



**ELM CITY BOARD OF COMMISSIONERS  
TUESDAY, SEPTEMBER 12, 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 September 12, 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 August 15, 2017, meeting.

*MOTION: Comm. Cooke made motion to approve the August 15, 2017, meeting minutes; seconded by Comm. Edwards. Motion passed by unanimous vote.*

**4. Admin. Russell's Report**

- A. Fall Festival Update: Applications for both vendors and car show entries are continuing to come in. Admin. Russell encouraged everyone to promote the event, and inform any interested citizens to contact the Town Office for more information.
- B. NC Drinking Water Grant Announcement: On September 8<sup>th</sup>, it was announced that 10 million dollars in grant funding will be released to the 45 counties affected by Hurricane Matthew. This funding may be used for water and wastewater projects within this affected region. Admin. Russell is hopeful that the filtration project will qualify for this funding, which has an application deadline of October 31<sup>st</sup>.

- C. Carpet Cleaning Estimates: Admin. Russell presented the Board with carpet cleaning estimates for the Town Office, Substation, and Library. Carpet Magic held the lowest bid of \$480.

*MOTION: Comm. Edwards made motion that Carpet Magic clean the carpet at the Town Office, Substation and Library in the amount of \$480; seconded by Comm. Wheeler. Motion passed by unanimous vote.*

- D. Train Depot Security System Quotes: Admin. Russell presented the Board with security system quotes for the Train Depot. The system will include 4 exterior cameras, 9 door sensors, 3 motion detectors, and 3 glass break sensors. It was recommended that the Board accept the bid from Business Protection Services based on pricing and recommendations. The ability was given to add 2 interior cameras, continual loop and recording, and monitoring from cell phones.

*MOTION: Comm. Edwards made motion that Business Protection Services be given the contract to install the security system in the Train Depot; seconded by Comm. Cooke. Motion passed by unanimous vote.*

- E. Daniel Drive Flooding: CSX has been contacted regarding the ongoing maintenance and clearing of debris near the railroad tracks close by the Daniel Drive neighborhood. Effort will be made to continue monitoring the water flow in the area in order to prevent, or lessen any potential flooding during hurricane season.

- F. Powell Bill Funding: The first round of Powell Bill funding will be received for the month of September in the amount of \$20,286.11. The second round will be received by February 2018.

- G. Audit FY 2016 – 17: The audit has begun for the most recent fiscal year. Greg Redman's office has gathered all pre-audit data and will be onsite completing the review over the next three to four weeks. They are pleased with the currenting findings and record keeping.

- H. Water Audit: The office staff is working with Envirolink to identify potential areas of water loss within the system, in order to improve utility revenue. Some potential areas of loss have been identified, and continual monitoring will be ongoing in order to reduce utility cost.

- I. Additions:

- 1. Waterline Grant – Within the next 30 days, the bid cycle will begin and will be awarded to a contractor following a 30 day bid period.

2. Recycling Cart Approval – The recycling carts have been found. They will be hot stamped with the Town Seal. Present cost is between \$30,305 – 40,000. Admin. Russell is working to get the quote down \$1,000 to \$1,500 less. Waste Industries will put together and distribute the carts. Carts come with a 10-year warranty, however lids and wheels are not covered. Order will be for 650 units, which 615 will be needed. Others will be held in reserve. Any additional carts will be at a replacement cost of \$44.

*MOTION: Comm. Cooke made motion to accept the lower bid for carts at a cost of \$30,305; Seconded by Comm. Wheeler. Motion passed by unanimous vote.*

3. Paving Estimates – estimates are coming in slowly. Admin. Russell feels that funding should be sought, financing the \$125,000 cost on a five-year term, making a 59-month loan – which will not require approval by the LGC.

*MOTION: Comm. Wheeler made motion to seek funding from two to three different banks; seconded by Comm. Cooke. Motion passed by unanimous vote.*

4. Admin. Russell mentioned that Comm. Cooke had been working steady on preparing the museum space at the Train Depot. It was suggested that in the Oct. issue of the Talk of the Town, that items be requested from any citizens interested in taking part of placing their items in the Depot museum.

5. The Board Christmas Party is scheduled for Friday, Dec. 1<sup>st</sup> at the Depot.

## 5. Invoices

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

Additions:	Online Information	\$32.85 (Credit Checks)
	Roger Bass	\$120.00 (Ordinance Mowings)
	Jean Thorpe	\$5.09 (Supplies)
	City of Wilson	\$3,242.31 (Water)
	Waste Industries	\$10,694.07 (Contract and Pub. Wks. Bldg.)
	Advanced Portable Toilets	\$142.78 (Elm City Park)
	Security, Sight & Sound	\$130.00 (Library Keypad Replacement)

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

## 6. Comments from Public Floor

Shirley Barron mentioned once again that there was an area on Daniel Drive past the second house on the right that needs to be mowed, due to the difficulty to see when turning the curve. She also mentioned that there was a sink hole on the left side of Daniel Drive where work had been done. J P McCann took notes to be sure areas were taken care of.

Mrs. Barron also mentioned that the event coordinator for their upcoming Class Reunion, taking place in the Depot, was interested in sending weddings the Town's way for Depot rentals.

## 7. Commissioner Concerns

Comm. Edwards felt it in the best interest that the handicap accessibility for the Town office be revisited, as it is something sited each time USDA is on site at the office. He would like to see new bids.

Comm. Wheeler would like to see the Town hold a "Shred Day". He mentioned that citizens had been asking.

Comm. Edwards mentioned the Farmer's Market. Admin. Russell suggested that a day be selected.

Comm. Wheeler mentioned the possibility of the previously mentioned BBQ Cookoff. Admin. Russell has spoken with Melvin Whitman, owner of BQ Grills. It was suggested that the Town look for 10 – 15 entries, cooking 100 lb. pigs, have events for children, and donate funds for school supplies, etc. Comm. Wheeler would like to see the event take place possibly the 1<sup>st</sup> week of May.

Comm. Wells questioned who would be performing for the Elms Festival. Admin. Russell mentioned that the Oak Grove Boys and Stephanie would perform, but did not have the second band scheduled as of yet.

Comm. Wells mentioned the need for the buffer at the solar field across from the Elm City Park. Admin. Russell mentioned that approval doesn't seem to be available, even with the Town helping defray cost. Comm. Wells suggested that each member of the Board send letters of concern to the owner of the solar facility.

Comm. Wells questioned regarding the roof and leaks at the library, since work had been completed. There have been no leaks.

Comm. Wells would like to see the dumpster at the public works building moved to possibly the leaves and limb storage area off of North Parker Street.

Comm. Wells questioned sending a letter for a direct response to the postmaster regarding mailboxes placed incorrectly in the Town.

Comm. Cooke questioned the hiring of a maintenance man to handle small errands around town. Mayor Smith suggested that a special meeting be called to handle such issue.

8. **Adjournment**

Mayor Smith adjourned the meeting at approximately 9:05 pm, September 12, 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*