



**ELM CITY BOARD OF COMMISSIONERS
TUESDAY, NOVEMBER 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 November 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, 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 October 10, 2017, meeting.

Corrections to be made:

- Number 4A should read, "The asset inventory assessment is underway to provide detailed mapping of both the water and sewer system for the Town."
- Number 4F should read, "The project has had a delay due to the engineer who left his position with the CDBG program in the beginning of September."

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

4. Admin. Russell's Report

A. Wastewater Improvement Project Update: The wastewater treatment plant had an inspection on Wednesday, November 1. McGill Engineering is providing additional soil data in an effort to further illustrate the flow capacity for the new spray fields. The initial PER submission deadline will be December 1, 2017. There is some

concern with the I & I. The inspectors were happy with the spray, but felt more work should be done on the I & I.

- B. Water Filtration Project Proposal: The proposed filtration project for the Lynnhaven and Cedar Ridge well-sites is ongoing. A preliminary engineering report will be needed prior to the LGC review. McGill has provided an itemized list of expenditure for the project. They will complete the PER and wait for LGC approval before moving forward. Cost for the engineering report is \$9,500.

MOTION: Comm. Edwards made a motion to have McGill and Associates prepare the preliminary engineering report; seconded by Comm. Childress. Motion passed by unanimous vote.

- C. CDBG-I Bid Opening: Waterline project bids will be opened at 2:00 pm on Friday, November 17, 2017. CDBG requires that the town receive a minimum of three qualified bids in order to award the project for construction. The engineering firm has reported that five companies have requested copies of the specification and design for the project. It is not anticipated having any issues with the number of bids received.
- D. Recycling Cart Update: The new recycling carts will arrive later in the month for a distribution in December. A complete conversion to full size carts for both recycling and trash should begin at the beginning of the new calendar year. There has been a delay due to the HDPE material and new legislation.
- E. Elms Festival Update: The Elms Festival was a success. Many positive comments were given from vendors, car show participants, and attendees.
- F. Elm City Tree Lighting: The Town's tree lighting will be held on Monday, November 27th at 7 pm. Admin. Russell encouraged the Board to pass word along to citizens to ensure the event be a great success. Admin. Russell mentioned taking invitations to the elementary school as well.
- G. Additions:
 - 1. The plaque for the Depot has been ordered and will be installed soon.
 - 2. Mark Letchworth called the Town regarding the ditch located at the elementary school, requesting that something be done to allow better flow of the storm water in the area.

3. Admin. Russell shared an email that was received from Matthew Staley regarding mailboxes within a mile of the post office. The email gave no solution to the concerns. He emailed Mr. Staley again asking for a solution.
4. Admin. Russell shared information regarding asphalt and roadwork in Town. Weaver's Asphalt was the lowest quote received at a cost of \$132,327.00. Upon approval and acceptance of the proposal, all work is to be completed within 360 days. Admin. Russell suggested the Town obtain 59-month financing for the project at \$125,000 and pay the remainder from Powell Bill funds.

MOTION: Comm. Childress made motion to approve Weaver's Asphalt bid and proposal for \$132,327.00, obtaining 59-month financing; seconded by Comm. Cooke. Motion passed by unanimous vote.

5. Admin. Russell mentioned that a renter from Oakview Mobile Home Park, living two properties from the well, continues to contact the office and has issues with brown water and the ruining of clothing when she washes. She would like to have some form of refund. Much discussion was rendered regarding the concern of refunding monthly charges for brown water, and the issue as to whether or not this is an issue with the well or an issue with the mobile home park lines from the meter to the home. J. P. McCann with Envirolink agreed to test the water coming directly from the meter to be sure the issue is or is not a well problem. Admin. Russell will check with Bill Powell for a map of the waterlines in the park. Mayor Smith suggested that since there was no policy on refunding monthly charges for brown water, and not knowing for sure wherein the problem lies, that the Town make no decision at this time to allow an opportunity to find the issue or cause.

5. Invoices

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

Additions: Ashley Bass (ordinance mileage) - \$81.32
Roger Bass (ordinance mowing) - \$50.00

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

6. Comments from Public Floor

Thelma Young was in attendance and voiced her concern over the bank in Town closing. Admin. Russell mentioned that the Town is working to bring in a smaller bank to the Town.

Shirley Barron questioned to be sure that David Lane was included in the Weaver's Asphalt bid. Admin. Russell answered that David Lane was in fact a portion of the bid.

7. Commissioner Concerns

Comm. Edwards mentioned that the principal of Elm City Elementary School called with concerns over the ditch running through the playground due to flooding.

Comm. Edwards questioned when the paving of the Depot parking would take place. Admin. Russell will get in touch with Donnie Bass, the site manager of Owens Construction, to confirm when work is to begin, as nothing has been scheduled.

Comm. Edward questioned whether or not the graveyard behind Nexans could be renamed. Mayor Smith mentioned that the name was given the cemetery commission. The Town has no ownership of the cemetery.

Comm. Edwards asked if there was a possibility of changing the Board to a rotating Board and changing the term from two years to four. Admin. Russell said it could be done but would require legislative action, and a bill would have to be issued to adjust the Town charter.

Comm. Wells revisited the email from the Matthew Staley, Post Master. She stated her concern that it was mentioned that no new boxes had been approved by him. Admin. Russell mentioned that he did reply to the email asking that some of the vague answers be cleared up and asked for additional details. Comm. Wells wondered if the Town Attorney, Slade Rand could contact the Post Master on behalf of the Town.

Comm. Wheeler questioned where we stand with the burning of the South Parker Street property. Admin. Russell mentioned that he has spoken with Joseph Barron, of Wilson Community College. He has not as yet given a date to burn, as he is working to line up a day that the students were available, and scheduling has been a conflict. Admin. Russell suggested that the Board give the College one more month to get a date scheduled or look into finding someone who can tear the home down.

Comm. Cooke questioned regarding the bush hogging of properties in Town. J. P. McCann mentioned that Envirolink is working on getting the side bar on the mower. Comm. Cooke voiced concern that bush hogging in Town needed to be completed.

Comm. Cooke asked the status of moving the dumpster. Due to so many using and abusing the area, it was suggested that the Town look for a grant to have the area fenced in and add additional concreting, closing the area off to the public.

Comm. Childress questioned whether or not Watson Lane was in the Town limits. Admin. Russell mentioned that a portion of the street was in town.

Comm. Childress mentioned Admin. Russell's previous meeting information about bringing a magistrate in Town to increase the deputies' presence. Mayor Smith stated that he had been told that citizens know the deputies' schedules when they are on patrol.

Comm. Childress mentioned that the Train Depot had been a great success. He felt the Town should consider doing an ad with Comcast to get the word out.

Comm. Cooke mentioned that there had been someone who mentioned volunteering their time to stay at the museum for a time of leaving it open to the public. He also mentioned that other items were needed to finish setup.

8. Closed Session

MOTION: Comm. Childress made motion to move into closed session under NCGS §143- 318.11; seconded by Comm. Edwards. 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.

10. Adjournment

Mayor Smith adjourned the meeting at approximately 10:00 pm, November 14, 2017, upon motion of Board.

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

Minutes submitted by Dena H. Owens, Town Clerk