

AGENDA
Snow Hill Board of Commissioners
Monday, 12 August 2013
G. Melvin Oliver Town Hall
201 N. Greene Street

1. **Call to Order** *Invocation / Pledge of Allegiance*
2. **Roll Call**
3. **Consider Agenda Approval**
4. **Consider Minutes Approval** *8 July 2013*
5. **Program:**
 - Public Hearing** *CDBG Budget Revision*
6. **Presentation(s):** NONE
7. **Report of Officers:**
 - a. Mayor**
 - b. Town Administrator**
 - 1. SE Third Street Property *Action Request*
 - 2. SH / GC Joint Meeting *Action Request*
 - 3. July 4th 2014 Fireworks *Consent Request*
 - 4. Finance Officer Resolution *Action Request*
 - 5. Cemetery Property *Information*
 - c. Finance Officer / Town Clerk**
 - 1. 2013 Property Tax Releases *Action Request*
8. **Report of Boards:** NONE
9. **Public Comments**

Action Items
10. **Unfinished Business:**
 - 1. Consider Authorizing Budget Revision 1 for SBEA Project 12-C-2445
11. **New Business:**
 - 1. Consider Authorizing Bid Acceptance to Sale Property at 111 SE Third
 - 2. Consider Scheduling the 9 September Regular Meeting for 6 pm at a Location To Be Announced
 - 3. Consider Adopting a Resolution Appointing Cathy Webb Finance Officer and Tax Collector for FY 13-14
 - 4. Consider Authorizing the Release of \$1750 value for Tuskegee Church
 - 5. Consider Authorizing the Release of \$89700 value for Calvary UM Church
12. **Closed Session** *Personnel*
12. **Commissioner Comments**
13. **Adjourn**

Any person who has a disability requiring a reasonable accommodation to participate in this meeting should contact Town Hall prior to the meeting date. Requests for an interpreter require five (5) working days notice. Proposed agenda current as of 8-7-13.

MEMORANDUM

7 August 2013

To: Mayor Liles
SH Commissioners

From: Dana Hill

Re: Agenda Items

7(b)1 The property located at 111 SE Third Street where we demolished the “yellow house” has been gifted to the Town as the owner is not able to pay the condemnation fees. I ask that you consider advertising for bids in an effort to get the property taxable again and eliminate maintenance. The tax value is listed at \$8790.

7(b)2 There has been discussion about scheduling a joint meeting with the Greene County Board. Their meeting date coincides with your regular meeting on September 9th. Please consult your schedules and consider setting the meeting for that day. We can plan to begin at 6pm and limit it to one hour, then move into your regular meeting at 7pm or vice-versa. We will probably need to coordinate a meeting place with the County to allow room for separation after the joint meeting. I imagine agenda topics for the joint meeting would include discussion about how the Town plans to move forward in regards to the water system and the future of the SH Jr. High Gym.

- We will need to discuss in this meeting the issue of water system operation. Snow Hill ceased payment to Greene County in June for the Alternative Supply program. As we wait for a decision from DWR as to any more required reductions, we need to talk about how we continue to run our system. Green Engineering has concurred with staff that the most efficient operation would be to isolate SH from GC. This would allow us (1) to convert back to free chlorine disinfection which will reduce chemical costs, equipment maintenance, and staff time, and (2) to accurately measure water loss and system efficiency as we implement the AMR system and leak detection equipment. The negative impacts, as reported, will be (1) that we may have to install new transmission lines from one or two wells into town, and (2) depending upon the DWR decision, we may need to install a new well into a different aquifer. I think an open conversation with the County Board on this issue will be beneficial, as isolation of our system may cause them to incur significant expense to compensate.
- There has been some discussion of the Town acquiring the Jr. High Gym and performing renovation to avoid its possible demise from neglect. I had an inspection performed to determine the extent of damage and the

estimated costs associated with renovation. The estimate to repair problematic areas, including roof replacement and termite damage is \$106,000. Areas not covered in that estimate would be to bring the facility to ADA requirements and HVAC installation. Adding these would add approximately \$50,000 to \$75,000. There are funding sources available to assist with the project, including PARTF, which is a 50/50 grant. If there is support from the Town Board for the project, then this would be another topic of discussion between the two Boards as far as how the property transfer would be handled and how recreation activities would be hosted. Another matter to consider would be ways to create revenue from the facility to at least partially cover the operating expenses.

