



**ELM CITY BOARD OF COMMISSIONERS  
TUESDAY, DECEMBER 13, 2016  
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 December 13, 2016.

**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 November 15, 2016, meeting.

*MOTION: Comm. Cooke made motion to approve the November 15, 2016, meeting minutes; seconded by Comm. Wheeler. Motion passed by unanimous vote.*

**4. Blake Proctor, Town Manager for Sharpsburg**

Blake Proctor, Town Manager of Sharpsburg, came to present an idea to the Board of joining together with Sharpsburg to receive the benefits of a shared waste water treatment plant. With costs of Sharpsburg being connected with Rocky Mount, Mr. Proctor believes that joining together with the Town would be beneficial for both municipalities. He also knows that DEQ realizes the benefits of towns joining together for grant purposes.

Admin. Russell mentioned his meeting with Mr. Proctor in which they talked about a shared system, and how all could benefit by helping each other with a regional system, where the towns work together. He mentioned that it would not replace the grant that is currently been applied for. Admin. Russell also said the idea of a water authority could be visited, with use of the Hanson Quarry.

## 5. Admin. Russell's Report

- A. State Water Infrastructure Authority Grant Notice: SWIA will announce the winners of the September grant application at the January 18, 2017 meeting. The results should be made public when the agenda is issued the week prior to the 18<sup>th</sup>. The meeting had been postponed from the previous date.
- B. Southern Corrosion Tank Painting: The annual inspection of the elevated water tank was performed by Southern Corrosion. They recommend that the Board consider painting the exterior of the tank as prescribed within their contract. Admin. Russell mentioned it would be good to have the painting completed during the spring or summer of this year.
- C. Bloodfield Well Repair Estimate: The Bloodfield well located on East Wilson Street has been evaluated and a repair recommendation has been made. It is anticipated that the repair will solve the air intrusion problem at the site and increase the volume of water that can be pumped from the location. It looks as if the well could produce 40 – 50,000 gallons per day.

*MOTION: Comm. Cooke made motion that the Town hire N.W. Poole Well & Pump Company to complete the work as per their quote dated December 9, 2016, in the amount of \$13,899.00; second by Comm. Wheeler. Motion passed by unanimous vote.*

- D. Control Training Burn: Admin. Russell has been in contact with Phil Batts and Jerry Pridgen regarding the burning of three properties in Town that have been identified for training purposes. They hope to have the properties scheduled and burned in the next few months, and will notify the office when the date has been set.
- E. Anderson Street Storm Water: Haddock Enterprises was onsite to perform the replacement of the storm water piping at 301 North Anderson Street. A problem has been encountered with an easement, which is currently being worked through in order to move forward with the project. If an easement cannot be found and an agreement cannot be attained, it may require court action to be taken to get access to the area needed.
- F. Fire Code Enforcement Update: Admin. Russell has been working with the County Fire Inspector to take increased action at 101 S. Parker St. The tenant has been given numerous warnings from both the Town and County with little to no action taken. It is hoped that this issue will be resolved as soon as possible.

- G. Audit Report: Greg Redman is awaiting approval from the LGC and hopes to present the results to the Board at the January meeting.
- H. NCPARTF Final Inspection: The final inspection was conducted on the new Town park on Parker Street Extension on November 22, 2016. The report was good and the department looks forward to working with the Town on Phase 2 of the project.
- I. Town Website Hosting: The Town website has been converted to an upgraded site that will allow more mobile friendly features to be added. This will allow for easier updates and changes to be made by Evans Press, as well as the Town.
- J. CSX Parking Approval: Admin. Russell has been in contact with CSX regarding the possibility of installing diagonal surface parking on the West side of the train tracks. The initial application has been amended to include both the North and South side of Broad Street to submit for review. The lease fee is \$1,200 annually. The agreement will be the same for both sides of the tracks, North and South Railroad Street; as well as North and South Broad Streets.
- K. Train Depot Update: Construction has resumed on the train depot with an estimated construction period of 120 days until completion.

L. Additions:

1. Admin. Russell presented the Anti-Discrimination AFFH rule paperwork, which is required to be adopted for the Waterline Replacement Grant.

*MOTION: Comm. Childress made motion to accept the AFFH rule, anti-discrimination paperwork; seconded by Comm. Cooke. Motion passed by unanimous vote.*

2. Admin. Russell mentioned that he had spoken to Gary Flowers regarding the Waterline Replacement CDBG-I and what the time frame would be for digging work to begin. Mr. Flowers mentioned that because the project is CDBG-I, extra steps are taken; therefore he has no control over the length of time for review.
3. Admin. Russell has spoken with Bill Powell regarding the Oakview Mobile Home Park and the Town's concern of the amount of water being used there versus the amount the Town receives. They spoke about possibly increasing the rate per unit to near the \$40 range. Admin. Russell feels it may be easier to change the rates versus the placement of meters at each property. The cost for meters for installation will be \$16,000 - \$17,000. If

metering the property, the Board will need to decide which rate to charge, i.e. in town versus out of town.

Admin. Russell mentioned the possibility to getting a SRF loan at zero percent interest, paying it off in three to four years, if the Board is interested in metering each property.

*MOTION: Comm. Childress made a motion that the Town look into obtaining funding to place meters at the homes located in the Oakview Mobile Home Park; seconded by Comm. Cooke. Motion passed by unanimous vote.*

4. Allen Roberson is interested in purchasing nine acres of Town-owned property adjacent to his property. Admin. Russell presented the Board with a map showing the boundaries of the property of interest.
5. Gus Tulles, with the district DOT office, recently visited with Admin. Russell, encouraging the Town to pursue the \$300,000 worth of grant monies available to do work on the Town streets. Admin. Russell mentioned several projects the Board could consider if interested in applying for the funds.
6. Admin. Russell mentioned that the yellow Town Entrance Welcome street signs need to be replaced due to being out of code. The yellow color is used on roads as a color of warning. To be in code, the signs at the crossovers on Wilson, Main, Nash, and Branch Streets must be in the traditional green color to be in code. Five new welcome signs will need to be ordered.

## 6. **Invoices**

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

Additions: Mosca Design - \$145.00 (Flame Lamps)  
Dena Owens - \$23.56 (Reimburse Supplies)

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

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

Thelma Young, of Tyson Lane, commended the Board and the office personnel on the great job they are doing for the Town.

## **8. Commissioner Concerns**

Comm. Cooke mentioned his concern with the dumpster area located at the Town shop. His concern was that the appearance was worse than that of the County dump. He mentioned the possibility to moving the dumpster to a different location on the lots at shop for a better appearance for the Town.

Comm. Wells mentioned how nice the Tree Lighting was that took place in November. She would liked to have seen more church participation. Admin. Russell suggested the possibility of more participation if moved to an earlier date in November due to the Thanksgiving Holiday and travel.

Comm. Wells questioned as to where the Town is in regard to getting the annexation information to the State. Admin. Russell mentioned that the Office is currently working through the mapping with the County.

Comm. Wells commended the work that was done on this year's Christmas Parade. She felt it was a good parade.

Comm. Wells would like to see a date for the Town's Christmas party scheduled by the end of October.

## **9. Closed Session**

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

*MOTION: Comm. Childress made motion to extend Christmas Bonuses to the Town Employees as follows: Russell - \$200; Owens - \$150; Thorpe - \$125; Bass - \$75; seconded by Comm. Childress. Motion passed by unanimous vote.*

## **10. Adjournment**

Mayor Smith adjourned the meeting at approximately 10:30 pm, December 13, 2016, 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*