

AGENDA
Snow Hill Board of Commissioners
Monday, 8 April 2013
G. Melvin Oliver Town Hall
201 N. Greene Street

- | | | |
|-----|---|--|
| 1. | Call to Order | <i>Invocation / Pledge of Allegiance</i> |
| 2. | Roll Call | |
| 3. | Consider Agenda Approval | |
| 4. | Consider Minutes Approval | <i>11 March 2013</i> |
| 5. | Program: NONE | |
| 6. | Presentation(s): NONE | |
| 7. | Report of Officers: | |
| | a. Mayor | |
| | b. Town Administrator | |
| | 1. Test Well Update | <i>Information</i> |
| | 2. Capacity Use Rules Update | <i>Information</i> |
| | 3. Proposal Requests- Solid Waste/Audit | <i>Information</i> |
| | 4. Gift Deed- 111 SE Third | <i>Action Request</i> |
| | 5. Joint Meeting w/ GC Board | <i>Discussion</i> |
| | 6. FY 13-14 Budget | <i>Discussion</i> |
| | c. Finance Officer | |
| | 1. Budget Amendment | <i>Action Request</i> |
| 8. | Report of Boards: Development Advisory | <i>Information</i> |
| 9. | Public Comments | |
| | | <i>Action Items</i> |
| 10. | Unfinished Business: NONE | |
| 11. | New Business: | |
| | 1. Consider Accepting Gift Deed of Property Located at 111 SE Third | |
| | 2. Consider Adopting Budget Amendment as Presented | |
| 12. | Closed Session: Personnel | |
| 13. | Commissioner Comments | |
| 14. | 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 26 March 2013.

MEMORANDUM

26 March 2013

To: Mayor Liles
SH Commissioners

From: Dana Hill 

Re: Agenda Items

Item 7b(4) As we have discussed, the Blount property located at 111 SE Third Street that was condemned and demolished last year has been offered to the Town in the form of a gift deed in lieu of payment. Demolition costs associated with the property were \$11,000. Greene County taxes in the amount of \$482.90 will also have to be paid by Snow Hill in order to take ownership. The tax value of the property is \$8790. As the owner is not financially able to pay the fees associated with demolition, I ask you to consider paying the taxes to clear the title and accept the gift deed so that we can market the property for sale in hopes of adding back collectable tax base and eliminate ongoing maintenance to the lot.

Item 7b(6) I have included a draft budget proposal for your review and discussion. The main notable items are:

- General Fund Revenue- Anticipated property tax revenues are left, at this point, comparable to the current year. We anticipate personal property values to increase once all things are finalized with the recent revaluation, and business personal to decrease.
- Public Safety- Due to unforeseen issues with depending upon part-time officers and the expense to equip those officers, we are proposing the addition of one full time officer to the staff and decreasing the number of hours we use part-time employees. This will allow more flexibility in scheduling and broaden coverage. Revenue in the current fiscal year will be more from fines, but we have included \$10,000 in anticipated revenue for next year. All said, there is a proposed net increase in public safety of \$12,000
- You will note that salary and benefit lines in all departments have changed. This is the result of annual evaluations of employee duties, and salaries have been distributed accordingly.
- The proposed budget reflects a 2.5% cost of living adjustment as well as an assumed 10% increase in health insurance. We will receive the new

insurance rates by the end of April, and may propose a decrease in COLA should increases be more.

- We have shown the anticipated \$44,000 debt service in the Water Department for the meter upgrades and line replacement, though we do not anticipate full payment being due in the coming year.
- General Fund Expenditures are budgeted to total \$824,800, a decrease from the current year of \$5,900
- Enterprise Fund Expenditures are budgeted to total \$1,041,600, a decrease from the current year of \$41,400
- We did not budget to proceed with the clearing of the cemetery addition, but may ask to add that prior to adoption or for an ensuing amendment. The clearing is anticipated to cost \$10,000 - \$15,000

I have included in your package a *Statement of Economic Interest*, please fill this out and return to me at the meeting. Each elected official is required to submit this form annually.

If you have any questions or concerns that I can help with prior to the meeting, please give me a call.