7(b)3 I received several inquiries this year asking the Town to consider hosting a fireworks display for July 4th. Please think this over so that if you choose to do so next year, we can schedule a presenter before the rush. Prices I obtained for the licensed company are \$2700 on July 3rd or 5th and \$3800 on the 4th.

7(b)4 We are required each fiscal year to pass a resolution naming the same person to the office of Finance Officer and Tax Collector.

10(1) Included in your package are supporting documents for a budget revision for the SBEA grant. There is no change in the overall costs or grant amount. The proposed revision re-distributes money from the "construction" line to "working capital". Any change to the program requires a public hearing, which has been advertised.

If there are items that you have questions or concerns about, please give me a call.

MINUTES
SNOW HILL BOARD OF COMMISSIONERS
MONDAY, JULY 8, 2013
MELVIN G. OLVER TOWN HALL
201 N. GREENE STREET
SNOW HILL, NORTH CAROLINA 28580

1. **Call to Order** – Mayor Liles called the meeting to order at 7:00 p.m. The Prayer was offered by Commissioner Hagans. The Pledge was led by Commissioner Shackleford.
2. **Roll Call** – The roll was called by Clerk, Cathy Webb. All members were present. A quorum was declared.
3. **Consider Agenda Approval** – A motion was made by Commissioner Washington, seconded by Commissioner Shackleford, and carried unanimously to approve the Agenda as presented.
4. **Consider Minutes Approval** – A motion was made by Commissioner Hagans, seconded by Commissioner Shackleford, and carried unanimously to approve the June 10, 2013 minutes as presented.
5. **Program:** NONE
6. **Presentations:** NONE
7. **Report of Officers:**
 - a. **Town Administrator**
 - 1) **WC Insurance Resolution** – Mr. Hill explained that in reviewing the Workman's Compensation Insurance, that the League of Municipalities had the best rates. He asked that the Board adopt a Resolution signifying that the Town wishes to participate in the League's Risk Management Pool.
 - 2). **Surplus Property** – Mr. Hill indicated that there was a lot of obsolete and damaged miscellaneous parts stored in the Public Works warehouse as well as three John Deere mowers that have passed their useful life. He asked that the Board declare these items surplus and allow him to sale the parts for scrap metal.
 - 3). **Environmental Officer Requirement** – Mr. Hill explained that in the process of initiating the Small Business Grant, an Environmental review is required. CDBG states that an Environmental Officer shall be appointed to conduct a review and file a corresponding report. He said that as Robert Masters had been named Grant Administrator that he would like for the Board to appoint him as the Environmental Officer as well. He said that these duties were in his proposal and that there would be no additional cost.

4). **Cemetery property** – Mr. Hill announced that a considerable amount of work had been done on the new cemetery property. \$12,500 of the original \$25,000 has been expended to date. He said that after seeing the amount of debris that he opted to have it ground rather than buried. He said that some of the available grave space would have been lost. The cost of the grinding would be \$12,000 leaving a balance of \$500 of the amount allocated for this project. He said that after the debris is chipped, we need to allow Carolina Farms to spread the mulch evenly over the property. The cost of spreading will be \$4,000. He also said that they found a natural spring on the property that produces a steady stream of running water. The two options for handling this will be (1) installing a drain tile to the ditch on Highway 258 or (2) installing a small pond and spillway that can later be used as a decorative focal point in the cemetery. Either option will eliminate grave space, but the pond will probably be a desirable area for some to purchase at a possibly higher price than normal graves. Carolina Farms has quoted a “not to exceed” price at \$8,000 for either option plus the installation of a permanent drive off Highway 258.

He asks that the Board consider authorizing a further \$12,000 to the project, bringing the investment to \$55,000 for land acquisition and \$37,000 for improvements for a total of \$92,000. He said that design and surveying cost will come later. He said although this is a sizable expenditure, the anticipated long term return from the sale of the lots would be approximately 1.9 million dollars. Commissioner Taylor asked about the liability of having the pond. Mr. Hill said that he would check on this.

5). **Concert in the Courtyard** - Mr. Hill said that the Concert in the Courtyard in June was very successful and that after some conversation with the Arts and Historical Society and Chamber of Commerce, he would like to see this become a monthly event during the summer. He said that they had the opportunity to host a beach/soul band on July 23 for a fee of \$500, which

could

be paid for from budgeted development funds. He said that this would be a great opportunity to draw attention to our downtown and bring the community together for fellowship. It was the consent of the Board to sponsor this event.

b. Finance Officer/Town Clerk-

1) **2013 Property Tax Collection** – Cathy Webb, Town Clerk asked the Board to authorize her to bill and collect the 2013 taxes and any prior Year taxes.

