

**ELM CITY BOARD OF COMMISSIONERS
TUESDAY, DECEMBER 11, 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 December 11, 2012.

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. Greg Redman, CPA – Audit Report FY 2011 - 2012

Greg Redman was present at the meeting and presented to the Board the Audit Report FY 2011 – 2012. He commended the Board on the strides the Town had made in the area of correcting findings from the previous year, and for submitting the report on time. Mr. Redman also commented on the good change in the keeping of the financial records, recognized that the new financial system had done well for the Town, and spoke well of the job the office team had done.

MOTION - Comm. Childress made motion that the Audit Report FY 2011 – 2012 be approved; seconded by Comm. Cooke. Motion passed by unanimous vote.

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

Mayor Smith gave the Board opportunity to review the proposed minutes from the November 13, 2012, meeting.

MOTION – Comm. Cooke made motion to approve the minutes of the November 13, 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 December 11, 2012 Agenda Packet. The following actions were taken by the Board as related to Admin. Russell's report:

A. **Resolution for Clean Water Management Trust Fund:** Admin. Russell reported on a resolution of support from the Town for continued funding to the Clean Water Management Trust Fund. The agency provides grant funding to rural areas for water, sewer, and storm water infrastructure. Their funding has been reduced by 89% over the past four years and they are not assured funding in the upcoming budget cycle.

MOTION: Comm. Cooke made motion the Town sign the resolution of support; seconded by Comm. Crockett. Motion passed by unanimous vote.

B. **Branch Street Parking:** Admin. Russell requested that NCDOT review off-street parking along South Branch Street. Andy Brown reviewed the situation and did not identify any sight distance problems due to parked cars. At present, it appears that off-street parking is not an issue.

C. **PARTF Grant Application:** The deadline for the Parks and Recreation Trust Grant application is January 31st. Admin. Russell reported that it

appeared that the parcel of land the Town owns on South Parker Street is the most viable option for the application. A public hearing will need to be held in January to gather additional information. A public hearing will be held after the first of the year.

- D. I & I Update: Admin. Russell reported that the I & I project is coming to a close, and that it appears to have been successful. The daily average for the month of November was 111,000 GPD. It was an extremely dry month, but we recaptured less water than was pumped out of the wells and purchased from Wilson. This amount is below the permitted 133,000 GPD. More can be noted in upcoming months as rain amounts increase, but it is pointing towards improvement.

- E. Oakview Well Update: The Oakview well casing has undergone repair, an acid scrub, and re-chlorination. The work appears to have removed the iron bacteria and will hopefully reduce the amount of brown water issues in the future. Admin. Russell reported that there was a slight problem with the wiring of the pump and the water would not be back on-line until another bacteria sample could be taken.

- F. Sidewalk Update: Anderson Construction has scheduled the additional sidewalk repair to begin in January. Areas covered will include the sections identified at the previous meeting along Parker Street and Main Street.

- G. Library Painting: Admin. Russell requested quotes for repainting the interior of the library as the roof leaking has subsided. He has received 2 bids between \$2,000 - \$3,000. He will procure more bids for the next meeting.

- H. Enviorlink Contract Update: Admin. Russell has spoken with Town Attorney, Slade Rand, in regards to the contract update and renewal for

Envirolink. After the first of the year, a meeting will be scheduled to sit and review the contract along with any additional legal issues the Town may have.

- I. Website Update: Due to multiple setbacks, it is planned that the new website will go live on January 1, 2013, which will include new bill pay software that links with SmartFusion (CSI).

6. Invoices

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

Additions to invoices:

AECOM -	\$12,896.16
Dena Cordell -	\$ 135.70
Jonathan Russell -	\$ 390.90
US Postal Service -	\$ 100.00
Upper Coastal Plain	\$ 4,764.12

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

7. Comments from Public Floor

Thelma Young would like for the public works department to take a look at Armstrong Street, where a cone has been sitting for a while. She mentioned it as a reminder. She also mentioned that the parade was awesome, that the candy was nice, and that she enjoyed seeing the commissioner's spouses present. Ms. Young also commended the office personnel on how courteous they are each time she is in the office.

8. Commissioner Concerns

Several commissioners mentioned concerns for the recent Christmas parade with the entry, 252 Car Club. The language of their music was offensive and had nothing to do with supporting Christmas. It was mentioned that all music must be family-friendly and Christmas oriented. The motorcycles and ATVs were also a concern due to safety.

Admin. Russell mentioned that Wills Roofing had once again been in contact with him regarding payment. The Board requested that someone from Wills Roofing be present at the next Board meeting to discuss what they did to the roof that was not a part of the original agreement.

9. Adjournment

Mayor Smith adjourned the meeting at approximately 8:52 pm, December 11, 2012, upon motion of Board.

MOTION – Motion was made to adjourn by Comm. Crockett; seconded by Comm. Cooke. Motion passed by unanimous vote.

Minutes submitted by: Dena H. Cordell, Town Clerk