



**ELM CITY BOARD OF COMMISSIONERS
TUESDAY, JANUARY 9, 2018
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 January 9, 2018.

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. Swearing in of Mayor and Commissioners

The Honorable William Farris was in attendance for swearing in of the Mayor and Commissioners for the two-year term.

Mayor: Grady Smith

Commissioners: Dale Childress, Melvin Cooke, John Edwards, Marsha Wells, Gil Wheeler

4. Mayor Pro tem Appointment and Commissioner Assignments

Mayor Smith gave the Board opportunity to decide how to appoint the Mayor Pro tem for the upcoming term. He mentioned that the previous appointment was given to the commissioner receiving the highest number of votes at the last election.

MOTION: Comm. Childress made motion that the Mayor Pro tem appointment be given to the commissioner with the highest number of votes, seconded by Comm. Cooke. Motion passed by unanimous vote.

Comm. Wheeler was appointed Mayor pro tem for the upcoming term.

Mayor Smith gave Commissioner Assignments as follows:

Comm. Childress: Zoning and Inspection, Annexation, Overgrown Lots, and Recreation
Comm. Cooke: Electrical Service, Water and Sewer Service
Comm. Edwards: Police, EMS, Fire, Library, and CDBG
Comm. Wells: Cemetery, Storm Drainage, Town Ditches, Trash / Leaves and Limbs
Comm. Wheeler: Sanitation / Recycling, Tree Service, Streets, Sidewalks / Curbing and Gutter

5. Approval of Minutes from Last Meeting

Mayor Smith gave the Board opportunity to review the proposed minutes from the December 12, 2017, meeting.

MOTION: Comm. Cooke made motion to approve the December 12, 2017, meeting minutes; seconded by Comm. Wheeler. Motion passed by unanimous vote.

6. Administrator's Report

- A. Recycling Container Distribution: The 95-gallon recycling carts have been delivered and will begin distributed this week. There has been a schedule for the initial large container collection for January 23rd. Information will be distributed in an effort to increase the volume of recyclable materials collected. Waste Industries will work with the Town during the transition from small to large containers. Information will be included in the Town billing regarding what is acceptable for recycling.
- B. CDBG Waterline Project: The contractor has notified the Town that construction will begin on February 19th. There will be a pre-construction meeting on Monday, February 12th at 10 am to discuss final project details and timeline. All Board members are invited to attend the meeting if available. Construction time should be a 90 to 120-day period.
- C. Water Filtration Update: Envirolink has continued systematic flushing within Oakview MHP. The engineering report has been completed and once the response is received regarding the report, the Town will move forward with the LGC review. McGill will fill out the application for LGC review.
- D. Wastewater Improvement Project: McGill Engineering is moving forward with project design for state review. They will continue to monitor estimated capacity and will make efforts for incremental increases where possible. Some perimeter acres may be found usable.

E. Bulk Goods Changes: We placed a notice in the monthly newsletter advising the citizens that dumping at the town's shop location is no longer allowed. All bulk goods will be collected on the scheduled days at the homeowner's location. This will hopefully reduce the amount of out-of-town dumping in an effort to reduce solid waste cost. Placing "No Dumping" and "No Trespassing" signs will hopefully help in the transition.

F. Additions:

1. Asset Inventory Assessment – Janet Jackson of Envirolink is working on the grant for the inventory assessment. Admin. Russell has requested a time line. This assessment will be helpful in locating possible sewer lines with I & I issues.

2. Zoning Permit with Conditions – An arcade / amusement gaming company has rented the Barnes and Powell building, which is zoned "Light Industrial". Admin. Russell mentioned that the zoning of the building does permit such an industry. He suggested that the Town request giving a possible Special Use Permit with conditions, such conditions being:

Closed on Sundays

Close at midnight on Saturday

Remaining closed until Monday at 8 am

Much discussion was rendered regarding the possibility of the arcade coming to the proposed area. It was decided that a Public Hearing be held, giving the citizens an opportunity to voice their concerns, and giving the Board ideas on conditions.

3. Admin. Russell requested that the Board provide him a wish list of one or two things they would like to see done in Town.

7. Invoices

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

Additions:	BB&T (Office Supplies, Library, Christmas Party)	\$ 1,953.09
	Municipal Insurance Trust (group insurance)	\$ 1,735.00
	Greg Redman, CPA (FY 16/17 Audit)	\$ 4,000.00
	City of Wilson (Water)	\$ 1,299.47
	LeBleu	\$ 10.68
	IPL Plastics (New Recycling Bins)	\$30,055.00

Comm. Edwards mentioned a concern regarding the Bulk and Leaf and Limb pickups with Envirolink and requested their check be held until more information is given.

MOTION: Comm. Cooke made motion to pay bills, holding out the Envirolink check until more information is given; seconded by Comm. Wheeler. Motion passed by unanimous vote.

6. Comments from Public Floor

Shirley Barron questioned if a bank had agreed to come to the Town. Admin. Russell mentioned that a decision would not be made with Southern Bank until the first quarter of the year.

There is a new funeral service in Town and is located at the property that the Legacy was formerly in. There are no onsite services held there, but Dr. Brent Cook can provide funeral services at churches, etc. He is a licensed funeral director.

7. Commissioner Concerns

Comm. Edwards requested as to whether grant monies were available for compost carts. Admin. Russell mentioned that the grant cycle is available for this fiscal year. A possibility of adding a convenience site and working with the County was mentioned as well.

Comm. Wells mentioned the possibility of having plaques for identifying historic homes. She would like to see a standard plaque presented, and direct mail people who are in the historic district. Admin. Russell mentioned there was a map of the Town showing the homes of historic significance. Much discussion was rendered.

Comm. Cooke would like to take a moment to thank the citizens of the Town for their patience as the Board works to accomplish the tasks at hand.

Comm. Childress would like to see the water tower lit up during the night hours. Admin. Russell will work to get pricing on cost to accomplish lighting the water tower.

Comm. Cooke would like to see the bridge cleaned and cement issues repaired, the check cost to light it.

Comm. Wells mentioned the window in the Elm City Beauty Shop that is broken and covered over by wood. Admin. Russell will send the owner a letter asking that he attend to the concern.

JP McCann with Envirolink mentioned that there were two major leaks and flushings that had taken place during the previous month.

MOTION: Comm. Edwards made motion that the Town advertise to request proposals from comprehensive public works services; seconded by Comm. Cooke. Motion passed by unanimous vote.

8. Adjournment

Mayor Smith adjourned the meeting at approximately 8:50 pm, January 9, 2018, upon motion of Board.

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

Minutes submitted by Dena H. Owens, Town Clerk