



**ELM CITY BOARD OF COMMISSIONERS  
TUESDAY, JUNE 13, 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 June 13, 2017.

**2. Roll Call**

Mayor Smith conducted a roll call. The following were present:

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 May 9, 2017, meeting.

*MOTION: Comm. Cooke made motion to approve the May 9, 2017, meeting minutes; seconded by Comm. Edwards. Motion passed by unanimous vote.*

**4. Public Hearing – FY 2017/2018 Budget**

*MOTION: Comm. Cooke made motion to move into the public hearing for the FY 17/18 Budget; seconded by Comm. Wheeler. Motion passed by unanimous vote.*

Admin. Russell presented the FY 17/18 Budget Message to the Board and citizens. There was not much change to the proposed budget from the previous fiscal year. The tax nor utility rate changed. The contracts with Waste Industries, Wilson County Sheriff's Department, and Envirolink remained the same. Although county wide the tax values of properties decreased, the Town held steady with Solar Farm tax monies. The Town will be working with two capital projects, the waterline replacement and sewer expansion. The Town operates on a 1.5 million day to day operating budget. There was no need to raise

the water and sewer rates as the Town stayed within the previous budget with expenditures.

There were no questions or concerns posed by the public nor commissioners.

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

*MOTION: Comm. Cooke made motion to approve the FY 17/18 budget, seconded by Comm. Edwards. Motion passed by unanimous vote.*

## 5. **Admin. Russell's Report**

A. Recycle Grant Kickoff Meeting: A meeting was held on Monday, June 12, with Matt James to discuss the recently awarded recycling grant. The Town has through October 1<sup>st</sup> to implement the program. Mr. James felt that the Town may be able to piggy back with the State contract for the cost of 650 carts. With this program, the Town will be able through recycling to lower the tipping fees. This is a reimbursed purchase, in that the Town will be responsible for the upfront cost of the carts. It is also a grant that can be applied for each year.

B. Resolution for Planning Grant: NCDEW requested a resolution outlining the offer and acceptance of both the water and wastewater asset inventory and assessment grant. The assessment is being performed by Envirolink in conjunction with McGill Engineering.

*MOTION: Comm. Edwards made motion to accept the water asset inventory grant, as well as the sewer asset inventory grant; seconded by Comm. Cooke. Motion passed by unanimous vote.*

C. Wilson County Hurricane Rehab Funding: The City of Wilson's Community Development Office has been awarded disaster recovery funds from the NC Housing Finance Agency to serve all of Wilson County. These funds are available to households affected by Hurricane Matthew and Tropical Storms Julia and Hermine. There is \$100,000 available to citizens affected by the storms.

D. Water Tank Repainting Color Options: The base color options for the water tank are blue, green, and gray. There is an unlimited selection of color options and fonts for lettering. Southern Corrosion recommends the Town use a gray base with maroon lettering. The Board requested different options and would like to possibly see the Town's seal or emblem painted on the tank. Admin. Russell will have options available at the next Board meeting.

- E. Easement Info on Waterline Replacement: Easement maps have been drafted and forwarded to the Town Attorney for easement acquisition and recordation with the Wilson County Register of Deeds. The Town is waiting for CDBG-I to complete the design review and issue permits in order to put the project out to bid. There are 45 days given for the review.
- F. Wastewater Update: The initial design work has been submitted to the State for review on the wastewater improvement project. It is projected that an increase of spray up to 350,000 gpd will be allotted under the new permit. McGill Engineering predicts that the design will be revised several times before final plans are adopted. McGill feels that there will be discussions between their company and the State, but still feels the range will be between 310 – 320,000 gpd.
- G. Train Depot Update: The final punch list items were provided to the contractor on June 9, 2017, which will be reviewed on June 21<sup>st</sup> at 2 pm, at which time any further questions or concerns from USDA or the Town will be addressed. All Board members are urged to attend the walk through on June 21<sup>st</sup>, if available. The certificate of occupancy was issued on June 12<sup>th</sup>. Payments will begin 12 months after the project is closed out. Still to be purchased are tables, chairs, decorations, etc. USDA suggested the Town install a security system. Additional parking will take place when transferred, and landscaping will take place within 2 to 3 weeks.
- H. State Water Infrastructure Authority Grant Notice: SWIA will announce the results of the most recent grant application on July 19, 2017. This is for the most recent application that will provide filters at the Oakview and Lynnhaven Well sites. There is 18 million dollars available in this grant cycle.
- I. Additions:
  - 1. An NOV was given for the overflow at Primary Lagoon bar screen. The State is aware of the 5 – 6 inches of rainfall, which caused the overflow. No matter the reason, if a report is made, a letter must follow.
  - 2. The Mayor mentioned concerns regarding the water at the Braswell property on W. Nash Street. Four-inch lines run through the area, however the lines in front of her property are 1.5-inch lines. Mrs. Braswell is reaching out to the Board to correct the concerns and issues she faces daily with her water being brown. The Mayor suggested the lines be flushed until the lines can be run, bringing them up to the four-inch that runs throughout the area.
  - 3. A compliance evaluation was done on the collection system. Everything was approved, paper work was in order and the State was satisfied. This works well in the Town's favor to help with the new permit for 350,000 gpd.

4. Admin. Russell presented the third budget amendment for the 16/17 fiscal year.

*MOTION: Comm. Wheeler made motion to accept the budget amendment #3; seconded by Comm. Cooke. Motion passed by unanimous vote.*

## **6. Invoices**

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

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

## **7. Comments from Public Floor**

Vanessa Mercer, of 709 Cobb Road, asked if there would be a charge for the new recycling bins. There will be no additional charge billed to citizens for the larger cans.

Admin. Russell mentioned that the work to Ms. Mercer's ditch in her front yard has been done, however, the workers would return to grade and reseed to complete the work. Ms. Mercer mentioned that the water was no running during rain events.

Wayne Baker, of W. Wilson Street, commended the work that had been done on the Train Depot. A club with which he is a member may be interested in renting the Depot for four hours for an event. He was somewhat concerned over the floor, and suggested the Board be aware of the concerns over someone possibly suing the Town, should they get hurt.

## **8. Commissioner Concerns**

Comm. Edwards mentioned that there were still safety issues involved with some of the properties in Town, those who as well violate the NC Fire Code. The process seems to be slow moving and safety is still an issue.

Admin. Russell spoke with Town Attorney, Slade Rand. Kenneth Batts is considered the fire inspector for the County, but is unlicensed. There is an ability to hire a third-party contractor to inspect properties for 2504 State Fire Code.

Comm. Edwards mentioned that other towns nearby inspect properties within a week. If in violation, it becomes a legal issue and owners are made to clean up the property within so many days. If still left undone, the deputies will lock the doors.

*MOTION: Comm. Edwards made motion to hire a third-party licensed fire inspector; seconded by Comm. Wheeler. Motion passed by unanimous vote.*

Multiple concerns and questions were presented. No additional Board action was taken.

9. **Adjournment**

Mayor Smith adjourned the meeting at approximately 9:18 pm, June 13, 2017, upon motion of Board.

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

*Minutes submitted by Dena H. Owens, Town Clerk*