2) **FY 12-13 Tax Settlement Report** – Cathy Webb presented a settlement report for the collection of taxes for the fiscal year 2012-2013. The tax collection rate was 98.35%. She also stated that she had collected \$17,911.68 in back taxes.

8. Report of Boards – None

9. Public Comments – NONE

ACTION ITEMS

10. Unfinished Business: NONE

11. New Business –

- 1. Consider adopting Workers Compensation Resolution** – A motion was made by Commissioner Scarborough, seconded by Commissioner Hagans, and carried unanimously to adopt the resolution.
- 2. Consider authorizing Administrator to Sale Surplus Property** – A motion was made by Commissioner Shackelford, seconded by Commissioner Scarborough, and carried unanimously to allow the administrator to sale the Surplus property.
- 3. Consider appointing Robert Masters Environmental Officer for the Purpose Of CDBG-SBEA Administration** – A motion was made by Commissioner Washington, seconded by Commissioner Hagans, and carried unanimously to appoint Mr. Masters as Environmental Officer.
- 4. Consider authorizing further Cemetery Property Improvements not to Exceed \$12,000** – A motion was made by Commissioner Washington, seconded By Commissioner Hagans and carried unanimously to approve the request for Additional cemetery improvement funds.
- 5. Consider authorizing the Revenue Collector to collect Property taxes by any available means** – A motion was made by Commissioner Shackelford, seconded by Commissioner Washington, and carried unanimously to allow the Revenue Collector to bill and collect the 2013 taxes.

- 12. Commissioner Comments** – Commissioner Scarborough said that the old gym in Town was in much need of repair. She said that the County owned the building. She said that the building had a lot of potential. She said that she would like to have a joint meeting with the County Board to see what the Town could potentially work out about the Town possibly taking ownership of the building. She also mentioned that there had been a lot of work done in the Historic area of the Town. She said that a lot of the signage needed to be upgraded or replaced. She said that maybe some of the homeowners would be willing to replace their signs. She said that Mr. Hill was going to look at some signs that would coordinate with the street signs. She thanked Dana and Cathy for a job well done and for the good collection rate for this fiscal year. She said that the Town was able to do a lot of these projects because of the collection of these taxes and that we are keeping ourselves financially sound and she thanks the staff very much.

Commissioner Taylor asked about the street in front of Commissioner Washington's house. He said that it was in much need of repair. Mr. Hill said that it was a state issue and that he contacted DOT about 6 months ago and that they said that they could not do anything until the pine tree was cut down. He said that Mr. Wade had it on the list for repair, but that they had not

gotten to it yet. Mr. Hill said that he would keep following up with him.

- 13. Adjourn** – There being no further business to come before the Board, a motion was made by Commissioner Washington, seconded by Commissioner Shackelford, and carried unanimously to adjourn. The meeting adjourned at 7:30 p.m.

Mayor

Clerk

Agenda Item
Request for Budget Revision – 1
Town of Snow Hill SBEA Project 12-C-2445

1. The Town of Snow Hill was required to submit a preliminary Project Budget (Attachment #1) with its initial grant application. When applying for the grant, some of the costs associated with Worth Products, LLC and the Greene County Florist were not classified properly. Some of the costs in the application previously identified, as Construction/Rehabilitation were actually Working Capital expenditures. The actual project has not changed whatsoever. Nonetheless, re-classifying these expenditures correctly changes the budget line items by more than 10%, which requires the Town to request a formal Budget Amendment and a Public Hearing must be held informing the public of our intentions and to ask the public to comment.
2. Attachment #2 is a proposed revision to the existing CDBG SBEA Project Budget for the Town of Snow Hill. This document if adopted by the Town Board will be forwarded to the NC Department of Commerce for approval.
3. Below is a friendly format of the Budget Revision being requested.

