



**ELM CITY BOARD OF COMMISSIONERS
TUESDAY, FEBRUARY 14, 2017
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 February 14, 2017.

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, Marsha Wells (hereinafter "Comm. Wells")
Commissioner, Gil Wheeler (hereinafter "Comm. Wheeler")
Town Administrator, Jonathan Russell (hereinafter "Admin. Russell")

3. Approval of Minutes from Last Meeting

Mayor Smith gave the Board opportunity to review the proposed minutes from the January 10, 2017, meeting.

MOTION: Comm. Cooke made motion to approve the January 10, 2017, meeting minutes; seconded by Comm. Wheeler. Motion passed by unanimous vote.

4. Admin. Russell's Report

A. State Water Infrastructure Authority Grant Notice: SWIA announced the winners of the October grant application at the January 21, 2017 meeting. The Town was awarded \$3,000,000 for infrastructure upgrades along with \$300,000 for an asset and inventory management program to be developed and implemented. An orientation meeting is scheduled for Tuesday, February 21, 2017 at 10 am. It is estimated that the work will be completed in 18 months. All deadlines are set by the State.

MOTION: Comm. Wheeler made motion that the Engineering and Grant Administration for the Wastewater Infrastructure upgrades be awarded to McGill and Associates; seconded by Comm. Wells. Motion passed by unanimous vote.

- B. Train Depot Update: Progress continues on the depot renovation. Calls are coming in to the Town Office regarding reserving the space for events. Information has been gathered regarding rates and policies from surrounding municipalities and privately rented spaces. Suggested rates are:
- Daily Rate of \$500
 - Hourly Rate of \$75 / 2 hour minimum
 - \$200 Fee to serve alcohol
 - \$100 Security Deposit
 - \$1,000 Weekend Rate from 5 pm Friday through 12 pm Sunday

Admin. Russell asked the Board to consider what would be acceptable rates and to be prepared to make a decision at next month's meeting.

- C. CDBG-I Update: Admin. Russell and Comm. Cooke recently met with the CDBG-I staff in Raleigh to discuss the connector between Pine Street and West Main Street. Some concern had been raised regarding the possible wetland areas that have been addressed. Necessary documentation has been prepared for agency review and the Corps of Engineers representative has been contacted. A response is needed from the CDBG-I program to proceed. Construction documents should be ready late May or June in order to put the job out for bid.
- D. Community Waste Reduction Recycling Grant Program: A proposal is being prepared to seek grant funding in an amount up to \$30,000, that would allow the Town to purchase 95 gallon roll out recycling carts. This would allow residents to reduce their amount of waste sent to the landfill and improve accessibility of recycling. The carts would be emptied every other week, which will help reduce the contract amount with Waste Industries. A motion is needed to apply.

MOTION: Comm. Childress made motion that the Town apply for the \$30,000 grant for the ability to purchase 95 gallon recycling carts; seconded by Comm. Cooke. Motion passed by unanimous vote.

- E. Well Site Filtration Grant: McGill and Associates is currently evaluating funding options to install a filtration system at the Oakview and Lynnhaven Well sites. This system will remove minerals from the water and improve overall water quality for the citizens. The upcoming grant cycle for Connect NC Bond has a deadline of April 28, 2017. The grant application is for \$600,000.
- F. Meter Installation at Oakview Mobile Home Park: Financing options have been reviewed for the meter installation at Oakview Park. The expense to install 32 meters within the park is approximately \$16,000, and will be paid partially in the

current fiscal year with the remainder being carried over to FY2017-18. Admin. Russell suggested that the Town designate \$8,000 per year of the budgeted amount to pay for the meter installation, thereby not applying for financing. If financed, the loan would have to be approved by the LGC.

MOTION: Comm. Cooke made motion that the expense for the metering of Oakview Mobile Home Park be designated by budgeted amounts found in the Town's current fiscal year budget, with the remainder being designated with the FY 2017-18 budget; seconded by Comm. Childress. Motion passed by unanimous vote.

- G. Bloodfield Well Repair: The well casing has been repaired at the well located on East Wilson Street. It is currently producing approximately 50,000 – 70,000 GPD and will greatly reduce the water purchase from the City of Wilson.
- H. Citizen Survey: A citizen survey was discussed at the January Board Meeting to solicit feedback for the upcoming budget and strategic planning measures. A sample survey was available for the Board's review. It was suggested the following be added to the survey:
- Interest in bringing Greenlight to the Town limits
 - Ideas for the Downtown portion of the Town
 - Ideas for inclusion in the Fall Fest & Car Show
 - Interest in seeing a Beautification Committee and Yard of the Month Designation
- I. Additions:

A meeting is scheduled for Wednesday, February 15th at 12 pm with Mike Myers of Envirolink. Admin. Russell invited the Board to attend to voice any concerns they may have with the service Envirolink is providing the Town.

Admin. Russell has contacted Andy Brown with DOT regarding the golf cart signs for the Town. The signs are currently being processed.

