



**ELM CITY BOARD OF COMMISSIONERS
WEDNESDAY, NOVEMBER 12, 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 November 12, 2014.

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, 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 14, 2014, meeting.

MOTION: Comm. Cooke made motion to approve the October 14, 2014, meeting minutes; seconded by Comm. Wheeler. Motion passed by unanimous vote.

4. Greg Redman, Presentation of Audit for Fiscal Year 2013-2014

Greg Redman presented the audit information to the Board for his recent fiscal year audit of the Town's financial records. He referenced the writing off of the due from – due to that was approved by the Board; as well as the two findings referenced. One finding, mentioned the segregation of duties, in which he mentioned that most small towns receive, due to the limited number of employees. He also mentioned the finding regarding auditor prepared financial statements. This finding suggests that the Town have someone other than the auditor, prepare the financial statements for the audit; and Mr. Redman suggested that the Town could have Andrew Harris, the

CPA for the Town, prepare said documents. He said the information and paperwork was readily available while doing the audit, and felt that the new billing and book-keeping software, as well as both Admin. Russell and Dena Cordell, Town Clerk, were doing a good job.

MOTION: Comm. Childress made motion to accept the audit report for Fiscal Year 2013 – 2014 prepared by Greg Redman, CPA; seconded by Comm. Cooke. Motion passed by unanimous vote.

5. Admin. Russell's Report

- A. Contract for Renewal for Wilson County Sheriff – The current contract with the Wilson County Sheriff's Department expires on June 30, 2015. Contract details should be available for Board review within the next 60 days. Current contract is for two officers that dedicate 84 hours to the Town weekly.
- B. Permit Modification Submission – The Town has submitted the full permit modification request to the division of water resources. The request is for seeking an additional 73,843 gallons per day (gpd), changing from 133,430 to a new permitted capacity of 207,430 gallons per day.
- C. Elm City Golf Cart Ordinance – A draft ordinance for golf cart usage within Elm City was available for Board review. Admin. Russell asked that the document be reviewed, and for the Board to contact him of any questions or concerns. Much discussion was rendered regarding concerns raised over the safety of the carts. A survey will be placed in the December water bill regarding the use of golf carts. Once discerning the thoughts of the citizens, an ordinance will need approval, and a public hearing will be required.
- D. Resolution for NCDENR – A suggestion was made regarding the draft of a resolution from the Board to NCDENR, outlining the efforts made by the Town over the past decade to improve the wastewater system. This letter will be sent in the form of a resolution requesting the assistance with having the moratorium lifted.

Comm. Wheeler shared information and comments regarding the need for the moratorium to be lifted from the Town. Suggestions were made that a meeting be called with Senator Angela Bryant and Representative Susan Martin, in an effort to provide them with information with which to meet with DENR.

MOTION: Comm. Childress made motion that the resolution / letter be written to be available for study at the December meeting; seconded by Comm. Cooke. Motion passed by unanimous vote.

- E. Clean Water Management Trust Fund – Grant number 2011-403 was closed out on October 16, 2014. The grant totaled \$90,000 and was used in conjunction with Rural Center funding to make repairs on the wastewater system.
- F. Wilson County Recycling Programs – The County of Wilson hosted an information session regarding recycling efforts on Thursday, November 12, 2014. Rob Taylor, with the North Carolina Department of Environmental Assistance and Customer Service presented information on new recycling programs that the Town may utilize.
- G. Hazard Mitigation Plan Update – The Town is currently working with Wilson County and Upper Coastal Plain Council of Government to update the Town’s hazard mitigation plan. The plan is updated every five years in accordance with Federal Regulations.
- H. Additions:

- 1. Budget Amendment – Admin. Russell presented Budget Ordinance Amendment #1 for the Board’s approval.

MOTION: Comm. Childress made motion to approval and accept Budget Ordinance Amendment #1; seconded by Comm. Cooke. Motion passed by unanimous vote.

- 2. Leaf and Limb Cleanup Schedule – Admin. Russell gave information regarding the leaf and limb pickup schedule given by Envirolink. It was suggested that the current schedule be followed in an effort to see if the Town’s needs would be covered. The Board will review the current schedule, its effectivity, and concur at the next meeting.
- 3. PARTF Picnic Shelter Quotes – Admin. Russell presented the current bids by A Plus Construction and Donnie Price regarding the building of the picnic shelter at the new park. The Board was given an opportunity to review the bids.

Much discussion was rendered regarding the bids and the inclusion of 8 picnic tables.

MOTION: Comm. Crockett made motion to accept the bid of \$19,985.00 and have A Plus Construction construct the picnic shelter

at the new park; seconded by Comm. Wells. Motion passed by unanimous vote.

4. Town Ditch Map – Admin. Russell presented the Board with a map of the ditches throughout Town. Regarding ditch cleaning, he suggested that the ditches in red be handled by John Harris, and the ditches in yellow be handled by a larger company.
5. Rural Center Funding – Within the funding from the Rural Center, the Town has \$13,942.00 that must be spent by December 31, 2014, for wastewater improvements.

6. Invoices

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

Addition to invoices: Envirolink - \$43,500

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

7. Comments from Public Floor

There were no comments from the public.

8. Introduction of Town Deputy

Crpl. Marcus Ruffin, deputy for the Town, introduced the new town deputy, Micah Jernigan. Deputy Jernigan mentioned that calls had been made regarding wild dogs in Town and assured the Board that traps were being set. Comm. Cooke commended the deputies for the great job they were doing in Town and appreciated their presence.

9. Commissioner Concerns

There were no commissioner concerns.

10. Closed Session

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

11. Re-opening of Open Session

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

MOTION: Comm. Childress made motion that the Town offer Edward McClees, contingent upon soil testing, \$150,000 for his property located near the Town's sprayfield known as tax map number 3736-45-5400.00, and more specifically described as 6432 Homestead Road, Elm City, in an effort to expand the Town's wastewater spray field; seconded by Comm. Cooke. Motion passed by unanimous vote.

12. Adjournment

Mayor Smith adjourned the meeting at approximately 9:32 pm, November 12, 2014, upon motion of Board.

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

Minutes submitted by Dena H. Cordell, Town Clerk