



**TOWN OF ELM CITY  
REGULAR TOWN COUNCIL MEETING MINUTES  
October 10, 2023, at 6:30 PM  
Town Hall Office 117 S. Railroad St.**

**In attendance:**

Mayor Pro Tem Tammie Atkinson (hereinafter, Commissioner Atkinson)  
Commissioner Gil Wheeler (hereinafter, Commissioner Wheeler)  
Commissioner Zachary Mercer (hereinafter, Commissioner Mercer)  
Commissioner Tim Bridgers (hereinafter, Commissioner Bridgers)

**Also in Attendance:**

Finance Officer Dena Owens (hereinafter, Dena Owens)  
Office Assistant Ashley Bass (hereinafter, Ashley Bass)  
Customer Service Administrator Melissa Younger (hereinafter, Melissa Younger)

**Absent**

Mayor Tawanda Moore (hereinafter, Mayor Moore)  
Commissioner David Greene (hereinafter, Commissioner Greene)  
Zoning Officer Shawn Lucas (hereinafter, Zoning Officer Lucas)  
Public Works Supervisor Wilbur Etheridge (hereinafter Wilbur Etheridge)

**Call To Order:** Mayor Pro Tem Atkinson called the regular council meeting to order on October 10, 2023 at 6:30pm.

**Invocation:** Mayor Pro Tem Atkinson

**Pledge Of Allegiance:** Mayor Pro Tem Atkinson

**Approval of Agenda:** Mayor Pro Tem Atkinson asked for a motion to approve the agenda for October 10, 2023 council meeting. Commissioner Wheeler made the motion to approve the agenda and Commissioner Mercer & Commissioner Bridgers seconded the motion. Motion passed unanimously.

**Approval of Minutes:** Mayor Pro Tem Atkinson asked for a motion to approve September 12, 2023 regular council meeting as well as the September 25, 2023 special call meeting minutes. Commissioner Bridgers made the motion to approve these minutes and Commissioner Wheeler seconded the motion. The motion passed unanimously.

**Public Hearings/Comments:** Mayor Pro Tem Atkinson opened the floor for public comments

There were no public comments.

#### **Presentations/Discussions:**

- Mrs. Toni Merando expressed her concern about the additives being put into the water and are causing her drains to become corroded. She was also concerned about disconnecting water for veteran's and disabled citizen's as well as our budget and lack of detailed information.
- Ms. Carla Stutts was not present.
- Mike Tolson joined us to talk about funding and projects around town, including lead service lines, a filter and generator project on 3 working wells. He also spoke about previous smoke tests, (which found 95 instances of smoke coming from the ground) and future ones. Him and Wilbur have committed to meeting every week or two, and invite any commissioners that would like to be involved, to discuss and have a better understanding of what needs to be done moving forward. He presented a resolution to be signed and the deadline for it would be November 1, 2023. Applying by that deadline, we would know if we qualified for the funds by mid-December. Commissioner Wheeler made the motion to apply for the lead service line project by November 1, 2023 and Commissioner Mercer seconded the motion. The motion passed unanimously.
- Mrs. Andrea presented estimates to have HVAC system (heat) to be repaired, from four (4) different companies. Commissioner Bridgers motioned to go with Express Heating and Cooling to fix the HVAC unit, Mercer seconded the motion. The motion passed unanimously.

#### **Action Items:**

- Annexing Heritage Cemetery – The board for the cemetery would have to (in writing) request for the Town of Elm City to annex the property before anything further could be done. Dena offered to get an application, and suggested for Shawn Lucas to help with the process as well.
- Audit Process- There was a phone conference with Colleen Callahan (CPA) for an update. From Colleen's point of view, there is missing information. Dena believed that the process should have been no different than in the past years and the information should be up to date accurate. They will continue to work towards getting all of the information needed to move along and complete the task at hand.
- Adding Andrea Hinnant as a check signer – Commissioner Wheeler was concerned about someone who handles cash being a check signer and that we may be written up by our auditor by doing so. Mayor Pro Tem Atkinson made a motion to have Commissioner Wheeler added as

a check signer. Commissioner Bridgers & Commissioner Mercer seconded the motion. The motion passed unanimously.

**Old Business:**

**New Business:**

**Town Staff Reports:**

- Mayor Pro Tem Atkinson read the Administrator's report in detail.
- Melissa Younger- Read Shawn Lucas' zoning report.
- Ashley Bass- Has noticed inaccurate information on accounts, balances (some due to online payments being processed 2x), some listed as DO NOT BILL, etc., and would like to be able to look into correcting it. She also asked, on behalf of Jason Osborne, if The Town would donate or set up a payment plan for a cemetery plot for his mother who was expected to pass away very soon. The commissioners decided against both options.

**Mayor & Commissioner's Reports:**

- Commissioner Mercer- Shared that he has some issues with things going on around town and plans to share those concerns with the Sheriff Department. He also asked to have the last four (4) invoices from Walston Electrical printed out so we could stay on top what is being paid out.
- Commissioneer Wheeler- Stated that there is water coming in the back door of the library and would like the building tested for mold. He also expressed concerned about people walking their dogs in the cemetery and not cleaning up after them.

**Adjournment:** Mayor Pro Tem Atkinson asked for motion to adjourn regular council meeting. Commissioner Bridgers motioned to adjourn regular council meeting. Commissioner Wheeler seconded motion. The motion passed unanimously.