



**ELM CITY BOARD OF COMMISSIONERS  
TUESDAY, DECEMBER 10, 2019  
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 December 10, 2019.

**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")  
Interim Town Administrator, Dena Owens (hereinafter "Interim Owens")

**3. Approval of Minutes from Last Meeting**

Mayor Smith gave the Board opportunity to review the proposed minutes from the November 12, 2019, meeting.

*MOTION: Comm. Cooke made motion to approve the November 12, 2019 meeting minutes; seconded by Comm. Wheeler. Motion passed by unanimous vote.*

**4. Interim Administrator's Report**

**Wastewater Grant** – Interim Owens received an email from David Honeycutt with McGill saying, "I spoke to Ken this week and he has asked for some minor revisions to the PER to clarify the two phases of the preferred alternate. I am working on making those changes and should be able submit it back early next week. He also mentioned that he has been talking to Mike Tolson to make sure that the scope for their project isn't overlapping anything covered in our project. Based on what he described I don't think it is but I don't have the details of what they are working on." Mike Tolson, with Mack Gay, spoke with Ken Pohlig and assured him that the projects are not overlapping.

**Session Law 2019-224 / Senate Bill 429** – The Town received an email from Tiesha Pope with the Office of State Budget Management giving Mike Tolson with Mack Gay instructions as to which projects could be funded. A fully executed grant agreement has been sent to the office. Mike Tolson, with Mack Gay, will begin working to get the projects moving in full swing, keeping in mind the grant deadline of June 2021.

**Elm City Storm Drains** – Interim Owens spoke with David Strum with Envirolink. At this time, there is nothing new to report regarding storm drains.

**Compliance Evaluation Inspection – Wastewater Irrigation System – NOV** – Interim Owens reported that she spoke with David Strum, with Envirolink, regarding the status of the NOV. Nothing further has been requested by the State at this time.

**Utility Cuts on W. Wilson, E. Main, N. Pender** – Interim Owens spoke with Wade from DOT regarding the possibility to DOT doing the work for the utility cuts, as was discussed at last month's meeting. The quote received was \$700 more than the previous quote from Moses Paving. Interim Owens has been in contact with Moses to proceed with making the repair.

**Doors at Public Works Building** – A vendor has been selected for the repair and payment had been sent. Dave Strum, with Envirolink, mentioned that cost for the repair had to be paid before work could be done. A check was written but returned due to an insufficient address. He is working to get the situation corrected.

**Dredging of Primary Lagoon** – Mike Tolson with Mack Gay has been working on pricing to have the dredging done at the primary lagoon. He has taken drone footage of the facility and been in contact with Ken Pohlig of the State, sharing the footage with him.

**Cookies and Cocoa with Santa** –Interim Owens reported the event this year was a success. She thanked the Board for continuing to allow the event to take place in Town.

**Town Christmas Parade** – The Town's parade will be held this Sunday, December 8<sup>th</sup>. Line-up will begin at 1 pm – with the parade starting at 3 pm. Candy will be available, and the Board will be responsible for their transportation during the parade.

**Library Door Replacement** – Interim Owens received an email from Bill Staton with Hardware Specialties Inc. stating that the door has been ordered and he was hoping to receive word about the shipping date in the next 10 business days.

## **5. Invoices**

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



Additions:

Lin Jones – Elms Fest, Cookies & Cocoa, Town Party – MC & DJ - \$300.00  
BB&T – Postage, Library Building Supplies, Cookies & Cocoa, Candy - \$720.14  
City of Wilson – Water - \$5185.13  
City of Wilson – Sewer Tap – 608 Gray Street - \$1126.96

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

**6. Comments from Public Floor**

Dale Osborne, with the Elm City Emergency Services, was present at the meeting requesting that the Board consider paying the services' insurance invoices for the quarter equaling just over \$1,900. Comm. Childress mentioned that the Board would take the invoices under advisement.

Mabel Ruffin, of West Main Street, was present at the meeting concerning work planned for the property purchased at 206 West Main Street. There is work planned for the property, but due to it being in the historic district of Town, there are guidelines that have to be followed. Comm. Edwards mentioned that he would be happy to work and would be willing to help the Ruffins to possibly prevent the loss of their tax credits for the property.

Wyomia Harris, of 702 Lynnhaven Drive, was present at the meeting requesting that the hydrant in the area be flushed due to a high chemical smell in the water for the area. Matthew Littel, with Envirolink, made note to have hydrant flushed.

Ms. Mercer, of Daniel Drive, mentioned that there had been cloudy water in her area. Interim Owens mentioned that the Town is finding that there is air circulating through the Town's waterlines, causing such issues. Envirolink is currently working to target what is causing the air.

