joe Dooley of Upper Coastal Plain regarding an application for the meter replacement funding and filtration system installation at the well sites. The project will be a two-part application with the meter replacement submission being due by September 20, and the filtration portion being due later in the Fall for public water supply.

*MOTION:* Comm. Childress made motion that the Town apply for the water meter replacement; seconded by Comm. Crockett. Motion passed by unanimous vote.

- D. LED Fixture Upgrade: Admin. Russell requested an energy audit for the Town's overhead street lighting system. It has been determined that the Town would save \$3,800 annually if the lights were changed from the current fixtures to LED. Reduction in the annual usage and lowering of the amounts of outages will be evident, because of the longer lasting bulbs.

*MOTION:* Comm. Cooke made motion that the Town switch all current lighting fixtures to LED lights; seconded by Comm. Crockett. Motion passed by unanimous vote.

- E. Waste Industries Review: Admin. Russell met with representatives of Waste Industries to review the current collection and disposal practices, in an effort to lower the annual waste cost. Evaluations of options are currently being sought to improve the Town's service and lower expense.

F. Additions to Report:

1. Fall Fest and Car Show: Admin. Russell reported that planning is underway for the First Annual Fall Fest and Car Show. Multiple vendors have applied for booths. There will be 53 spaces available for the car show, fifty – ten by 20 booth spaces, and an area for inflatables. Booths are available, first come first served. Admin. Russell mentioned the need to set a budget for the festival, and requested the Board consider \$3,000, as the money has been set aside.

*MOTION:* Comm. Crockett made motion that the Board accept a budget of \$3,000 for the festival; seconded by Comm. Cooke. Motion passed by unanimous vote.

2. Welcome Sign on East Main Street: Due to Rev. Willie Hill being busy with the restaurant, Admin. Russell approached the Board regarding another estimate turned in by Wayne Greene for \$1,650. Estimate includes the purchasing of brick and construction.

*MOTION:* Comm. Crockett made motion that the Town hire Wayne Greene to build the East Main Street entrance sign at a cost of \$1,650; seconded by Comm. Wheeler. Motion passed by unanimous vote.

3. Generator Project: Admin. Russell received a quote of \$198,788 from Cedar Peaks of Wake Forest to supply generators at the four lift stations. This quote was the least expensive sent.

*MOTION:* Comm. Cooke made motion that we purchase the generators from Cedar Peaks of Wake Forest in the amount of \$198,788; seconded by Comm. Childress. Motion passed by unanimous vote.

4. Administrative Office Personnel: Admin. Russell mentioned the need of having a part-time employee to help work in the office for 10 – 15 hours per week, and would like their pay to be \$10 per hour. He would like to advertise the position in the want ads.

*MOTION:* Comm. Cooke made motion to hire administrative help in the office for an average of 10 – 15 hours per week at a rate of \$10 per hour; seconded by Comm. Childress. Motion passed by unanimous vote.

5. Building Healthy Families Grant: Admin. Russell reported that the exercise classes had concluded. There were 97 members and an average of 25 – 30 people at each session.

## 5. **Invoices**

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

Additions to invoices:

- Waste Industries - \$9,738.28
- Andrew Harris - \$450.00
- Davis Heating - \$455.16 (Library)
- LeBleu - \$28.10
- City of Wilson - \$1,369.56 (Water)
- Envirolink - \$35,873.29
- BB&T Credit Card - \$83.73 (Postage and office supplies)

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

## 6. **Comments from Public Floor**

Thelma Hunter commended the Town on having the parking spaces on Main Street painted. She also mentioned that the Walking Trail through Town was a nice addition.

Alice Barham commended the Town on how clean everything was looking through Town. She also mentioned that the ditches were looking nice.

## 7. **Commissioner Concerns**

Comm. Wells mentioned the accident that had taken place in the Piggly Wiggly parking lot that involved one of the Envirolink workers. Admin. Russell had

spoken with Mike Myers about the accident. It is Envirolink's policy to do a background and drug test for each of its employees and does further drug testing following an accident.

Comm. Childress introduced the discussion of the cell phone stipend policy for all full-time employed staff. It was suggested that the Town give a stipend in the amount of \$70 per month to Admin. Russell; and a stipend of \$30 per month for the Town Clerk.

*MOTION:* Comm. Cooke made motion to pay a stipend of \$70 per month to Admin. Russell and the Town Clerk a stipend of \$30 per month; seconded by Comm. Childress. Motion passed by unanimous vote.

## **8. Adjournment**

Comm. Cooke adjourned the meeting at approximately 8:20 pm, September 10, 2013, upon motion of Board.

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

Minutes submitted by Dena H. Cordell, Town Clerk