



**ELM CITY BOARD OF COMMISSIONERS
TUESDAY, APRIL 11, 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 April 11, 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, John Edwards (hereinafter "Comm. Edwards")
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 March 14, 2017, meeting.

MOTION: Comm. Cooke made motion to approve the March 14, 2017, meeting minutes; seconded by Comm. Wheeler. Motion passed by unanimous vote.

4. Admin. Russell's Report

- A. Train Depot Update: Construction continues on the depot as planned. They've not encountered any additional unforeseen problems and remain on schedule. All electrical is installed and 90% of the plumbing is finished. Paving of parking spaces will begin on the 12th of the month. Floor work will be the final portion of the project.
- B. Broad Street Parking Estimate: Quotes have been received on the paving of diagonal parking spaces along Broad Street. The spaces will mirror the parking that is along Railroad Street in the downtown district. Powell Bill funding can be used of a portion of the paving.

MOTION: Comm. Cooke made motion to have Owens Construction install the parking spaces on Broad Street with curbing, at a cost of \$45,907; seconded by Comm. Edwards. Motion passed by unanimous vote.

- C. North Carolina East Alliance: The NC East Alliance is a state funded economic development partnership for eastern North Carolina. They provide technical assistance along with business site promotion. Admin. Russell is working with the Alliance to promote the vacant industrial spaces that are available within the Town, in an effort to have some positive commercial development in the area.
- D. Recycling Grant Award: The Town received notice that it has been awarded \$22,000 for the recent waste reduction grant application. These monies will be used to purchase 95-gallon recycling carts for residential and commercial use. State representatives will be onsite in the upcoming weeks to provide assistance with implementing the change.
- E. Meter Installation at Oakview Mobile Home Park: The water meters have been installed at Oakview Park. There are some discoloration issues that are currently being worked through that wasn't previously known. Once the issues are resolved, the registering of new connections and billing the units individually will begin. Currently, an application for grant funds is being drawn up in hopes of using the funding to install filtration for the well.

MOTION: Comm. Cooke made motion that Admin. Russell check to see who is dealing with water discoloration and report back to the Board, and that the Town wait three to six months before establishing accounts in an effort to monitor and work through the issues; seconded by Comm. Childress. Motion passed by unanimous vote.

- F. NCPARTF Application: An application is being prepared for NCPARTF's May 1st deadline. The proposal will include funding to purchase the neighboring property and cotton gin structure that can be utilized for bathroom space along with a meeting space. The application is for a \$30,000 match.

MOTION: Comm. Childress made motion to apply for the NCPARTF grant; seconded by Comm. Cooke. Motion passed by unanimous vote.

- G. Library Roof Repair: Additional quotes were requested from other roofers for the library roofing needs. A quote received from Keen's Home Repair total \$7,300 to install a rubber roof, with written guarantee. The rubber will go up and over the walls.

MOTION: Comm. Childress made motion to proceed to replace the roof on the library using Keen's Home Repair at a cost of \$7,300; seconded by Comm. Cooke. Motion passed by unanimous vote.

- H. Downtown Mural Project: It was suggested that research be done on painting murals in the downtown area. Admin. Russell gauged the Board's interest in the possibility of having Cindy Harris provide some sketches that would illustrate railroad history, tobacco farming, etc.
- I. Waterline Project Update: The waterline project is moving forward with DEQ and all permitting agencies. The process is dependent on their review schedule and timelines of returning submitted documents. The final design work is nearing completion, as well as obtaining the necessary easements for the project. The project started in February of 1016. The job should go out to bid in late May or June.
- J. Wastewater Project Update: McGill Engineering started on site planning and design for the project. Soil testing is also being done by the Catena Group in order to provide a more detailed soils report for land application.
- K. Additions:
 - 1. Dennis Joyner has been contacted to do an asbestos inspection on the houses that are scheduled to be burned. He will be in Town on Tuesday, April 18th.
 - 2. Southern Corrosion will soon be painting the water tank. Gun metal gray has been suggested with red or burgundy lettering. Certification for painting has been submitted to the State. Southern Corrosion will be at the Town meeting in June for color options and selection.
 - 3. McGill Filter Resolution: Motion is needed to apply for grant funding for installing filters and a new line from Hwy 301 and Beauvue Rd, and another needed for requesting funding for the filters only.

MOTION: Comm. Childress made motion to apply for grant funding for installing filters at the Oakview and Lynnhaven wells and placing new water lines from 301 down Beauvue Rd; seconded by Comm. Edwards. Motion passed by unanimous vote.

MOTION: Comm. Childress made motion to apply for grant funding for installing filters at the Oakview and Lynnhaven wells; seconded by Comm. Edwards. Motion passed by unanimous vote.

5. **Invoices**

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

Additions:

Harris Computer Software (EGOV) for 1st Quarter - \$308.

Utility Deposit Refunds - \$80.43

Online Information Services (Credit Reports) - \$44.25

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

6. **Comments from Public Floor**

There were no concerns brought forth.

7. **Commissioner Concerns**

Comm. Edwards questioned regarding when the next Planning Board meeting would take place.

Much discussion was rendered regarding placement of mailboxes in the historic district of the Town. The postal service has seen a change in their guidelines. Admin. Russell has spoken with the route supervisor, Matthew Staley. The Mayor suggested that Admin. Russell set up a personal meeting regarding questions and legality of where such boxes should be placed, and to ask for clarification of laws regarding mailbox placement.

Discussion was rendered regarding Envirolink and the fact that their contract will run out in eight months. The Board is interested in finding other contractors who would like to put out a bid to take care of the public works portion of the Town. Admin. Russell is not aware of any other full-service companies. It may have to be broken up with different contractors covering different portions of the public works.

Comm. Wells voiced concern over the painting of the property at 206 W Main Street.

Preservation NC of Wilson – Kathy Bethune – will often place homes on their site as a way to advertise them for sale.

Comm. Wells mentioned the unique features of the Town. She suggested that we have historic district signs, and that the Town expound upon the unique features that it holds.

Comm. Wells questioned as to whether or not a claim had been filed for the roof leak at the library. Admin. Russell mentioned that there was a \$2,500 deductible with insurance.

Comm. Wheeler mentioned that as the Nexans is closing, it may be possible to reach out to have all the properties connected to the Nexans property in town annexed.

8. Adjournment

Mayor Smith adjourned the meeting at approximately 9:07 pm, April 14, 2017, upon motion of Board.

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

Minutes submitted by Dena H. Owens, Town Clerk