MINUTES
 SNOW HILL BOARD OF COMMISSIONERS
 MONDAY, MARCH 11, 2013
 MELVIN OLIVER TOWN HALL
 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 Mayor Liles.
2. **Roll Call** – The roll was called by Clerk, Cathy Webb. All members were present except Commissioner Taylor. A quorum was declared.
3. **Consider Agenda Approval** – Dan Hill asked that Item #2 be added under Unfinished Business to include considering an appointment to the GC EDC Board and to remove item #12 – Closed session. A motion was made by Commissioner Washington, seconded by Commissioner Hagans, and carried unanimously to approve the agenda with the two amendments.
4. **Consider Minutes Approval** – A motion was made by Commissioner Hagans, seconded by Commissioner Scarborough, and carried unanimously to approve the February 11, 2013 minutes as presented.
5. **Program – Public Hearing – Flood Ordinance Amendment** – A motion was made by Commissioner Washington, seconded by Commissioner Hagans, and carried unanimously to begin the Public Hearing. Mr. Hill said that there had been no substantial changes in the ordinance in the city limits or the ETJ. He said that he was asking the Board to adopt the amended ordinance which is required by the State Emergency Management and FEMA so that the Snow Hill residents would remain part of the Flood Protection Insurance program. He did want to mention that one change was that when a house was built it would have to be 2 ft. above flood level-and that the driving force behind this recommendation is that flood insurance rates would change dramatically in the next year or two and that homes built 2 ft. above flood elevation would be cheaper to insure. Mayor Liles asked for any questions. There were none. A motion was made by Commissioner Scarborough, seconded by Commissioner Washington, and carried unanimously to reconvene to regular session.

Public Input –SRTS Sidewalk Installation - Todd Clark asked why the Town had decided to put sidewalks around the school and surrounding area –he said the Primary School had been there for many years and did not understand why the sidewalks needed to be in the neighborhood. He said that he could understand why they would want to put sidewalks on 2nd Street, because a lot of people walked on that street. Mr. Hill said that the grant requirements were that you can go a mile radius around the school and the other requirement is that there has to

be a significant amount of population in that mile radius to apply for that grant. He said that there were not enough houses on 2nd street to apply for this funding. Commissioner Scarborough said that the purpose of this was to allow the children that live in that area to walk to school safely. Commissioner Scarborough asked Mr. Clark if he was in favor of the sidewalks-he said no. Mr. Hill said that he had had some responses from the letters he sent out. He had 1 call that was against-and 3 that were for the project. Mayor Liles asked how people were notified of this. Mr. Hill said that he sent out letters to the residents in that area that would be affected and had received only a few responses. Mayor Liles said that he just wanted to make sure that the citizens were aware of this. Commissioner Scarborough reminded the group that this was free money-no Town money would have to be used and that this would probably help with drainage problems.

6. Presentations – NONE

Mayor Liles read a letter that was received from the county concerning the Sheriff department contract. It read that they concurred with the Town that the contract expired on June 30, 2011 and no funds were due to the County.

Mayor Liles asked the Board to ride down Oak Street and look at the work being done on some houses by Salvador Abrego.

7. Report of Officers:

a. Town Administrator –

- 1. February “Clean-up”** – Mr. Hill said that the cleanup was a success and 22 tons of debris was collected. This cost the Town about \$1000.
- 2. Skate Park Requirements** – Mr. Hill said that according to NCCSA 99E-23 all skate boarders should wear helmets, elbow pads, and kneepads. If found not complying with these rules, a citation could be issued. Also the insurance would be very expensive, if we were even able to insure- if these rules were not followed. Mr. Hill said that he had contacted Justin Lee and talked with him about this. Commissioner Scarborough said that she had talked with someone with the Greene-Lenoir Safe Kids Coalition and if with enough interest they would come and do a bicycle or skateboard safety class and after participation in the class they would give each participant a helmet.
- 3. Test Well Installation** – Mr. Hill said that they decided to go with Well Site #4 which is on 258 North behind Printworks. The well was installed last week and the four hour pump test was done and determined that we produce between 100-150 gallons per minute from that well. Samples were done and it looks very promising that we would have a good alternative source should the need arise.
- 4. South Greene Ball Field restroom** – Mr. Hill said that he received two bids for the restrooms. One for \$14,000 and one was \$20,000-there may be some fluctuation in construction prices now. He asked that the Board consider awarding the contract to Gary Christman, who was the lowest bidder.