It was mentioned that the Main Street railroad crossing is in terrible condition and the Board was asked what could be done. Interim Owens suggested that the citizen call CSX as they are responsible for correcting the issue.

Joshua Robinson was present at the meeting and requested the Board consider a strategic plan for the youth of Town. He suggested that there be a small-scale parks and recreation department. He volunteered his time to help in any way.

7. **Commissioner Concerns**

Comm. Cooke mentioned his concern with the lack of yard debris and bulk pickups by Envirolink. Comm. Wheeler mentioned a great need of the pickups being consistent with the dates given by Envirolink, passed on the citizens.

8. **Closed Session**

*MOTION: Comm. Childress made motion to move into closed session under NCGS §143-318.11; seconded by Comm. Cooke. Motion passed by unanimous vote.*

9. **Re-opening of Open Session**

*MOTION: Comm. Childress made motion to adjourn the closed session and move back to open session; seconded by Comm. Cooke. Motion passed by unanimous vote.*

*MOTION: Comm. Childress made motion that Christmas bonuses be given Town Employees as follows: Owens - \$500, Thorpe - \$150, Meyer and Bass - \$100; seconded by Comm. Edwards. Motion passed by unanimous vote.*

10. **Adjournment**

Mayor Smith adjourned the meeting at approximately 8:17 pm, December 10, 2019, 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



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**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 8:26 pm, on December 10, 2019.

**2. 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, Cornell Mercer, Tawanda Moore, Gil Wheeler

**3. 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, Cornell Mercer (hereinafter "Comm. Mercer")

Commissioner, Tawanda Moore (hereinafter "Comm. Moore")

Commissioner, Gil Wheeler (hereinafter "Comm. Wheeler")

**4. Presentation of Plaques**

Mayor Smith presented plaques to Comm. Wells and Comm. Edwards in appreciation for their years of service and work on the Board of Commissioners.

**5. Selection of Mayor Pro tem**

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

Comm. Moore 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. Mercer:	Cemetery, Storm Drainage, Town Ditches, Trash / Leaves and Limbs
Comm. Moore:	Police, EMS, Fire, Library, and CDBG
Comm. Wheeler:	Sanitation / Recycling, Tree Service, Streets, Sidewalks / Curbing and Gutter

## **6. Code of Ethics and Conflict of Interest Policy**

Interim Owens presented information to the Board regarding the Conflict of Interest Policy and Code of Ethics information that was required for the Disaster Recovery Grant. Town Attorney, Slade Rand, sent policies for the Board to review. Interim Owens encouraged the Board to take a moment to read the policies and familiarize themselves as they would need to be adopted in a timely fashion.

Interim Owens also encouraged the Board to attend ethics training sessions and shared information sent by Slade Rand.

## **7. Comments from Public Floor**

Shelley Marie Knight, owner of property located at 509 Lynnhaven Drive, was present at the meeting and approached the Board concerning the Black Cemetery located behind the former Nexans Aerospace USA building on S. Parker Street. Ms. Knight is the Chair of the Cemetery Commission that has been reestablished to oversee the preservation of the cemetery. Also present were seven other commission members. She reported concerns over the work and money spent at the Cedar Grove Cemetery versus a zero allocation of funds for the Black Cemetery. The Cemetery Commission is requesting that the Board of Commissioners make a change to include the Black Cemetery as a recipient of tax payers monies. Ms. Knight expressed that there were 332 markers dating back as far as 1892, and buried there include many prominent Elm City residents. The Commission is disheartened by the Town's lack of response to the condition of the cemetery. They ask the Board to bring the matter to a vote within two consecutive meetings or they will contact the Wilson Times to run an article.

Mayor Smith questioned Ms. Knight regarding ownership and who the property was deeded to. The property is deeded to the Elm City Color Commission.

Mayor Smith also questioned who the Cedar Grove Cemetery was deeded to. Comm. Wheeler mentioned that the Cedar Grove Cemetery is deeded to the Town of Elm City.

Mayor Smith mentioned how previous Mayor Tyson, many years ago, chose for the Town of Elm City to mow the Black Cemetery, even though the Town had no ownership of the property.

It was reported that the grass had not been cut on a consistent basis at the Black Cemetery. Interim Owens will make a call to Pristine to ascertain an answer on whether or not the cemetery had been cut during the cutting season, and how often.

Interim Owens encouraged Ms. Knight to email her the information so as to have a better understanding on what the Cemetery Commission was asking of the Town. Ms. Knight agreed to email the information.

#### **8. Adjournment**

Mayor Smith adjourned the meeting at approximately 8:58 pm, December 10, 2019, upon motion of Board.

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

Minutes submitted by Dena H. Owens, Town Clerk