

J.B

**TOWN OF ELM CITY
MEMORANDUM**

To: Mayor and Board of Commissioners
From: Dena Owens, Interim Town Administrator
CC: Minute Files
Date: October 10, 2020
Re: Interim Administrator's Report

Wastewater Grant – I have emailed Ken Pohlig regarding whether he has received a packet of information from David Honeycutt. I am awaiting a return email.

Disaster Recovery Grant – Work is continuing and the schedule is on target to complete the work before the end of June 2021.

I have emailed Mike Myers with Envirolink to see when the crew would be back in Town to complete the storm drain cleanout that was started. I am awaiting a return email.

Water Purchase Rate Negotiations – Please find to follow information from Barry Parks via email from 10/8:

“Due to a packed agenda I was unable to speak to Council at our last meeting. However after some consideration, I have forwarded the information straight to our City Attorney to modify the contract for renewal. We will then go straight to Council with the rates and the contract at the same time. They can ask questions at that time if they so desire. We feel certain that they will support what we are proposing. Thank you for your patience.”

ASADRA Funding Application - An application was submitted for ASADRA funding on September 30, 2020 for purposes of Rehabilitation of the Sewer Collection System and a relining project. Mike feels certain with the information he provided from Duke's Rooted in Innovation that the Town will score higher than the last application.

Oakview Well – Regarding the invoice (\$9,028.67) from Charles R. Underwood, Inc. of \$9,028.67; three of the Board agreed to the cost of \$3,350 (see quote) for Underwood to remove the pump and inspect for needed repairs, labor and crane not to exceed \$3,350. After our meeting last month, Jared spoke with Russell Underwood. Mr. Underwood claimed responsibility for not getting a written ATP and his technician worked presumptuously without notice from the Town of Envirolink. Mr. Underwood suggested that the Town review the invoice and decide what portion would be fair to pay, and he would accept the Town's decision. Please advise.

FY 19/20 Audit – During last month's meeting, Auditor Greg Redman left contracts for last fiscal year's audit. The contract cost is \$10,500, with an audit report date of Jan. 31, 2021. Andy has been in the office and we are working to have all information to Greg by the end of October.

Contract for Purchase of Town-owned Property - Attached, please find again the offer to purchase town-owned property at 512 W. Wilson Street and Evans Lane (2 lots total). A motion is needed to proceed with the sell of the property. (This will be discussed during closed session)

I have a quitclaim deed from Rachel Robinson regarding the purchase of the town-owned lot adjacent to her property at 304 E. Taylor St. The Board approved to sell this property to Ms. Robinson for \$1, with it being her responsibility to have the deed prepared and recorded. I have spoken with Slade, and he mentioned the quitclaim deed was the manner for the Town to proceed as it does not give warranty as to the title of the property. I have studied the deed and it does reference the property deed book and page number where the Town acquired the property. It also references the tax identification number. Signature is needed.

West Main Street Ditch – Please find enclosed an email from Wade Harper with DOT regarding a previous concern for the ditch mentioned. I will ask Wade to proceed with the cleaning out of the roadside ditch, and look to the Board for direction on the cleaning of the outfall ditch mentioned.

Powell Bill Funding – The Town received the first portion of Powell Bill monies in the amount of \$17,919.19. Monies have been transferred to the NCCMT fund to match Powell Bill reporting.

Unit Response Letter 18/19 Audit – The response letter was emailed on Thursday, October 8th.

Service Fee for Online & Gov. Window Phone Payments – The 4% service fee traditionally paid by the Town has been assessed to the customer. This change went into effect on Oct. 1st. The change has caused some concern from customers and has made a change to the amount of payments called in to the office and through the drop box.

Permit Application and Renewal Inspection of Wastewater Lagoons and Lifts – I met with Gary Kreiser, and environmental program consultant with the Division of Water Resources regarding the permit application and renewal for our wastewater collection system on September 30. Gary, along with Jared and Phil of Envirolink, toured the lagoons and lift stations. Some of the findings or concerns are already being addressed, i.e. pumps for lift stations and lagoons have already been ordered, the flow application rates (working on that with I & I and new sprayfield), etc. Attached is a letter regarding the inspection and areas of concern that will need to be addressed. Of course, they once again mention the need of having the primary lagoon cleaned. I will address these concerns in a return letter as requested.