5. **Water Tank Marketing** – Mr. Hill said that he had been approached by U.S. Cellular about leasing a space on the Kingold Blvd. Water Tank to install an antenna. He said that in conversation with Utilities Services, Inc with which we have the tank maintenance contract, that they are allowed to be part of the process to make sure that everything is installed correctly. They told Mr. Hill about a program they have called Utility Service Communications in which they will negotiate the lease terms, monthly payments, and the placement of the antennae so that we could get the maximum use out of the tanks. Their fee for providing that service is 30% of the agreed upon lease price. Mr. Hill feels that this is a fair deal. He said that he would like to see the terms of the maintenance contract and this contract to run concurrently with each other.
6. **Municipal filing Fee** - The Board of Elections has asked that the Board set the 2013 municipal election. The candidate filing period will begin at 12:00 noon July 5, 2013 and will end at 12:00 noon on July 19, 2013. He recommends setting the filing fee at \$5.00.
7. **504 and Language Access Plan** - These plans were approved by the Board in an unofficial manner several months ago, which were associated with the CDBG Capacity Use grant that he was enrolled in. He said that the Language Access Plan says that whenever there are vacancies or public notices that they should be provided in a secondary language. The 504 Plan is just a self-evaluation to make sure that we are in compliance with this.

b. Finance Officer:

1. **Tax Collection Measures:** Cathy Webb, Tax Collector, requested that the Board give her permission to enforce any collection remedies necessary to collect all delinquent taxes for 2012 and prior years. She also asked for permission to advertise all unpaid 2012 taxes in The Standard Laconic on April 17, 2013.

8. Report of Boards: NONE

9. Public Comments:

ACTION ITEMS

10. Unfinished Business:

1. **Consider Authorizing Construction of Restrooms at South Greene Ball Field** – A motion was made by Commissioner Washington, seconded By Commissioner Scarborough, and carried unanimously to begin the Construction of the restrooms. Gary Christman was the lowest bidder.
2. **Consider Appointment to GC EDC Board** – Mr. Hill said that only one application had been received for this appointment Commissioner Scarborough submitted this application. A motion was made by Commissioner Washington, seconded by Commissioner Hagans, and

carried unanimously to appoint Commissioner Scarborough to this position.

3. Dana Hill, Town Administrator, asked if he could item #3 to vote on the **Flood Plain Ordinance** if everyone was comfortable with this. A motion made by Commissioner Scarborough, seconded by Commissioner Washington and carried unanimously to accept this ordinance as presented by Mr. Hill.

11. New Business:

1. **Consider authorizing Administrator to enter into Marketing Agreement with Utility Service Communications** – A motion was made by Commissioner Scarborough, seconded by Commissioner Hagans, and carried unanimously to allow the Town Administrator to enter into this contract.
2. **Consider Setting the Filing fee for 2013 Municipal Election at \$5** – A motion was made by Commissioner Hagans, seconded by Commissioner Shackelford, and carried unanimously to set the filing fee at \$5.
3. **Consider adopting the 504 and Language Access Plans** – A motion was made by Commissioner Washington, seconded by Commissioner Shackelford, and carried unanimously to approve the plans.
4. **Consider authorizing the Revenue Collector to Advertise and use any Allowing means to collect the 2012 delinquent taxes** – A motion was made by Commissioner Shackelford, seconded by Commissioner Washington, and carried unanimously to allow the Revenue Collector to use all allowable means to collect the unpaid 2012 taxes.

12. Closed Session – Removed from Agenda

13. **Commissioner Comments** – Commissioner Scarborough asked what was going on with the Internet Café's? Mr. Hill said that back in January when the final rulings came out that the existing Internet Café closed for about 2 weeks to enable them to load some new software. Attorney Pridgen said that he did not know if there had been any State opinion on that software yet. He said that he would be reviewing some things and get back with the Board concerning this.
14. **Adjourn** – There being no further business to come before the Board, a motion was made by Commissioner Shackelford, seconded by Commissioner Washington, and carried unanimously to adjourn. The meeting adjourned at 8:20 p.m.

Mayor

Clerk

TOWN OF SNOW HILL							
BUDGET - WATER SEWER FUND							
FOR THE FISCAL YEAR ENDED JUNE 30, 2014							
Account Number	Account Description	Prior Year Budget	Current Year Budget	Proposed FY 13-14	Remarks		
Revenues							
60-3710-0491	WATER DEPOSIT INTEREST INCOME	-					
60-3710-0492	INTEREST ON INVESTMENTS	300	300	500			
60-3710-0510	WATER SALES	381,000	370,000	365,000			
60-3710-0511	SEWER FEE RECEIPTS	480,000	470,000	470,000			
60-3710-0516	RECONNECTION FEES	2,800	5,000	5,000			
60-3710-0517	SHUT OFF FEES	25,000	22,000	23,000			
60-3710-0518	ALTERNATIVE SERVICE CHARGE	142,000	157,000	167,100			
60-3710-0520	SERVICE CHARGE - RETURNED CHECKS	6,000	6,000	6,000			
60-3710-0521	WATER TAP ON FEES	2,000	1,200	2,000			
60-3710-0522	SEWER TAP-ON FEES	400	1,000	2,000			
60-3710-0523	Septic Tank Waste Fees						
60-3710-0800	MISCELLANEOUS INCOME	3,000	500	1,000			
60-3710-0802	RURAL CENTER CREAMT		50,000				
60-3710-0820	SALE OF EQUIPMENT						
60-3710-0850	DISASTER PAYMENT						
60-3710-0851	INSURANCE PROCEEDS						
Total Revenues		1,042,500	1,083,000	1,041,600			