Recap of CDBG Funding 12-C-2445 Budget Revision

| Budget Category | Initial Budget | Change (\$) | Revised Budget |
|--------------------------------|-----------------------|--------------------|-----------------------|
| Construction/Rehab of Bldgs | 185,000 | -45,820 | 139,180 |
| Working Capital | 35,000 | 45,820 | 80,820 |
| Entrepreneur Friendly Planning | 8,500 | 0 | 8,500 |
| Administration | 21,500 | 0 | 21,500 |
| TOTALS | 250,000 | 0 | 250,000 |

4. **Action Requested.** Conduct Public Hearing and invite public to comment on the requested Budget Revision – 1. Depending on public comments, adopt the Budget Revision as requested.



Robert E. Masters Jr.
CDBG SBEA Grant Administrator

PROJECT BUDGET REVISION FORM

Per Bulletin 11-5

NAME OF GRANTEE Town of Snow Hill

GRANT NUMBER 12-C-2445

CDBG GRANT AMOUNT \$ 250,000.00

DATE 08/12/2013

| ACTIVITY | PRESENT BUDGET | PROPOSE CHANGE IN BUDGET | REVISED BUDGET REVISION # |
|--|----------------|--------------------------|---------------------------|
| a. Acquisition | | | \$ 0.00 |
| b. Disposition | | | \$ 0.00 |
| c. Public facilities and improvements | | | \$ 0.00 |
| (1) Senior and handicapped centers | | | \$ 0.00 |
| (2) Parks, playgrounds and recreation facilities | | | \$ 0.00 |
| (3) Neighborhood facilities | | | \$ 0.00 |
| (4) Solid waste disposal facilities | | | \$ 0.00 |
| (5) Fire protection facilities and equipment | | | \$ 0.00 |
| (6) Parking facilities | | | \$ 0.00 |
| (7) Public utilities, other than water and sewer | | | \$ 0.00 |
| (8) [Reserved] | | | |
| (9) Street improvements | | | \$ 0.00 |
| (10) Flood and drainage improvements | | | \$ 0.00 |
| (11) Pedestrian improvements | | | \$ 0.00 |
| (12) Other public facilities | | | \$ 0.00 |
| (13) Public sewer improvements | | | \$ 0.00 |
| (14) Public water improvements | | | \$ 0.00 |
| d. Clearance activities | | | \$ 0.00 |
| e. Public Services | | | \$ 0.00 |
| f. Relocation assistance | | | \$ 0.00 |
| g. Construction, rehabilitation and preservation | \$ 185,000.00 | -\$ 45,820.00 | \$ 139,180.00 |
| (1) Construction or rehabilitation of commercial and | | | \$ 0.00 |
| (2) Rehabilitation of privately owned dwellings | | | \$ 0.00 |
| a. Rehabilitation | | | \$ 0.00 |
| b. Reconstruction | | | \$ 0.00 |
| c. Clearance | | | \$ 0.00 |
| d. Temporary relocation expenses | | | \$ 0.00 |
| (3) Rehabilitation of publicly owned dwellings | | | \$ 0.00 |
| (4) Code enforcement | | | \$ 0.00 |
| (5) Historic preservation | | | \$ 0.00 |
| h. Development financing | | | \$ 0.00 |
| (1) Working capital | \$ 35,000.00 | \$ 45,820.00 | \$ 80,820.00 |
| (2) Machinery and equipment | | | \$ 0.00 |
| i. Removal of architectural barriers | | | \$ 0.00 |
| j. Other Activities | | | \$ 0.00 |
| k. SUBTOTAL | \$ 220,000.00 | \$ 0.00 | \$ 220,000.00 |
| l. Planning | \$ 8,500.00 | \$ 0.00 | \$ 8,500.00 |
| m. Administration | \$ 21,500.00 | \$ 0.00 | \$ 21,500.00 |
| n. TOTAL | \$ 250,000.00 | \$ 0.00 | \$ 250,000.00 |

Authorized Signature

Proposed Budget Revision

1. PROJECT BUDGET FOR C-1 ACTIVITIES

| | | | |
|--|----------------|--|-----------------|
| 1. Name of Applicant: TOWN OF SNOW HILL | | | |
| 2. Project Name: 12-C-2445 SNOW HILL SBEA PROJECT | | 3. Original Application Amendment X | |
| 4. CDBG Grant Amount Requested | \$ 250,000 | | |
| 5. Program Income | \$ -0- | | |
| 6. Subtotal: CDBG Resources | \$ 250,000 | | |
| 7. Other Funds | \$ 113,960 | | |
| 8. Total Project Resources | \$ 363,960 | | |
| | | | |
| 9. Activity | 10. CDBG Costs | 11. Other Costs | 12. Total Costs |
| a. Acquisition | | | |
| b. Disposition | | | |
| c. Public Facilities and improvements | | | |
| (1) Senior and handicapped centers | | | |
| (2) Parks, playgrounds and recreation | | | |
| (3) Neighborhood facilities | | | |
| (4) Solid Waste disposal facilities | | | |
| (5) Fire protection facilities and equipment | | | |
| (6) Parking facilities | | | |
| (7) Public utilities, other than water/sewer | | | |
| (8) Water improvements | | | |
| (9) Sewer improvements | | | |
| (10) Street improvements | | | |
| (11) Flood and drainage Improvements | | | |

