



**ELM CITY BOARD OF COMMISSIONERS
TUESDAY, DECEMBER 9, 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 December 9, 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, 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 November 12, 2014, meeting.

MOTION: Comm. Cooke made motion to approve the November 12, 2014, meeting minutes; seconded by Comm. Crockett. Motion passed by unanimous vote.

4. Admin. Russell's Report

- A. Christmas Parade Reminder: Admin. Russell reminded the Board about the planned Christmas Parade taking place on Sunday, December 14, at 3 pm. Lineup begins at 1 pm at the Elm City Middle School. To date, cars have been reserved for the Board members, and nearly 40 entries have been received.
- B. Collection System Permit Renewal: The NC Department of Environment and Natural Resources has renewed the Town's permit for the wastewater collection system. The permit will be effective from May 1, 2015 through April 30, 2023.

- C. Golf Cart Ordinance Survey: Included in the December water bill was a survey asking citizens if they were in favor or against an ordinance allowing golf carts within Town limits. Returned were 24 surveys with 19 voting yes and five no. Passing of the ordinance would require a public hearing.

MOTION: Comm. Cooke made motion to schedule a public hearing regarding the golf cart ordinance; seconded by Comm. Childress. Motion passed by unanimous vote.

- D. Resolution for NCDENR: Admin. Russell spoke with Town Attorney, Slade Rand, regarding the resolution for NCDENR. Mr. Rand is assisting with drafting the resolution, incorporating proper terminology. Work on the final document continues. A suggestion was made to include the total amount of money that has been spent, and make clear the dollar amount that the Town has invested to meet the requirements of DENR. Comm. Wheeler suggested that Admin. Russell keep the Board up to date with emails so that approval can be made at the upcoming January meeting. It was also suggested that Admin. Russell have the ability to send the final product to NCDENR with email approval from the Board.
- E. 2015 Community Waste Reduction and Recycling Grants: NCDENR is seeking grant applications for increased recycling programs. The grants have a maximum amount of \$30,000, and can be used to increase the Town's recycling services. An ideal use for the funding would be to purchase 90 gallon recycling carts. Doing so could possibly reduce the tipping fees of solid waste and lower the Waste Industries expense, as larger carts would allow the Town to go to an every other week collection for recycling, which in turn would lower the collection expense. Applications are due by Friday, February 27, at 5 pm.
- F. Leaf and Limb Collection Schedule: Methods are still being studied to make leaf and limb collection effective for the entire Town. The current adopted schedule will continue, but anticipated adjustments could be expected in the future.
- G. Picnic Shelter Update: A Plus Construction has begun to work on the new park picnic shelter. Posts have been set and delivery of the trusses and remaining building materials are expected.
- H. Rural Center Funding: A current balance of \$13,942.26 remains in the Rural Center funding. Said funding could be used for repairs and maintenance at the primary lagoon, as well as the old sprayfield facility. Funding could also be

used to purchase a subsoiler to be operated at the sprayfields. Envirolink has located a used subsoiler with a purchase price of \$8,500. This will close out the Rural Center funding for the wastewater facility repair.

I. Additions:

Admin. Russell informed the Board that the meeting which would determine the outcome of the four grant applications would take place the following Thursday. The Town would have answers on each application by Friday, December 12th.

5. Invoices

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

Addition to invoices: Envirolink - \$38,631; Mosca Design (Christmas decorations) - \$711.63; and BB&T - \$486.74

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. Commissioner Concerns

Comm. Cooke mentioned the need of revisiting the amount charged for deposits for citizens starting new water services. Complaints regarding the cost of \$250 for a deposit were made to him earlier. Admin. Russell reported that the Town had the ability to run a credit report using the Online Utility Exchange, which would determine whether a lower deposit could be charged. Depending on how the applicant scored, deposits could be charged in a three-tier manner, as follows: High or Red Risk - \$250; Medium or Yellow Risk - \$125; or Low or Green Risk - \$50. There is a cost incurred for the credit report, which could be passed along to the applicant. Application fee would be \$5.

MOTION: Comm. Cooke made motion that the Town adopt a new water deposit process, charging a \$5 fee for application, and deposit amount be determined using the three-tier system; seconded by Comm. Crockett. Motion passed by unanimous vote.

Admin. Russell suggested that the Town open a non-interest bearing escrow account for all deposits.

MOTION: Comm. Childress made motion to open a non-interest bearing account to place all utility deposits; seconded by Comm. Cooke. Motion passed by unanimous vote.

Admin. Russell reported the expenses for the upcoming parade for cars, Shiners, and Santa Claus was \$2,200.

9. 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. Cooke. Motion passed by unanimous vote.

MOTION: Comm. Childress made motion to give Christmas bonuses to the Town Office employees as follows: Admin. Russell, \$150 - Dena Cordell and Jean Thorpe, \$100 – Ashley Bass and Justin Ellis - \$25; seconded by Comm. Wheeler. Motion passed by unanimous vote.

12. Adjournment

Mayor Smith adjourned the meeting at approximately 8:26 pm, December 9, 2014, upon motion of Board.

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

Minutes submitted by Dena H. Cordell, Town Clerk