TOWN OF SNOW HILL						
BUDGET - WATER SEWER FUND						
FOR THE FISCAL YEAR ENDED JUNE 30, 2014						
Account Number	Account Description	Prior Year Budget	Current Year Budget	Proposed FY 13-14	Remarks	
Water Department:						
60-7130-0121	SALARIES AND WAGES	77,520	88,100	99,100		
60-7130-0122	SALARIES - OVERTIME					
60-7130-0126	SALARIES - TEMP & PT	16,320	19,500	20,500		
60-7130-0127	"SALARIES - BONUS, LONGEVITY, STIPEND"	2,240	2,900	3,040		
60-7130-0180	RETIREMENT	5,640	7,100	8,100		
60-7130-0181	FICA & OTHER EMPLOYMENT TAXES	7,170	8,500	9,400		
60-7130-0182	HOSPITAL INSURANCE	12,000	12,500	10,000		
60-7130-0183	LIFE/DENTAL INSURANCE	1,200	2,000	1,200		
60-7130-0184	401K		360	900		
60-7130-0190	PROFESSIONAL SERVICES	81,000	50,000	50,000		
60-7130-0191	DEBT SERVICE		11,250	44,000	Line Replacement, AMR	
60-7130-0192	WATER SAMPLES EXPENSE	12,000	6,000	6,000		
60-7130-0193	ALTERNATIVE WATER SOURCE	145,000	157,000	167,100		
60-7130-0200	SUPPLIES & MATERIALS	24,500	24,500	24,500		
60-7130-0212	UNIFORMS	500	500	500		
60-7130-0251	MOTOR FUELS	9,500	9,500	9,500		
60-7130-0260	OFFICE SUPPLIES & MATERIALS	1,000	1,000	1,000		
60-7130-0310	TRAVEL & TRAINING	4,500	4,500	4,500		
60-7130-0320	TELEPHONE & POSTAGE	9,000	8,000	8,000		
60-7130-0330	UTILITIES	26,000	21,000	25,000		
60-7130-0351	BUILDING REPAIR & MAINTENANCE	1,000	1,000	1,000		
60-7130-0352	EQUIPMENT REPAIR & MAINTENANCE	30,000	15,000	15,000		
60-7130-0353	VEHICLE REPAIR & MAINTENANCE	2,000	2,000	2,000		
60-7130-0654	SOFTWARE/SUPPORT	3,000	2,500	2,500		
60-7130-0391	LEGAL ADVERTISING	1,000	500	500		
60-7130-0450	INSURANCE & BONDING	9,000	8,000	11,500		
60-7130-0491	DUES & SUBSCRIPTIONS	1,500	1,550	2,000		
60-7130-0499	MISCELLANEOUS	1,500	5,000	4,000		
60-7130-0500	CAPITAL RESERVE	41,310	36,895	3,000	1/3 Lawn Mower	
60-7130-0501	CONTINGENCY	25,000	25,000	25,000		
60-7130-0502	DEPRECIATION					
60-7130-0503	RURAL CENTER GRANT		50,000			
Total Water Department		550,400	581,655	558,940		