| | | | | |
|----|---|---|--------|---------|
| | (12) Pedestrian improvements | | | |
| | (13) Other public facilities | | | |
| d. | Clearance activities | | | |
| e. | Public services | | | |
| f. | Relocation assistance | | | |
| g. | Construction, rehabilitation, preservation | | | |
| | (1) Construction/rehab of commercial and industrial buildings | 139,180 | 94,580 | 233,760 |
| | (2) Rehab of privately owned dwellings | | | |
| | (3) Rehab of publicly owned dwellings | | | |
| | (4) Code enforcement | | | |
| | (5) Historic preservation | | | |
| h. | Development financing | | | |
| | (1) Working capital (<i>Attach detailed explanation of the purpose of this request.</i>) | 80,820 | 19,380 | 100,200 |
| | (2) Machinery and equipment (<i>Liens are required on all machinery and equipment purchased with SBEA Funds.</i>) | | | |
| i. | Removal of architectural barriers | | | |
| j. | Microenterprise loan activities | Not an eligible use of CDBG SBEA funds. | | |
| k. | Microenterprise technical assistance Other (<i>Specify use below and attach a detailed description to this budget.</i>) | Not an eligible use of CDBG SBEA funds. | | |
| l. | | | | |
| m. | SUBTOTAL | | | |
| n. | Planning (<i>Line item must be at least \$5,000 but not exceed \$8,500.</i>) | 8,500 | 0 | 8,500 |
| o. | Administration (<i>Line item should be 15% of total CDBG request minus planning line amount.</i>) | 21,500 | 0 | 21,500 |

| | | | |
|----------|---------|---------|---------|
| p. Total | 250,000 | 113,960 | 363,960 |
|----------|---------|---------|---------|

PROJECT SOURCE AND USE FORM

| | | | | | | | | |
|---|-------------------------------------|--|---------|-----------------|------------|----------------|----------|----------|
| 1. Name of Applicant: Town of Snow Hill | | 3. Project Name: Snow Hill CDBG SBEA Project | | | | | | |
| 2. Original Application Amended Application <u> X </u> <i>(check applicable choice)</i> | | 4. Project Number: 12-C-2445 | | | | | | |
| 5. Sources of Project Funds: | | | | | | | | |
| A. CDBG: Grant Amount Requested | | | | \$ | | 250,000 | | |
| Other (Non-CDBG) project resources: | | Amount: | | | | | | |
| B. | Greene County Florist | \$ | | 7,380 | | | | |
| C. | Tide Tamer Industries, Inc. | \$ | | 69,580 | | | | |
| D. | Worth Products, LLC | \$ | | 12,000 | | | | |
| E. | Hardy's Appliance & Furniture, Inc. | \$ | | 25,000 | | | | |
| F. | | \$ | | | | | | |
| | | | | Total Non-CDBG: | | | | |
| | | | | \$ | | 113,960 | | |
| 6. TOTAL PROJECT RESOURCES: | | | | \$ | | 363,960 | | |
| | | | | | | | | |
| 7. Use of Funds | | Total Cost | A. CDBG | B. Applicant | C. Company | Source D | Source E | Source F |
| a. Acquisition | | | | | | | | |
| (1) | | | | | | | | |
| (2) | | | | | | | | |
| b. Public Facilities | | | | | | | | |

| | | | | | | | |
|---------------------------------|---------|---------|-----|---------|--|--|--|
| (1) Water | | | | | | | |
| (2) Sewer | | | | | | | |
| (3) Other | | | | | | | |
| c. Construction/Rehabilitation | 233,760 | 139,180 | -0- | 94,580 | | | |
| d. Working Capital (specify) | 100,200 | 80,820 | -0- | 189,320 | | | |
| (1) | | | | | | | |
| (2) | | | | | | | |
| e. Machinery/Equipment | | | | | | | |
| (1) | | | | | | | |
| (2) | | | | | | | |
| f. Site Improvements | | | | | | | |
| g. Other | | | | | | | |
| (1) | | | | | | | |
| (2) | | | | | | | |
| h. Planning | 8,500 | 8,500 | -0- | -0- | | | |
| i. Administration | 21,500 | 21,500 | -0- | -0- | | | |
| j. Total | 363,960 | 250,000 | -0- | 113,960 | | | |

