

**ELM CITY BOARD OF COMMISSIONERS
TUESDAY, NOVEMBER 13, 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 November 13, 2012.

2. Roll Call

Mayor Smith conducted a roll call. The following were present:

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. Mike Apke, McGill Associates, Wastewater Treatment Options Presentation

Mike Apke, of McGill Associates, PA, was present at the meeting to present the Board the findings from the Town Wastewater Study, funded by the Technical Assistance Grant. Given to the Board was a Preliminary Engineering Report giving the Background on the Study, the Town's Current Situation, Infeasible Alternatives, 3 Feasible Alternatives, and McGill's Recommended Plan of Action. Based on the findings of the study, McGill Associates recommended to the Board two main plans of action for the Town with relation to future wastewater needs:

- A. Seek a surface water discharge permit from NCDWQ
- B. Begin formal discussions with the Town of Sharpsburg

With the two plans of action, information was given as to the next steps to take to accomplish either plan.

4. Approval of Minutes from Last Meeting

Mayor Smith gave the Board opportunity to review the proposed minutes from the October 9, 2012, meeting.

MOTION – Comm. Cooke made motion to approve the minutes of the October 9, 2012, Elm City Board of Commissioners Meeting; seconded by Comm. Crockett. Motion passed by unanimous vote.

5. Admin. Russell's Report

Admin. Russell reported to the Board from the written report he submitted within the November 13, 2012 Agenda Packet. The following actions were taken by the Board as related to Admin. Russell's report:

- A. 2011 – 2012 Audit Report: Admin. Russell reported that the audit was submitted for review on October 29, 2012. The Town received notification on November 8, 2012, that the audit had been approved by the State Treasurer's Office. Greg Redman will be present at the December meeting to present the audit to the Board.

- B. Solar Farm Update: Admin. Russell has been in contact with representatives of the solar farm, which will be placed on the Moore property on Four Tenths Road. The project is continuing to move forward as scheduled with site design and layout currently taking place.

- C. USDA Grant / Loan Application: Admin. Russell has met with USDA representatives to discuss an application for the renovation of the train depot. The majority of an early application submission in 2009 can be used. The estimated total cost for complete renovation will be \$740,000. Grant funding of \$50,000 is available, leaving the remainder of \$690,000 to be funded by a 3.5% interest loan, with an annual payment of \$38,000.

- D. Golden Leaf Foundation Grant Application: The Town has submitted an application to the Golden Leaf Foundation for funding the renovation of the train depot. The amount requested is \$740,000, the full amount for a complete renovation.
- E. Office Expansion Quotes: Admin. Russell requested quotes from several local contractors for enclosing the loading dock of the Town Office to provide additional storage and meeting space. Two bids have currently been submitted with the lowest being \$15,605.54. Comm. Cooke suggested the Town check with Jessie Batts' son for a quote. Admin. Russell suggested the expansion be revisited at the end of the fiscal year.
- F. RBEG Final Inspection: The final inspection for the new sidewalks was performed on November 6, 2012. The work was approved by USDA and the project is complete. It was recommended that the Town install railing at one location on Main St. and another on Branch St. to prevent anyone from falling and to limit liability for the Town.
- G. I & I Update: The final Phase of the I & I project is being completed. It is projected that the project be completed by the December 1, 2012 deadline. Following completion, the system will be re-evaluated for possible additional flow.
- H. Christmas Tree Update: Bud Pittman agreed to fabricate a new Christmas tree for the Town and will have it completed by Thanksgiving.
- I. Additions to Report:
 - 1. Mapping System: Admin. Russell noted that the Town was given a GIS Utility Mapping opportunity, provided by Upper Coastal Plain through grant funding.

2. CSI eGov: Admin. Russell reported that the cost for the eGov portion of the SmartFusion billing program had been revisited by CSI. They chose to give the Town a half off discount making the cost \$750.00. Added to this would be a Gateway Fee, due each quarter of \$87, and a Transaction Fee of \$1 each, which can be passed to the customer. The eGov portion of the program will allow customers to pay bills on line, review account history, make requests for public work needs, etc. This program would be an asset to the Town, as well as the Town employees.

