

J.B

**TOWN OF ELM CITY
MEMORANDUM**

To: Mayor and Board of Commissioners
From: Dena Owens, Interim Town Administrator
CC: Minute Files
Date: June 5, 2020
Re: Interim Administrator's Report

Wastewater Grant – Per an email from David, please find: “We are continuing to work on completing the design. I’ve run into a couple challenges on the hydraulics for the irrigation system and am trying to make changes to that which has delayed wrapping up the work. We are very close to complete but I need to make these revisions before we submit the full documents. The intent is to submit for all permits and to the Division of Water Infrastructure for funding approval of the plans concurrently. I have emailed with Ken Pohlig and he is aware of this approach.

I will need to get permit applications signed by the Town along with application fee checks to submit as well. I anticipate that we will have those to the Town next week for signature and request. The Major Modification to the Wastewater Irrigation System Permit will be a fee of \$395.00. The Erosion Control Permit fee is dependent on the disturbed area which we will confirm with the plans are finalized.”

Disaster Recovery Grant – Duke’s Rooted in Innovation has been in Town working on the sewer line and manhole study. As they were working on Thursday the 4th, they discovered that the Town had five sewer lines that were not flowing. These lines were in different areas throughout Town. I spoke with Dave Strum and entered a work order in the system. An Envirolink worker came to Town to investigate the concerns. I have not gotten a report yet.

Water Purchase Rate Negotiations – Barry Parks with the City of Wilson – Water Department – has worked out a plan for the Town’s water cost needs, and has passed it on to his supervisor. After his approval, the information will go before the City Council.

CWSRF and ASADRA Monies Available – MGA submitted two applications to DWI for funding on the Town’s behalf for the ASADRA funds.

Water - Filter Equipment installation and Well Rehabilitation
Sewer - MH Rehab and Relining

The water filtration application scored very well, where the Sewer didn't. Hopefully we will hear about funding soon.

School Ballfield Well – As mentioned in a recent email, the well continues to produce air, causing issues for the residents of Oakview Mobile Home Park. After many calls and complaints, I asked Phil to turn the well off from Wednesday of this week through Saturday, in an effort to alleviate the pressure caused by the air. During last month's meeting, it was decided that a gate valve be installed to throttle the flow from the pump, in hopes that it would help with the air in the lines. The gate valve was installed yesterday. If the gate valve does not correct the air in the lines, the Board will need to decide whether or not they will have NW Poole run the camera down the well to see what is causing the air. I remind you that the amount to do so was in the area of \$5,000, and will not correct the issue, but only tell where the issue is.

Beauvue / Cedar Ridge & S. Branch St. Lifts – There are now currently two lift stations that are in need of pumps. Comm. Wheeler asked that I check with Mike Tolson to see if these pumps could be covered through the Disaster Recovery Grant. Dave Strum, Mike and I spoke on Wednesday of this week regarding the need of pumps at both of the stations. Mike has spoken with a pump dealer and has gotten pricing. Please see the purchase order attached. We are able to purchase four pumps, keeping two in inventory, using the Disaster Recovery funds. Mike is working with Dave on last minute details to make the purchase. It is planned that two new pumps be installed within the next week, one at each station.

Gate Valve at Old Sprayfield – I sent information via email regarding the need to have a valve replaced at the old sprayfield. Currently, we are unable to spray on that field because the valve is broken in the shut position. I received information from three commissioners giving me the ability to have the repair made. The valve has been ordered. It may take up to three weeks to have the part in hand and the repair made.

Sheriff's Substation Concerns – Attached, please find three quotes from flooring companies for the replacement of flooring at the Substation. These quotes will allow for vinyl plank flooring to be installed in the entryway of the station and the restroom, with commercial grade carpeting throughout the rest of the building. I have spoken with Alan Roberson regarding a price to have the toilet replaced, with him providing and installing the toilet. His cost quoted was \$550. I believe it would be advantageous to wait to install the new toilet after the flooring work is completed.

COVID-19 – On May 30, 2020, the Governor extended Executive Order 124 for another 60 days with Executive Order 142. Please see attached information. We will be unable to charge late or disconnect fees and will not be able to disconnect customers from water usage. The six-month payment plan is still in place, but will not begin until July 29, 2020. For the most part, most customers are continuing to pay their bill, however, we do have some customers who have not paid since the pandemic began. Letters have been sent to those customers asking that payment be made to prevent their balances from continuing to rise even further.

FY 18/19 Audit – Greg Redman, auditor, will be in the office from 6/10 – 6/11 next week to wrap up what information is needed to file the audit.

DEBT PAYMENT – The sewer debt payment in the amount of \$168,232.50 was withdrawn from the Town's account on Monday, June 1st.

PROPOSED FY 20/21 BUDGET – Comm. Wheeler, the Town's Deputy Finance Officer, has worked feverishly to get a feasible budget together for next fiscal year. Please study the proposed budget included. We are in need of having a budget meeting and would like to schedule one for Thursday, June 11th at 7:30.

WATER TOWER MAINTENANCE – I was contacted last week by Southern Corrosion, the company who maintains the Town's water tower. I spoke with Carl Lin, who mentioned that it was time that the inside of the water tower be painted. This means, that the water tower would have to be drained to empty and will be down for 3 weeks. I think that it is advantageous that the new water rate from the City be in place and the corrections made to the ballfield well before this work is done.