



**ELM CITY BOARD OF COMMISSIONERS
TUESDAY, AUGUST 9, 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 August 9, 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 July 12, 2016, meeting.

MOTION: Comm. Cooke made motion to approve the July 12, 2016, meeting minutes; seconded by Comm. Childress. Motion passed by unanimous vote.

4. Public Hearing Vacant Property Ordinance

MOTION: Comm. Childress made motion to move into the public hearing; seconded by Comm. Cooke. Motion passed by unanimous vote.

A. Admin. Russell presented to the Board a Boarded Up Structure Registration Form and a draft ordinance for the Vacant Property concerns in Town. He mentioned that the ordinance would help with beautification and safety, and would also help to engage the owners of the properties. It will promote better upkeep, and is not meant to be punitive

The draft ordinance includes definitions, which will help to tighten up the vacant properties in Town.

There were no public comments.

MOTION: Comm. Childress made motion to close the public hearing moving back into the open session; seconded by Comm. Cooke. Motion passed by unanimous vote.

MOTION: Comm. Childress made motion to approve the vacant property ordinance; seconded by Comm. Wheeler. Motion passed by unanimous vote.

5. Admin. Russell's Report

A. Stormwater Improvements: Admin. Russell has spoken with Matthew Haddock regarding the storm drainage work that was approved previously for a section from Anderson Street to Lynnhaven Drive. Work has been delayed due to a current project being completed by Haddock. Plans are to begin in the Town later in August.

B. CDBG Engineering and Administration Award: Quotes were solicited for the waterline replacement project within the Gray Street neighborhood. It was required that additional notice be run in the News and Observer, due to the limited response to the Wilson Times notice. Such has caused some delay, however it is a CDBG requirement to have the projected services competitively bid.

Evaluation forms were submitted to the Board for the grant administration from Municipal Engineering Services and MS Consultants, Inc. Admin. Russell reviewed with the Board the information contained therein.

MOTION: Comm. Childress made motion to award the Engineering Design and Grant Administration to Municipal Engineering Services, Co. PA for the CDBG Waterline Replacement in the Gray Street neighborhood; seconded by Comm. Cooke. Motion passed by unanimous vote.

Ten additional items were needed for CDBG Approval and could be approved at one time:

1. Equal Opportunity Plan
2. Procurement Plan
3. Section 3 Plan
4. Language Access Plan
5. Residential Anti-Displacement and Relocation Assistance Plan
6. Citizens Participation Plan
7. Excessive Force Plan
8. Grievance Procedure

9. Section 504 Self-Evaluation Survey
10. Floodplain Certification Letter

MOTION: Comm. Cooke made motion to approve the 10 additional items needed for CDBG approval; seconded by Comm. Wheeler. Motion passed by unanimous vote.

- C. Train Depot Construction: Installation of the roof is nearly 70 percent complete. Communication with AECOM has taken place regarding the foundation issues that have been identified. The situation is being evaluated, and the Town is awaiting for their response of how they plan to move forward to correct the foundation concerns.
- D. LGC Meeting Results: The LGC tabled the vote for the Town's request for loan funding from Southern Bank for interim financing during the August 2nd meeting. They stated that some additional questions were raised by the Commission and would need to be answered before approval. The Director of State and Municipal Debt, Greg Gaskins, will take time to come and look at the project tomorrow, August 10th. He feels confident that the Town is heading towards an approval and vowed to personally help the Town work to make it happen. Mr. Gaskins may be able to push approval forward to an earlier approval.
- E. State Grants and Loans Application Results: Results were issued for the most recent round of funding through the Division of State Grants and Loans. The Town ranked third among the applicant pool with the Town of Trenton receiving the funds. There will be 36 million available for the September 30th cycle, keeping the current scoring system the same. It will be extremely likely that the funding will be awarded the Town during that cycle to begin infrastructure installation. The previous application will carry over to the next cycle, meaning the Town will not have to reapply. Land cost is a reimbursable expenditure for the grant.
- F. Fall Festival: The date for the upcoming Fall Fest and Car Show is Saturday, October 29th from 10 am – 4 pm. Vendors and car show applicants are being solicited at this time. Admin. Russell requested that the Board help spread the word, as the event continues to grow each year.
- G. Additions:
 1. DENR Sprayfield Site Visit: Jerry Rimmer of DENR will be on site at the Sprayfield for an inspection this week.
 2. Greenlight: Citizens have been requesting and interested in having Greenlight available in Town. Jonathan has spoken with Mr. Aycock

