

**ELM CITY BOARD OF COMMISSIONERS  
TUESDAY, DECEMBER 10, 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 December 10, 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, 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. Swearing in of Mayor and Commissioners**

The Honorable William Farris was in attendance for the swearing in of the Mayor and Commissioners for the two-year term.

**Mayor:** Grady Smith

**Commissioners:** Dale Childress, Melvin Cooke, Lewis Crockett, Marsha Wells, Gil Wheeler

**4. Approval of Minutes from Last Meeting**

Mayor Smith gave the Board opportunity to review the proposed minutes from the November 12, 2013, meeting.

*MOTION: Comm. Cooke made motion to approve the November 12, 2013, meeting minutes; seconded by Comm. Childress. Motion passed by unanimous vote.*

5. **Public Hearing Regarding Solar Farm Ordinance**

*MOTION: Comm. Wheeler made motion to enter into public hearing; seconded by Comm. Cooke. Motion passed by unanimous vote.*

There were no comments from the public.

There were no new findings regarding ordinances for solar farms and a draft ordinance was submitted to the Board. The Board agreed to table any further discussions until after the holidays.

*MOTION: Comm. Cooke made motion to move out of public hearing; seconded by Comm. Wheeler. Motion passed by unanimous vote.*

6. **Greg Redman, Audit Report**

Greg Redman, Town Auditor, reported to the Board regarding the FY 12-13 audit that he had done on the Town books. He commended the Town on the continued work that is being done, the reduction in findings etc. and attributed it to the financial staff and software. There was one finding that was noted regarding prior period adjustments, which he mentioned was an oversight on being recorded when changes had been made at year's end by the Town's CPA.

*MOTION: Comm. Childress made motion to accept the audit report; seconded by Comm. Cooke. Motion passed by unanimous vote.*

7. **Admin. Russell's Report**

- A. 2012-2013 Audit Report – The Town received the audit report from the State Treasurer's office. A response letter is being written to accompany the audit. Cuts in expenditures and a potential utility rate increase (\$1 trash, \$2 water, \$3 sewer) FY 2014-15 will be included in said letter.
- B. Hydrology Evaluation of Old Sprayfield – Mike Lappala, with Eagle Resources, is completing the hydrology report for the old sprayfield improvements. Said report should be available for the January meeting and will be used in conjunction with the technical assistance grant to develop a future game plan.
- C. McGill and Associates – Technical Assistance Grant – Admin. Russell met with representatives from McGill on December 4<sup>th</sup> to discuss the completion of the technical assistance grant. They are moving forward with the evaluation following the establishment of speculative limits, and are expecting completion

to be before the end of the year with a presentation to the board tentatively schedule to be in January.

- D. Generator Installation – The kickoff meeting for the generator project was held on November 26<sup>th</sup>, to discuss a timeline. Installation should be completed by the end of April. This will allow for final payment submission to be by the July 1st deadline with the North Carolina Department of Commerce.
- E. Sign Installation – Community Watch signs and No Thru Truck signs have been installed on Lynnhaven and Daniel Drive. The Town is also working on the remaining road name signs that need to be replaced. This project has been ongoing for over a year, replacing all road signs within the Town.
- F. Safe Routes to School Grant Changes – NCDOT has adjusted the grant minimum to 100 K with a 20 percent match requirement. Doing so will allow the Town to increase the size of area covered within the application. The increased area will cover sidewalk installation along N. Branch Street and a portion of Church St.

*MOTION:* Comm. Childress made motion that the Town apply for the larger area of coverage under the Safe Routes to School Grant and sign the resolution requested by the NCDOT; seconded by Comm. Cooke. Motion passed by unanimous vote.

- G. Additions to Report:
  - 1. Christmas Lights – Admin. Russell reported that there are currently two wreaths currently not working due to a power issue, but mentioned that they are being corrected.
  - 2. Bailey Chamber Christmas Wreaths – Admin. Russell reported that the Bailey Chamber of Commerce has 20 – 40 Christmas wreaths like the ones the Town has available for purchase if the Town is interested.

## 8. **Invoices**

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

Additions to invoices:

- Toisnot Fire Department Tax Distribution \$5,300.00

- AECOM \$3,300.00
- Imaging Specialities \$ 68.91
- BB&T \$ 824.00

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

**9. Comments from Public Floor**

Thelma Young questioned as to whether the light at the park was working. Arrangements were made to get information off of the pole to have Duke Energy Progress work on said light. Ms. Young also mentioned how well the new street lights looked in the Town. She commended the Town on a job well-done.

**10. Commissioner Concerns**

Comm. Cooke mentioned how well the parade was handled, and mentioned that although it rained, he was happy the parade continued on.

Comm. Childress mentioned that there was a street light on Broad that had been missed when Duke Energy Progress did the change-outs.

**10. Adjournment**

Mayor Smith adjourned the meeting at approximately 9:00 pm, December 10, 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