



**ELM CITY BOARD OF COMMISSIONERS
TUESDAY, NOVEMBER 15, 2016
ELM CITY TOWN HALL
CONFERENCE ROOM**

MINUTES

1. Call to Order

Mayor Pro tem Melvin Cooke (hereinafter "Comm. Cooke") called to order the regular meeting of the Elm City Board of Commissioners (hereinafter "Board") at 7:30 pm, on November 15, 2016.

2. Roll Call

Comm. Cooke conducted a roll call. The following were present:

Commissioner, Dale Childress (hereinafter "Comm. Childress")
Commissioner, John Edwards (hereinafter "Comm. Edwards")
Commissioner, Gil Wheeler (hereinafter "Comm. Wheeler")
Town Administrator, Jonathan Russell (hereinafter "Admin. Russell")

3. Approval of Minutes from Last Meeting

Comm. Cooke gave the Board opportunity to review the proposed minutes from the October 11, 2016, meeting.

MOTION: Comm. Edwards made motion to approve the October 11, 2016, meeting minutes; seconded by Comm. Wheeler. Motion passed by unanimous vote.

4. Admin. Russell's Report

A. SWIA Sewer Infrastructure Grant Application: The results of the recent submission will be presented at the December 14 infrastructure authority meeting. The agenda for this is published a week prior to the meeting. The Town will know if the application is recommended for funding at that time. Admin. Russell is hopeful that the Town will be one of the top two for funding. He will check daily for score sheets and the meeting agenda.

B. Fall Festival Update: The Fall Fest was a success this year, and there have been many positive comments regarding the event. It is hoped that the event will continue to grow each year.

Comm. Wheeler would like to see the Town choose a name for the festival, i.e. The Elms Festival, etc. Comm. Childress mentioned speaking with the vendors and their excitement for the festival, the possibility of one in the spring, and how they were grateful for their being no entry fee. It was also mentioned that the Town have a town flag.

- C. Secretary of State Annexation Info: John Bridgers, with the Secretary of State's Office, is working with the Town to update all annexation records and mapping for the State. Doing so will ensure that we receive all eligible funding based on population counts. The office will work with Mr. Bridgers to clear up any concerns.
- D. FY 15-16 Audit Schedule: Greg Redman has performed the audit for the past fiscal year. He anticipates having his report ready for review at the December Board meeting. He plans to file by the end of November.
- E. Wilson County Tax Office Request: The tax collection reconciliation was enclosed for the past tax year. Wilson County has requested a board resolution signifying approval of the collection.

MOTION: Comm. Childress made motion to accept the tax collection reconciliation; seconded by Comm. Wheeler. Motion passed by unanimous vote.

- F. Bloodfield Well Evaluation: The evaluation of the Bloodfield well is underway. It appears that the well has the potential of being a much larger producer. Charles Underwood is inspecting the lining of the well to determine if there are any leaks present that may be causing air in the system. They are hopeful that once this is identified, and work is done, the production will increase significantly. The work will help with hard water problems, brown water concerns, will offset the cost the Town pays the City of Wilson, and will offset the Oakview and Ballfield well. It has the potential to be a 50,000 gallon per day well. There should be a report for the next Board meeting.
- G. NCPARTF Final Inspection: Luann Bryan, with the State Department of Parks and Recreation will perform the final inspection on the park along S. Parker Street Extension. She will also provide assistance in preparation of the new grant application for additional park amenities.
- H. Cotton Gin Proposal: The owner of the cotton gin adjacent to the new Town park is interested in selling the property to the Town. He is interested in gauging any interest from the Town, and would like to set up further discussions if the Board is interested potentially purchasing.

Much discussion was rendered regarding the property. Plans are to make an appointment for the Board to see the property. Admin. Russell will contact the owner.

