

**ELM CITY BOARD OF COMMISSIONERS
TUESDAY, NOVEMBER 12, 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 November 12, 2013.

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, 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

Mayor Smith gave the Board opportunity to review the proposed minutes from the October 15, 2013, meeting.

MOTION: Comm. Cooke made motion to approve the October 15, 2013, meeting minutes; seconded by Comm. Wheeler. Motion passed by unanimous vote.

4. Admin. Russell's Report

A. Speculative Limit Request Granted: The Town has been granted speculative limit for a wastewater discharge permit. This permit will allow the Town to review the possibility of constructing a treatment plant that would discharge into Town Creek. This allows for the completion of the technical assistance project from McGill and Associates. There is a yearly fee of nearly \$46,357.08 to be paid, and five years must be paid for in advance to apply. The Town will have the ability to discharge 150,000 gallons a day.

- B. Rural Center Grant Update: The Rural Center has been transferred over into the NC Department of Commerce. There will be restructuring, but will continue to have a similar mission and goal to provide funding for rural communities. The remaining Rural Center funding for the Town will be transferred and dispersed from the new office.
- C. FY 2012-13 Audit Completion and Submittal: The audit for FY 2012-13 has been completed and submitted to the State Treasurer's Office for review. Greg Redman, the Town's auditor, stated that the overall report looks good. The Town will wait for the Local Government Commission to review said report.
- D. NC Local Water Supply Plan Approval: The 2012 Local Water Supply Plan (LWSP) has been approved. The Board is required to adopt the plan resolution and submit it back to the local branch chief, Linwood Peele.

MOTION: Comm. Childress made motion to adopt and approve the Local Water Supply Plan; seconded by Comm. Cooke. Motion passed by unanimous vote.

- E. NCPARTF Update: The Town can begin seeking bids for site preparation on the park project. Steve Moehler, with NCPARTF, is excited about the project, and will be providing additional oversight as the work begins.
- F. Draft Solar Farm Ordinance: Draft ordinances for solar farm regulations within the Town's ETJ were reviewed. There will need to be a public hearing at the next meeting regarding accepting said regulations.

MOTION: Comm. Childress made motion to hold a public hearing regarding the Solar Farm Ordinance in the Town's ETJ at the December 10, 2013 Board Meeting; seconded by Comm. Wheeler. Motion passed by unanimous vote.

G. Additions to Report:

1. Admin. Russell reminded the Board of the upcoming Christmas Party, to take place at the Legacy on December 12th at 7 pm.
2. The Eagle Resources soil report on the old spray field is nearing finalization.
3. The water meter grant application has been submitted by Mack Gay and Associates.

4. Admin. Russell shared a Facebook data sheet with the Board. Placing the historic preservation pictures brought much traffic to the Town's Facebook page. The Board was also encouraged to visit the Town's website, where the pictures are located as well.
5. John Edwards has applied to have his home on North Parker Street to be considered for historic landmark designation.
6. The "No Trucks" signs on both Lynnhaven and Staton Lane are missing. Said signs will be replaced, and deputies will be asked to monitor the area for trucks.

5. **Invoices**

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

Additions to invoices:

- Imaging Specialities – Envelopes for billing, etc. - \$143.58
- Piggly Wiggly – Cleaning supplies - \$52.02
- LeBleu – Water and equipment rental - \$66.30
- Harris Local Government – EGov Fees - \$227.00
- Moore's Traffic Signs – Additional street sign project - \$855.07

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

6. **Comments from Public Floor**

There were no comments from Town citizens.

7. **Commissioner Concerns**

Comm. Wells commended Admin. Russell for a job well-done on the First Annual Fall Fest and Car Show. This festival was the most organized and was well put-together.

Mayor Smith mentioned awarding Christmas bonuses to the Town personnel.

8. Closed Session

MOTION: Comm. Childress made motion to go into closed session; seconded by Comm. Cooke. Motion passed by unanimous vote.

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. Cooke. Motion passed by unanimous vote.

It was requested that the Board award Christmas bonuses in the following amounts:

Jonathan Russell - \$150.00
Jean Thorpe and Dena Cordell - \$100.00
Ashley Bass - \$50.00

MOTION: Comm. Cooke made motion that the Town personnel be awarded Christmas Bonuses; seconded by Comm. Childress. Motion passed by unanimous vote.

10. Adjournment

Mayor Smith adjourned the meeting at approximately 9:00 pm, November 12, 2013, upon motion of Board.

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

Minutes submitted by Dena H. Cordell, Town Clerk