MOTION: Comm. Wells made motion the Town purchase the eGov portion of SmartFusion at a cost of \$750; seconded by Comm. Cooke. Motion passed by unanimous vote.

3. Sheriff's Office Window Quote: Admin. Russell presented the Board with quotes to replace the existing windows in the Sheriff's Substation.

MOTION: Comm. Cooke made motion that the Town hire Kenco Home Improvements to replace the existing windows, at a cost of \$4,950; seconded by Comm. Crockett. Motion passed by unanimous vote.

4. Budget Ordinance Amendment #1: Admin. Russell presented the Board with a budget amendment, which will allow the accounts to be updated and currently in the positive balance.

MOTION: Comm. Cooke made motion to approve the Budget Ordinance Amendment #1 for the 2012-2013 Fiscal Year; seconded by Comm. Crockett. Motion passed by unanimous vote.

5. Request for Partial Payment #3 – Ralph Hodge Construction: Admin. Russell presented the Ralph Hodge Construction, Partial Payment Request #3 of \$145,246.81 to the Board for work on the sidewalk project.

MOTION: Comm. Cooke made motion to pay Partial Payment Request #3 for the Phase 5, I & I Project to Ralph Hodge Construction in the amount of \$145,246.81; seconded by Comm. Crockett. Motion passed by unanimous vote.

6. Additional Sidewalk Improvement Quote: Admin. Russell presented the Board with a quote from Anderson & Company for additional sidewalk work at a cost of \$25,802.50, in the following areas:

- A. BB&T Alley
- B. EC Pharmacy Alley
- C. ABC Store to the Corner of S. Parker St.
- D. Corner of N. Parker and Main, from EMS to first house on Parker

MOTION: Comm. Cooke made motion to hire Anderson & Company to do the additional sidewalk work using Powell Bill money at a cost of \$25,802.50; seconded by Comm. Crockett. Motion passed by unanimous vote.

7. Upper Coastal Plain Council of Government Invoice: Admin. Russell presented the Board with an invoice that had been forwarded to him from June of 2010 in the amount of \$4,764.72, which is said is unpaid. The Board requested that additional

information be received before agreement to pay said invoice be given.

6. Invoices

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

Additions to invoices:

Redman CPA – audit cost - \$5,750.00

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

7. Comments from Public Floor

Thelma Young would like to have security checks at the House of Prayer Church sporadically. Admin. Russell assured her that he'd mention it to the officers.

8. Commissioner Concerns

Town Attorney, Slade Rand was present at the meeting to mention to the Board the minor tweaks needed in the Town Code. He mentioned there was no longer a need to have Sunday Laws, and that some sections need to be completely eliminated. He mentioned the need for the Board to review the Code Book to see what changes were needed and would give a cost once it was decided upon as to what the Board wanted.

Comm. Wells questioned Mr. Rand on where the Town stood with the property at 206 W. Main St. Attorney Rand suggested the Town contact the Padgetts again regarding their promise of painting the property.

Comm. Wheeler revisited the railing need for the sidewalks, as suggested by USDA. He would like to see the Town purchase nice railing to add to the appeal of the sidewalks.

Comm. Crockett mentioned concerns regarding the Town charging late fees when the late fee date of the 14th fall on a weekend or holiday. Late fees will not be charged until two or three days after the 14th if the date falls on a Saturday, Sunday or holiday.

9. Closed Executive Session

MOTION: Comm. Crockett made motion to move into the closed executive session; seconded by Comm. Wheeler. Motion passed by unanimous vote. The closed session met pursuant NCGS 143-318.11 (personnel and legal matters).

10. Re-opening of Public Session

MOTION: Comm. Crockett made motion to re-open the public session; seconded by Comm. Wheeler. Motion passed by unanimous vote.

MOTION: Comm. Crockett made motion that a Christmas bonus be given Town employees, equal to what was given for Christmas of 2011; seconded by Comm. Cooke. Motion passed by unanimous vote.

11. Adjournment

Mayor Smith adjourned the meeting at approximately 10:18 pm, November 13, 2012, 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