



**ELM CITY BOARD OF COMMISSIONERS
TUESDAY, SEPTEMBER 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 September 13, 2016.

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 9, 2016, meeting.

MOTION: Comm. Cooke made motion to approve the August 9, 2016, meeting minutes; seconded by Comm. Edwards. Motion passed by unanimous vote.

4. Admin. Russell's Report

- A. DCDWQ Sprayfield Inspection: DWQ recently conducted an annual inspection of the sprayfield operations. They were pleased with the current management of the system and provided a report of their findings.
- B. NCPARTF Closeout: The project period end date is September 30 for the Park project. A closeout inspection will be scheduled and paperwork will be submitted within the next 60 days to finalize the project. Once completed, the Town will be able to submit an application for additional funding for additions to the new park.

- C. DWQ Permitting New Sprayfield: A meeting was scheduled with DWQ staff on Tuesday, September 13 to discuss permitting procedures for the newly purchased land. This will provide an outline for obtaining permits for both temporary spraying, as well as permanent installation. Based on previous inspections DWQ is in favor of using the temporary spray method.
- D. LGC Approval Letter: Full LGC approval was obtained on Tuesday, September 5th. Southern Bank, USDA, and Daniels and Daniels Construction have been notified of approval. Steps are being made to reorganize the subcontractors and have the project up and running at full speed as soon as possible. Documents for closing have been completed.

AECOM and H. G. Reynolds have been notified regarding the foundation of the Depot, and how it was not completed to specified plans when moved to its current location. The LGC is concerned about the error and lack of concern of correction regarding the previous work and plan to place both AECOM and H. G. Reynolds on a "Do Not Fund" list both Federally and Statewide.

- E. Fire Training Burns: Admin. Russell has been in contact with the Fire Academy of Wilson Community College. They anticipate holding three (3) controlled burns in Town this fall, which will help in an effort to clean up some of the dilapidated properties.
- F. State Grants and Loans Application: An application will be resubmitted for sewer expansion by the September 30th deadline. This will allow for the installation of the infrastructure for the property located on Homestead Road. The application is being amended to try for additional points. An adopted modified Capital Improvement Plan will need to be approved, which will add 2 points to the previous total, helping in the area of scoring higher points.

MOTION: Comm. Cooke made motion to approve the Capital Improvement Plan 2016 Update; seconded by Comm. Edwards. Motion passed by unanimous vote.

5. **Invoices**

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

Additions: Oakley Collier Architects (Train Depot) - \$1,208

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

6. Comments from Public Floor

Admin. Russell mentioned that the cable lines belonging to the home where Ms. Thelma Young resides had been raised and a new pole had been installed, allowing higher connection. Ms. Young had been plagued often with the wires being torn down by transfer trucks traveling her road, although there should be no truck traffic on her street.

Ms. Young was thankful and praised both Admin. Russell and Town Clerk, Dena Owens, for their work in the Town.

7. Commissioner Concerns

Comm. Wells mentioned the Town's Christmas party festivities, knowing that the Legacy would not be open this year. It was mentioned that possibly the Depot could be finished and the party could be catered.

Comm. Wells would like to see the Town have a tree lighting, advertising it in the Town's newsletter. She mentioned the possibility of having it on a Sunday evening, having hot chocolate, food vendors, pictures with Santa, and possibly an Open House for the Depot. Comm. Wells would also like to see the Town's tree lighting re-worked, making sure the bulbs are burning correctly before being placed in the center of Town.

Comm. Wheeler would like Envirolink to check bulbs on the Christmas wreaths, assuring that all lights are burning correctly.

Comm. Cooke would like to see lights installed at the new Elm City Park project. Admin. Russell mentioned that would be an option for the money if the Town was awarded the next PARTF grant.

Comm. Edwards questioned the ability of the Town adding more parks or activities to do at Spivey Park, located on East Wilson. Admin. Russell will check with the owner of the property located right next to Spivey Park to see of his interest in selling the property.

Comm. Wells mentioned that the Town should check with Lin Jones about the Fire Department being in charge of the parade this year. Admin. Russell will contact him.

8. Adjournment

Mayor Smith adjourned the meeting at approximately 8:03 pm, September 13, 2016, upon motion of Board.

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

Minutes submitted by Dena H. Owens, Town Clerk