Initial Project Budget Submitted

1. PROJECT BUDGET FOR C-1 ACTIVITIES

| | | | |
|---|--|--|--|
| 1. Name of Applicant: TOWN OF SNOW HILL | | | |
| 2. Project Name: SNOW HILL SBEA PROJECT | 3. Original Application <input checked="" type="checkbox"/> Amendment <input type="checkbox"/> | | |
| 4. CDBG Grant Amount Requested | \$ 250,000 | | |
| 5. Program Income | \$ -0- | | |
| 6. Subtotal: CDBG Resources | \$ 250,000 | | |
| 7. Other Funds | \$ 113,960 | | |
| 8. Total Project Resources | \$ 363,960 | | |

| 9. Activity | 10. CDBG Costs | 11. Other Costs | 12. Total Costs |
|--|----------------|-----------------|-----------------|
| a. Acquisition | | | |
| b. Disposition | | | |
| c. Public Facilities and improvements | | | |
| (1) Senior and handicapped centers | | | |
| (2) Parks, playgrounds and recreation | | | |
| (3) Neighborhood facilities | | | |
| (4) Solid Waste disposal facilities | | | |
| (5) Fire protection facilities and equipment | | | |
| (6) Parking facilities | | | |
| (7) Public utilities, other than water/sewer | | | |
| (8) Water improvements | | | |
| (9) Sewer improvements | | | |
| (10) Street improvements | | | |
| (11) Flood and drainage improvements | | | |

| | | | |
|--|---|---------|---------|
| (12) Pedestrian improvements | | | |
| (13) Other public facilities | | | |
| d. Clearance activities | | | |
| e. Public services | | | |
| f. Relocation assistance | | | |
| g. Construction, rehabilitation, preservation | | | |
| (1) Construction/rehab of commercial and industrial buildings | 185,000 | 106,960 | 291,960 |
| (2) Rehab of privately owned dwellings | | | |
| (3) Rehab of publicly owned dwellings | | | |
| (4) Code enforcement | | | |
| (5) Historic preservation | | | |
| h. Development financing | | | |
| (1) Working capital (<i>Attach detailed explanation of the purpose of this request.</i>) | 35,000 | 7,000 | 42,000 |
| (2) Machinery and equipment (<i>Liens are required on all machinery and equipment purchased with SBEA Funds.</i>) | | | |
| i. Removal of architectural barriers | | | |
| j. Microenterprise loan activities | Not an eligible use of CDBG SBEA funds. | | |
| k. Microenterprise technical assistance Other (<i>Specify use below and attach a detailed description to this budget.</i>) | Not an eligible use of CDBG SBEA funds. | | |
| l. | | | |
| m. SUBTOTAL | | | |
| n. Planning (<i>Line item must be at least \$5,000 but not exceed \$8,500.</i>) | 8,500 | 0 | 8,500 |
| o. Administration (<i>Line item should be 15% of total CDBG request minus planning line amount.</i>) | 21,500 | 0 | 21,500 |
| p. Total | 250,000 | 113,960 | 363,960 |

PROJECT SOURCE AND USE FORM

| | |
|--|--|
| 1. Name of Applicant: Town of Snow Hill | 3. Project Name: Snow Hill CDBG SBEA Project |
| 2. Original Application ✓ Amended Application _____ <div style="text-align: center;"><i>(check applicable choice)</i></div> | 4. Project Number: SBEA-1 |

5. Sources of Project Funds:

A. CDBG: Grant Amount Requested \$ 250,000

Other (Non-CDBG) project resources: Amount: _____

| | | |
|---|----|--------|
| B. <u>Greene County Florist</u> | \$ | 7,380 |
| C. <u>Tide Tamer Industries, Inc.</u> | \$ | 69,580 |
| D. <u>Worth Products, LLC</u> | \$ | 12,000 |
| E. <u>Hardy's Appliance & Furniture, Inc.</u> | \$ | 25,000 |
| F. _____ | \$ | |