I. Additions:

Oakview Mobile Home Park Meters – Admin. Russell presented the original agreement that the Town entered with the owner of the mobile home park in 2009. The contract states that each connection will be charged at a flat rate of \$30. Dean Holmes, with Envirolink, stated that cost of installing 33 meters would be in the area of \$14,190 - \$17,358. Decisions of charging an out of or in town rate will need to be made. Admin. Russell will reach out to the owner and discuss the Board's concerns. Dean will work to get a set cost to have the work completed.

5. **Invoices**

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

Additions:

Ashley Bass – Ordinance and Vacant Property mileage - \$34.26
CSX – Rental Agreement for Parking – required by USDA - \$250.00
Summerlin Oil – Town Office, Substation, and EMS Bldgs - \$152.28
Copy Pro – Copier - \$82.60
Envirolink – Lift Station and Water Leak Repairs - \$846.68
UNC School of Government – Ethics Class for Elected Officials - \$125.00

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

6. **Comments from Public Floor**

Ms. Young, of Tyson Lane, questioned ownership of the double-wide next to the Town park on S. Parker St. Extension. The property does not belong to the Town. She also made interest regarding any new potential businesses coming in to the down town portion of Town. The Board assured her that they are working to promote businesses.

Mr. Freeman, of 206 N. Anderson Street, mentioned to the Board his concerns of flooding of Anderson and Church Streets when rainy weather comes to Town. The Board assured him that work had planned to be started, but was delayed due to the contractor being behind. Target date of beginning the project is the 1st of December. The work from

Anderson to Lynnhaven will take care of some issues. The work will include two new catch basins, new piping, and open cut ditch work.

The Town deputy reported that there were 305 calls during the previous month. There were no major issues. Comm. Edwards commended the deputy for their work. Comm. Childress mentioned that there was speeding coming in to Town of West Nash Street.

7. Commissioner Concerns

Admin. Russell reported that the County was going to pay half for the cost of tearing the house down on East Wilson St. During the fire inspection – asbestos removal cost would have been \$650.00.

Comm. Wheeler requested information about:

Waterline replacement – Site and surveying of properties had begun to take place. Once the quarterly report is received, Admin. Russell will then forward a copy to the Board.

Train Depot update – USDA has brought about extra requirements and has some concerns with the appraisal report. Admin. Russell will forward the list to the Board.

House Burns – Burning is planned to take place by the Fire Academy later this fall. Phil Batts would like for the weather to be cooler.

Golf Cart Signage – Admin. Russell mentioned the signs were located at the Town shop. A work order is in the system for the signs to be rehung.

Waste Industries – Admin. Russell mentioned that there will be a meeting to renew the contract by the end of this fiscal year. He is looking at the possibility to going to full size recycling containers, which encourages more recycling and will reduce tipping fees. A special meeting will be scheduled with Waste Industries.

Comm. Childress mentioned that the leak that was recently repaired was once again leaking on S. Parker Street Extension.

Comm. Childress asked for information about the police car that is to be liquidated by the Town since purchasing the new vehicle. Admin. Russell will call to inquire.

Comm. Cooke asked for updates on the Town's parade, and for information on the Town's Christmas party. Admin. Russell mentioned that ideas are being searched if the Board would be interested in having the event catered at one of the buildings in Town.

Comm. Childress mentioned that FEMA is giving out grants to fire departments.

Comm. Edwards reported that the Toisnot Fire Department had ordered a new tanker truck. The department gave the old tanker to the Princeville Department, who lost theirs during Hurricane Matthew.

8. Closed Session

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

9. Re-opening of Open Session

MOTION: Comm. Childress made motion to adjourn the closed session and move back to open session; seconded by Comm. Wheeler. Motion passed by unanimous vote.

MOTION: Comm. Childress made motion to pursue litigation against AECOM and H.G. Reynolds for their failure to complete foundation work on the Town's train depot, and not taking ownership and failure to comply; seconded by Comm. Edwards. Motion passed by unanimous vote.

10. Adjournment

Comm. Cooke adjourned the meeting at approximately 9:41 pm, November 15, 2016, upon motion of Board.

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

Minutes submitted by Dena H. Owens, Town Clerk