



**ELM CITY BOARD OF COMMISSIONERS  
TUESDAY, MARCH 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 March 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 February 14, 2017, meeting.

*MOTION: Comm. Cooke made motion to approve the February 14, 2017, meeting minutes; seconded by Comm. Wheeler. Motion passed by unanimous vote.*

**4. Greg Redman, Audit Report FY 2015 - 2016**

Greg Redman reported to the board his findings for the FY 2015 – 2016 audit. He mentioned that the Town has come a long way from four years ago.

*MOTION: Comm. Cooke made motion to accept the FY 2015 – 2016 Audit Report; seconded by Comm. Childress. Motion passed by unanimous vote.*

## 5. Admin. Russell's Report

- A. Wastewater Grant Timeline: The Mayor, Comm. Cooke, and Admin. Russell met with State representatives and the engineer to discuss the timeline for the wastewater project. It is estimated six months for design and engineering and twelve months for construction. All parties are eager to move forward as quickly as possible, and will make efforts to do so. The detailed Engineering Service Agreement, giving McGill and Associates the job of engineering and administration for the grant awarded, will need to be approved.

*MOTION: Comm. Childress made motion to approve the Agreement for Engineering Services from McGill and Associates; seconded by Comm. Cooke. Motion passed by unanimous vote.*

- B. State Water Infrastructure April Grant Cycle: A wellsite filtration grant is currently being worked on that would install green sand filters, with a life cycle of 5 years, at the Lynnhaven and Oakview wells. Admin. Russell recently attended the state infrastructure guideline meeting on March 6<sup>th</sup>, and it appears the Town will be competitive in the upcoming cycle based on the current criteria. The application will be roughly for \$650,000 to install filters at these two wellsites.

- C. Waste Industries Contract Renewal: Waste Industries proposed a contract renewal for a five-year-term at the current rate of \$10.34 a month for trash and \$2.68 per month for recycling. The CPI increase would be waived for the 2017 collection year with the new contract extending to 7/1/2022.

*MOTION: Comm. Cooke made motion to accept the proposed contract with Waste Industries; seconded by Comm. Wheeler. Motion passed by unanimous vote.*

- D. Train Depot Update: Progress is continuing on the train depot with limited interruptions. The contractor is anticipating the target date of completion for June 13<sup>th</sup>.

- E. Waste Reduction Recycling Grant Application Submitted: The waste reduction application was submitted on the February 24<sup>th</sup> deadline. The grant will provide \$30,000 in funding for 95-gallon recycling carts that will reduce the waste stream going into the landfill. Collection will move to every other week collection, and will reduce tipping fees. Awards information will be available in July.

- F. NCPARTF Application: They have established a May 1<sup>st</sup> application deadline for the 16 – 17 NCPARTF applications. The Town will prepare an application that will include funding for an additional play area along with the purchase of the

neighboring parcel in order to provide bathroom facilities for the park. The PARTF grant is a 50 / 50 match.

G. NC Works Applications: The Town Office received 81 applications for the part-time office position. There were five viable candidates for review and turned them over to the NC Works for processing. The new employee should begin within a two-week period.

H. Additions:

1. The new seal was ordered for the welcome sign on Lake Wilson Road.
2. The new golf cart signs are still under production by the State.
3. Admin. Russell has reviewed an avenue of moving the public works dumpster. It was mentioned of erecting a fence to make the area more secure. Admin. Russell will plan to meet with a Waste Industries representative for review of the proposed site plan.
4. The library roof continues to leak, causing further damage to the facilities. Admin. Russell received a quote from Kenneth Keen to place a rubber roof on the building at a cost of \$7,300, or an epoxy type paint for roofs at a cost of \$5,000. Admin. Russell will work to gather further quotes.
5. Admin. Russell presented a Budget Ordinance Amendment #1 for the current fiscal year.

*MOTION: Comm. Cooke made motion to accept the Budget Ordinance Amendment #1; seconded by Comm. Wheeler. Motion passed by unanimous vote.*

6. The installation of water meters at the Oakview Well Mobile Home Park is scheduled to begin on Monday, March 20<sup>th</sup>.

## 6. **Invoices**

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

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

An additional expenditure was presented to the Board for Stronach Commercial Appraisals for the Depot, \$2,500.

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

**7. Comments from Public Floor**

Thelma Young, from the Community Food Give Away, that takes place monthly requested to be sure Envirolink would pick up the empty boxes that are placed by the House of Prayer Church sign. She mentioned that they were still by the sign from the February, and the March boxes would be placed there after the Saturday giveaway. Admin. Russell mentioned he would work to be sure the boxes were disposed of.

Jack Swaringen, of Best Auto, reported to the Board that he is working to come into compliance, and working to purchase a building to place the extra tires in at his shop on South Parker Street. Comm. Childress has been working with Jack to work towards a site plan that will add a carport with enclosures, one that will be over the new lift that was recently purchased, and is making effort to come into compliance. It was mentioned that there may be a need for a special use permit for setbacks. The Planning Board will need to meet, and they will need a site plan of the proposed changes. Mayor Smith suggested that Jack check with the Fire Marshall before making out plans, to insure that placing the tires in a building on the property would be in compliance.

**8. Commissioner Concerns**

There were no concerns brought forth.

**9. Adjournment**

Mayor Smith adjourned the meeting at approximately 8:30 pm, March 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*