Total Non-CDBG:
\$ 113,960

6. TOTAL PROJECT RESOURCES: \$ 363,960

| 7. Use of Funds | Total Cost | A. CDBG | B. Applicant | C. Company | Source D | Source E | Source F |
|----------------------|------------|---------|--------------|------------|----------|----------|----------|
| a. Acquisition | | | | | | | |
| (1) _____ | | | | | | | |
| (2) _____ | | | | | | | |
| b. Public Facilities | | | | | | | |
| (1) Water | | | | | | | |
| (2) Sewer | | | | | | | |

| | | | | | | | |
|---------------------------------|---------|---------|-----|---------|--|--|--|
| (3) Other | | | | | | | |
| c. Construction/Rehabilitation | 291,960 | 185,000 | -0- | 106,960 | | | |
| d. Working Capital (specify) | 42,000 | 35,000 | -0- | 7,000 | | | |
| (1) | | | | | | | |
| (2) | | | | | | | |
| e. Machinery/Equipment | | | | | | | |
| (1) | | | | | | | |
| (2) | | | | | | | |
| f. Site Improvements | | | | | | | |
| g. Other | | | | | | | |
| (1) | | | | | | | |
| (2) | | | | | | | |
| h. Planning | 8,500 | 8,500 | -0- | -0- | | | |
| i. Administration | 21,500 | 21,500 | -0- | -0- | | | |
| j. Total | 363,960 | 250,000 | -0- | 113,960 | | | |

RESOLUTION

A RESOLUTION OF THE Town Board OF Town of Snow Hill APPOINTING
 (Governing Board) (Unit of Government)
Cathy Webb AS THE CHIEF ACCOUNTING OFFICER AND TAX COLLECTOR
 (Name)
 BY AND WITH THE APPROVAL OF THE SECRETARY OF THE LOCAL GOVERNMENT COMMISSION.

Whereas, under the provisions of G.S. 105-349(a), the governing body of each county and municipality shall appoint a tax collector to serve for a term to be determined by the appointing body for the performance of such duties as may be assigned and as expressly enumerated under G.S. 105-350, except where city charter provisions and special legislation relating to the selection of the tax collector provide to the contrary, and who shall be bonded as set forth in G.S. 105-349(c); and

Whereas, under the provisions of G.S. 159-24, a unit of government shall appoint a finance officer who serves as the unit's chief accounting officer with said person having such duties as may be assigned by the appointing body as imposed upon said person under the provisions of G.S. 159-25, and who shall be bonded as set forth in G.S. 159-29(a); and

Whereas, under the provisions of G.S. 105-349(e), "A person appointed or elected as the treasurer or chief accounting officer of a taxing unit may not be appointed tax collector, nor may the duties of the office of tax collector be conferred upon him, except with the written permission of the Secretary of the Local Government Commission who, before giving his permission, shall satisfy himself that the unit's internal control procedures are sufficient to prevent improper handling of public funds"; and

Whereas, the potential effect of designating the same person as both the chief accounting officer and the tax collector have been fully considered, the governing body concludes that at this time the person to be appointed is the only person available and capable of serving in either capacity and that the administrative costs of separating the two functions is a dominant factor; and

Whereas, the Local Government Commission has approved Rule 20 NCAC 3.0406 prescribing the procedures for approval of one person acting as finance officer and tax collector.

NOW THEREFORE, BE IT RESOLVED by the Town Board of Town of Snow Hill
 (Governing Board) (Unit of Government)

that:

Section 1. The governing body of Town of Snow Hill does hereby appoint Cathy Webb
 (Unit of Government) (Name)

as tax collector of said taxing unit. The said Cathy Webb
 (Name)
 having previously been appointed as finance officer of said taxing unit. The said Cathy Webb
 (Name)

shall not assume the duties of the tax collector until the dual appointment is approved by the Secretary of the Local Government Commission pursuant to G.S. 105-349(e).

Section 2. The governing body does hereby request the Secretary of the Local Government Commission to approve the appointment of said Cathy Webb as both finance officer and tax collector.
 (Name)

The term of the approval shall be the lessor of (a) the remaining tenure of the appointee as tax collector, or (b) one year from the date of the approval.

Section 3. The governing body does hereby set the amount of the bond required by status of the finance officer at \$ 50 000 (not less than \$50,000) and the amount of the bond required by statute of the tax collector at \$ 50 000.

