

**ELM CITY BOARD OF COMMISSIONERS
TUESDAY, SEPTEMBER 11, 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 September 11, 2012.

2. Roll Call

Mayor Smith 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, Gil Wheeler (hereinafter "Comm. Wheeler")

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

Town Clerk, Dena Cordell

3. Moment of Silence

Mayor Smith called for a moment of silence in observance of the anniversary of 9/11.

4. Approval of Minutes from Last Meeting

Mayor Smith gave the Board opportunity to review the proposed minutes from the August 14, 2012, meeting.

MOTION – Comm. Cooke made motion to approve the minutes of the August 14, 2012, Elm City Board of Commissioners Meeting; seconded by Comm. Wheeler. Motion passed by unanimous vote.

5. Wylie and Dale Gardner

Wylie and Dale Gardner, of 204 W. Nash Street, were at the meeting to address the Board about the rusty water at their home. Mr. Gardner mentioned that they are unable to wash clothes using it due to ruining of whites, that they can't drink the water, and also that the bath water often times is rusty. He requested that his line be moved to Parker Street. Mr. Gardner mentioned the possibility of the filling of fire trucks could be the cause of the brown water issue. It seems that the rusty water happens after each fire. He asked for help with the issue.

The Board requested that Mr. and Mrs. Gardner keep a log of when the water is rusty versus when there is a fire. They also requested them to call the Town Office so the line could be flushed.

6. Admin. Russell's Report

Admin. Russell reported to the Board from the written report he submitted within the September 11, 2012 Agenda Packet. The following actions were taken by the Board as related to Admin. Russell's report:

A. 2011 – 2012 Audit:

Admin. Russell has spoken with Greg Redman about the FY 2011-2012 audit. He will begin on Friday, September 14. With the new software, the Town should have the audit submitted well before the October 31st deadline with very few findings.

B. CSI Online Payment:

CSI offers an online payment feature that may be beneficial to the Town's utility customers. This service is currently offered through Official Payments, at no cost to the Town and a small convenience fee charged to

the customer. CSI's implementation setup fee will be \$1,500, plus there is a quarterly cost of \$88.00. The Board would like to revisit the option at a later time.

C. Mack Gay and Associates:

Admin. Russell has spoken with Mark Russell about the progress on the grant application to provide as-built maps of the Town's water and sewer system. There is a limited amount of funding available for planning in the current cycle, however, they are looking for funding and working in conjunction with Upper Coastal Plain.

D. PARTF Grant Workshop:

Admin. Russell attended the APRTF application workshop on September 5th. The Eastern Region director, Steve Molar, will be making a site visit to discuss possible locations throughout the Town that would be well-suited for funding. The application must be in by January 1st and is a 50/50 match up to \$500,000.

E. TAG Grant:

A meeting is scheduled with McGill and Associates engineer, Mike Apke, for September 13th to review the findings of the TAG. The meeting will be a final review before the documentation is finalized and can be used to assist the Town with obtaining funding to help with the moratorium.

F. Elm City Christmas Parade:

The Elm City Volunteer Fire Department has requested that they handle the planning of this year's Christmas Parade.

MOTION: Comm. Crockett made motion that the Fire Department be allowed to handle the planning for this year's parade and be given a

budget of \$2,100 for expenses; seconded by Comm. Childress. Motion passed by unanimous vote.

G. USDA Grant Application:

Admin. Russell had a meeting with USDA representatives on Monday, September 10th to discuss grant funding that may be available for rehab of the train depot. The grant cycle is just beginning, with applications being due in February of 2013. The current architectural feasibility report will be used to assist with the grant application. The grant would be for \$50,000 and the rest would be a loan, at a 3.5% interest rate. Funds will be available in February or March.

H. Golden Leaf Foundation Grant Application:

Admin. Russell gave financial data that will be used for the Golden Leaf grant application. The data includes construction and operational cost estimates for the train depot. The application must be submitted in October of 2012, will be reviewed in December, and funds would become available in February, 2013.

Comm. Cooke mentioned concern over the current condition of the roof of the depot. He would like to see the Town get estimates for work on the slate roof.

MOTION: Comm. Childress made motion that Admin. Russell get bids for work done on the Depot's slate roof; seconded by Comm. Cooke. Motion passed by unanimous vote.

I. Addition to Admin. Russell's Report:

Admin. Russell reported to the Board regarding the amount of money with which to pay the Fire Department – as a portion of the tax money given them each year. Previous payments have been made on the assessed

value of property, however, only required is a percentage, 1.5 cents per \$100.00, of what is collected.

MOTION: Comm. Cooke made motion the Town give payment on the assessed value of property; seconded by Comm. Childress. Motion passed by unanimous vote.

7. Zeb Coleman

Zeb Coleman, of Employee Benefit Specialists, addressed the Board regarding life and cancer insurance policies available through his company.

8. 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. Wheeler. Motion passed by unanimous vote.

Addition to invoices:

Admin. Russell presented information for a payment to Hodge Construction in the amount of \$10,278.15 for Sewer Rehabilitation.

MOTION – Comm. Cooke made motion to pay Hodge Construction in the amount of \$10,278.15; seconded by Comm. Crockett. Motion passed by unanimous vote.

9. Comments from Public Floor

Thelma Young complimented the Board over the current sidewalk project taking place in the Town.

10. Commissioner Concerns

Comm. Childress is interested in the Board revisiting the Privilege License fee schedule.

Comm. Wheeler complimented John Harris on the job he did on the Parker Street demolition.

11. Adjournment

Mayor Smith adjourned the meeting at approximately 8:30 pm, September 11, 2012, upon motion of Board.

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

Minutes submitted by: Dena H. Cordell, Town Clerk