previously. He stated if it was technically feasible, and if enough citizens were interested, it could be an option available for the Town. There will need to be a base number of those interested to justifying running the equipment to have Greenlight in Town. Admin. Russell will work to get more details. Information will be included in next month's Talk of the Town Newsletter to seek interest.

6. **Invoices**

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

Additions: Ashley Bass – ordinance mileage, \$7.56; Wilson Daily Times – advertisement public notice, \$51.54; Hoss's Hardware – supplies, \$4.15; Security Sight and Sound – Library monitoring for year, \$175.00; City of Wilson – water, \$4,284.00

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

7. **Comments from Public Floor**

Lamont Wiggins, Candidate for the 7th Judicial District Court Judge, was present in the meeting and introduced himself to the Board.

Gene Wells, of 205 West Main Street, requested that the Board be open to Admin. Russell writing and mailing a letter, regarding the moving of a mailbox belonging to the residents of 206 W. Main Street, which is currently located in the State right of way, but in front of his sidewalk. Its current placement presents an obstacle for EMS or rescue operations for his home. He requests that the box be moved 10 feet to the east.

Doug Joyner spoke in favor of Mr. Wells' concern. He feels that any obstacle for EMS or rescue operations can be the difference between a life and death situation. He requested that the Board be open to writing the letter in favor of having the mailbox moved.

8. **Commissioner Concerns**

Comm. Wells would like to bring more items of interest to the Town's Fall Fest and Car Show. She suggested having an art show and contacting the area schools to have art in the show. She also mentioned different ways to bring in entertainment. She mentioned Heavenly Footprints, a dance company in Wilson is raising money to attend a competition at Disney World. She felt it would be good to allow them to have some form of collection jar during the Festival. She was interested in knowing if there would be a

corn hole tournament taking place this year. Admin. Russell said that the EC Rotary Club plans to hold the tournament again this year.

Admin. Russell mentioned that the Wilson Daily Times will include an event section in the paper weekly. It was mentioned that the Town could receive two write ups about the upcoming Festival and car show.

Comm. Cooke mentioned that he had received complaints regarding the cemetery. He mentioned that the limbs were overgrown and that briars were as well. He questioned as to whether the grass is being mown every other week. Admin. Russell mentioned that although Pristine had experienced some turnover, he was sure the cemetery had been cut as scheduled. He will follow up with Dwight.

Admin. Russell did mention that the Red Tips at the back of the cemetery did need cutting, as well as some other areas in Town needing side-mowing. He will put in a work order to be sure these items are scheduled to be taken care of.

Comm. Wheeler mentioned that there are several trees throughout the cemetery causing damage and destroying graves. Many of the grave sites have no family around. The roots are causing headstones to lie over. The mayor questioned the number of trees in question. There are nearly 50 to 60. Discussion ensued regarding cost to cut the trees, noting that cost of taking a tree down could range between \$600 to \$1,000 per tree. Comm. Wheeler would like to see it possibly budgeted, even if only for cutting one tree a year.

Comm. Cooke was interested in knowing what happens to the trees and brush over the homes that have been planned to be burned by the Wilson Community College Fire Academy, when the houses are burned. He is concerned about the trees dying and whose responsibility it will be to cut the dead trees. Admin. Russell mentioned that the properties will still belong to the owners, and it would be their responsibility. There are currently four homes on the list to have control burned by the Fire Academy: one located at the corner of South Parker and West Wilson Street, two located on East Wilson Street, and one located on West Main Street.

9. **Adjournment**

Mayor Smith adjourned the meeting at approximately 8:22 pm, August 9, 2016, upon motion of Board.

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