Section 4. The governing body undertakes to prescribe and require the practice of Internal control procedures considered sufficient in the opinion of said governing body and of the Secretary of the Local Government Commission to prevent the improper handling of public funds.

Section 5. Two copies of this resolution will be duly certified by the clerk to the governing body and transmitted to the Secretary of the Local Government Commission together with such other documents and instruments as required under Rul 20 NCAC 3.0406 of the North Carolina Administrative Codes and the Secretary. The action of the Secretary shall be brought before the governing body and duly recorded in the minutes.

Section 6. This Resolution shall become effective upon its adoption.

Upon motion of Commissioner _____, seconded by Commissioner _____,
(Name) (Name)

The foregoing Resolution entitled "A Resolution of the Town of New Hill, appointing
(Unit of Government)
Cathy Webb as the chief accounting officer and tax collector, by and with the approval of the
(Name)
Secretary of the Local Government Commission" was passed by the following vote:

Ayes:

Noes:

.....

I, _____, Clerk of the _____ of North Carolina,
(Clerk to the Board)
do hereby certify that the foregoing Resolution was duly adopted by the governing body of
_____ at a regular meeting thereof, a quorum being present.
The _____ day of _____,

(SEAL)

(Signature)

Memo

To: Town of Snow Hill Board of Commissioners
From: Cathy Webb, Revenue Collector/Town Clerk/Finance Officer
Date: 07/24/2013
Re: 2013 Property Tax Releases

Attached you will find a letter sent from the Greene County Tax Department advising the Town of Snow Hill that they have released \$1750.00 for a bus that was listed incorrectly in Greene County that is owned by Tuskegee Holiness Church. I am requesting that you approve the release of \$1,750.00 in value from their 2013 Town of Snow Hill taxes. This lowers the total tax amount due by \$6.13.

Becky R. Sutton
Tax Administrator



229 Kingold Blvd.
P.O. Box 482
Snow Hill, NC 28580

(252) 747-3615
FAX (252) 747-5067

July 22, 2013

Town of Snow Hill
201 N Greene St
Snow Hill, NC 28580


Re: Release of Bill – Tuskegee Holiness Church

We have verified that the location of the 1989 Chev Bus, 2013 tax value \$1,750, is 624 Tuskegee St, Wilson, N.C. 27896. This is the address of the church. The mailing address of the pastor is 308 PineShoal Drive, Snow Hill, N. C.

We have requested that the Greene County Board of Commissioners release this bill for 2013.

Should you have any questions, please call.

Sincerely,


Becky R. Sutton

cc:
Mrs. Judy Lucas
308 Pineshoal Dr
Snow Hill, NC 28580

#4231
Value \$1750
Amt 6.13

Memo

To: Town of Snow Hill Board of Commissioners
From: Cathy Webb, Revenue Collector/Town Clerk/Finance Officer
Date: 07/24/2013
Re: 2013 Property Tax Releases

Attached you will find a letter sent from the Greene County Tax Department advising the Town of Snow Hill that they have released \$89,700.00 from the value of the property owned by Calvary Memorial United Methodist Church. This release is due to a late Religious Exemption application that was approved by the Greene County Board of Commissioners. I am requesting that you approve the release of \$89,700 in value from their 2013 Town of Snow Hill taxes. This lowers the total tax amount due by \$319.95.

Becky R. Sutton
Tax Administrator



229 Kingold Blvd.
P.O. Box 482
Snow Hill, NC 28580

(252) 747-3615
FAX (252) 747-5067

July 19, 2013

Rev. Martin Armstrong
Calvary Memorial United Methodist Church
P O Box 445
Snow Hill, N. C. 28580

Re: Board approved release
Board meeting date: July 18, 2013

Release request: Board approved Late Application for Religious Exemption

Dear Taxpayer:

I am pleased to inform you that the Greene County Board of Commissioners approved the above request for the tax year 2013 at their meeting as stated above that I made on your behalf.

Since the Board approved, the exemption there will be no taxes due for the tax year 2013

You will be receiving a tax bill within a few weeks since we had already since this file to our vendor for printing and mailing. This adjustment will not be reflected on that statement.

Should you have any additional questions, please do not hesitate to call.

Sincerely,

Becky R. Sutton

Becky R. Sutton

cc: Town of Snow Hill
201 N. Greene St.
Snow Hill, N. C. 28580

#5116

Value \$89,700

Amt. \$313.95