NC Works has monies available for 320 hours of part-time work. It was suggested that the Town seek a portion of the grant to bring in a new office employee. At the end of June 2017, the employee would become a part-time employee hired through the Town. Admin. Russell suggested the Town advertise for the part-time position and seek funding through NC works.

5. Invoices

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

Additions to invoices:

Andrew Harris - \$3,000 for work from June 2016 – October 2016

Security Sight and Sound - \$175 for Town Office monitoring

Copy Pro - \$137.62 – Copier

Envirolink - \$1,636.84 – Ice Melt, Sprayfield maintenance, Ballfield well maintenance

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

6. Comments from Public Floor

Rodney Lovely addressed the Board regarding damage done to his car once riding and hitting a cut in the road made by Envirolink, and their failure to place signs on the road warning people of the danger. In August of 2016, Mr. Lovely was driving on East Main Street and hit the area where the road had been dug out to fix water pipes. His rims on the car were bent and cracked after hitting the hole. The rims cannot be repaired and have been discontinued. The tires had to be replaced due to broken belts, and a front-end alignment had to be done. He has contacted Admin. Russell, who suggested he contact the home office of Envirolink. Mr. Lovely mentioned that he had reached out to Envirolink and their mention was that it was a road hazard and they would not cover for the damage. He is reaching out to the Board to give him help in the matter.

Mayor Smith expressed concern that the issue would be one the Envirolink would be responsible for.

Comm. Cooke suggested that Dean Holmes, Supervisor with Envirolink and present at the meeting, get with the office to find a solution.

Mayor Smith suggested that Jonathan speak with Mike Myers at the upcoming meeting regarding the issue. He mentioned to Mr. Lovely that Jonathan would get back with him.

Jack Swaringen of Best Auto was at the meeting. He mentioned that his health wasn't good at the point and would be back at the next meeting to talk about his concerns.

Thelma Young commended the Board on the good job they were doing. She mentioned that getting the Talk of the Town newsletter was a wonderful thing and it helped to keep the Town informed. She applauds the Board and Town Office employees on the job they do.

7. Commissioner Concerns

Comm. Wells recently attended the EMS banquet and mentioned that even though the number in attendance was small, it was a nice time. She is concerned about the shrinking decline of the local volunteer EMS and FD.

Comm. Wells would like to see the Town hold a Spring yard sale with a festival. Others suggested that it could possibly take place and coincide with the grand opening of the Depot, the 100 mile yard sale, etc. Admin. Russell suggested that a brainstorming and planning session be planned.

Amin. Russell suggested that Thursday, March 9th be set aside for a budget meeting and brainstorming session, to begin at 7 pm.

Comm. Wheeler asked regarding the burning down of targeted homes by the WCC Fire Academy. Admin. Russell mentioned that Jerry Pridgen is sick and Phil Batts at the college cannot burn them until Jerry approves them for asbestos. He mentioned that he could possibly look elsewhere to find someone else who could test and approve for burning, however Jerry, he feels, is the cheapest option. Admin. Russell will look for a replacement, not to exceed \$100 for testing of each property.

Comm. Wheeler expressed concern of having the seal replaced at the entrance sign on Lake Wilson Road.

Comm. Wheeler asked for information regarding the audit for FY 2015 – 2016. Admin. Russell mentioned that the state is behind. The audit has been submitted.

Comm. Cooke asked about an update regarding the sidewalks in the uptown area. Admin. Russell has sent information to Gus Tulloss, who is working to see what could be funded. The three projects sent were curbing and sidewalks at the Middle School, parking on North and South Broad Street for the Depot, and the sidewalks in the downtown area.

Comm. Cooke mentioned to the Board that he would like to see the public works dumpster moved behind the newly purchased building, where it would be hidden from the street. Expense would include 15 – 20 loads of rock with cost being close to \$280 per load.

MOTION: Comm. Childress made motion to proceed with putting rock down to have the public works dumpster moved behind the building, blocking it from view of the street; seconded by Comm. Cooke. Motion passed by unanimous vote.

Comm. Cooke suggested that the Town rent the building in the Public Works area for storage. Admin. Russell mentioned that it was currently being used for Depot storage.

Comm. Childress would like to see a Volunteer Fire Department Softball tournament be brought to the Town in an effort to bring visitors in for the event.

Comm. Childress would like to study all empty lots in Town with setbacks to flag and show what could be placed on the lots, in an effort to gain opportunity to sell the lots. He is thinking that with the tiny homes craze that it would help to sell some of the lots.

8. Closed Session

MOTION: Comm. Childress made motion to move into closed session under NCGS §143- 318.11; seconded by Comm. Cooke. 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. Cooke. Motion passed by unanimous vote.

Admin. Russell will negotiate with Anthony Brown regarding purchasing of the cotton gin located on South Parker Street Extension, beginning at \$10,000 going no higher than \$20,000.

10. Adjournment

Mayor Smith adjourned the meeting at approximately 9:23 pm, February 14, 2017, upon motion of Board.

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

Minutes submitted by Dena H. Owens, Town Clerk