TOWN OF SNOW HILL							
BUDGET - WATER SEWER FUND							
FOR THE FISCAL YEAR ENDED JUNE 30, 2014							
Account Number	Account Description	Prior Year Budget	Current Year Budget	Proposed FY 13-14	Remarks		
Sewer Department:							
60-7140-0121	SALARIES AND WAGES	89,760	96,600	106,600			
60-7140-0122	SALARIES - OVERTIME						
60-7140-0126	SALARIES - TEMP & PT	16,290	24,000	23,800			
60-7140-0127	"SALARIES - BONUS, LONGEVITY, STIPEND"	2,650	3,400	3,400			
60-7140-0180	RETIREMENT	5,650	7,950	8,900			
60-7140-0181	FICA & OTHER EMPLOYMENT TAXES	7,170	9,500	10,230			
60-7140-0182	HOSPITAL INSURANCE	12,500	12,000	10,500			
60-7140-0183	LIFE/DENTAL INSURANCE	1,400	1,800	1,200			
60-7140-0184	401K		700	1,360			
60-7140-0190	PROFESSIONAL SERVICES	25,000	17,000	13,000			
60-7140-0192	SEWER TESTING SERVICE	11,500	11,000	13,000			
60-7140-0194	SLUDGE DISPOSAL	15,000	15,000	15,000			
60-7140-0195	PERMIT FEES	1,800	1,800	1,800			
60-7140-0200	SUPPLIES & MATERIALS	15,000	15,000	15,000			
60-7140-0211	JANITORIAL SUPPLIES						
60-7140-0212	UNIFORMS	500	500	500			
60-7140-0251	MOTOR FUELS	5,000	5,000	5,170			
60-7140-0260	OFFICE SUPPLIES & MATERIALS	900	600	600			
60-7140-0310	TRAVEL & TRAINING	4,500	4,500	4,500			
60-7140-0320	TELEPHONE & POSTAGE	10,000	9,000	8,000			
60-7140-0330	UTILITIES	43,000	43,000	45,600			
60-7140-0351	BUILDING REPAIR & MAINTENANCE	500	500	500			
60-7140-0352	EQUIPMENT REPAIR & MAINTENANCE	25,000	35,000	40,000			
60-7140-0353	VEHICLE REPAIR & MAINTENANCE	2,000	2,000	2,000			
60-7140-0354	SOFTWARE/MAINT/SUPPORT	2,700	2,400	2,400			
60-7140-0391	LEGAL ADVERTISING	700	500	100			
60-7140-0450	INSURANCE & BONDING	15,000	15,000	15,600			
60-7140-0491	DUES & SUBSCRIPTIONS	1,100	1,000	1,000			
60-7140-0499	MISCELLANEOUS	500	4,500	3,000			
60-7140-0500	CAPITAL RESERVE	41,080	37,095	3,000	1/3 Lawn Mower		
60-7140-0501	DEBT SERVICE	110,900	105,000	102,000			
60-7140-0502	CONTINGENCY	25,000	20,000	25,000			
60-7140-0503	DEPRECIATION						
Total Sewer Department		492,100	501,345	482,760			
Total Water Sewer Fund		1,042,500	1,083,000	1,041,600			

TOWN OF SNOW HILL							
BUDGET - GENERAL FUND							
FOR THE FISCAL YEAR ENDED JUNE 30, 2014							
Account Number	Account Description	Prior Year Budget	Current Year Budget	Proposed FY 13-14	Remarks		
Revenues							
10-3010-0000	AD VALOREM TAX CURRENT YEAR	271,100	280,000	280,000			
10-3010-0100	AD V TAX 1ST PRIOR YEAR	4,300	4,000	3,000			
10-3010-0200	AD V TAX 2ND PRIOR YEAR	3,000	3,000	2,000			
10-3010-0300	AD V TAXES 3RD PRIOR YEAR	1,500	500	500			
10-3010-0400	AD V TAX 4TH PRIOR YEAR & OTHERS	1,000	1,500	2,000			
10-3010-1000	VEHICLE TAX CURRENT YEAR	23,000	20,000	20,000			
10-3010-1100	VEHICLE TAX PRIOR YEARS	3,000	3,000	3,000			
10-3170-0000	TAX PENALTIES/INTEREST	6,000	3,000	3,000			
10-3180-0000	TAX DISCOUNTS						
10-3190-0000	LICENSE TAGS	8,200	5,000	5,000			
10-3280-0000	VIDEO PROGRAMMING	17,000	6,000	5,000			
10-3290-0000	INTEREST INCOME	1,100	1,100	1,100			
10-3290-0100	HISTORIC COMM INCOME	-	-				
10-3291-0000	PEG CHANNEL	17,000	32,000	31,000			
10-3293-0000	TELECOMMUNICATION TAXES	32,000	35,000	32,000			
10-3300-0000	HILLVIEW STREET FEES	1,600	1,600	1,600			
10-3310-0000	GREENE LAMP RENT	6,600	6,600	6,600			
10-3310-0100	RENT GREENE COUNTY	6,700	6,700	6,700			
10-3310-0200	GREENE LAMP/ELECTIONS ELECTRIC	6,000	6,600	6,600			
10-3310-0400	COMMUNITY CENTER LEASE	6,000	6,000	6,000			
10-3350-0000	MISCELLANEOUS INCOME	8,000	5,000	3,000			
10-3350-0100	PD FINES			10,000			
10-3350-0200	SALE OF EQUIPMENT/PROPERTY	12,000	12,000	12,000			
10-3350-0400	ZONING FEES	1,500	1,500	600			
10-3350-0600	GRANT AWARD INCOME						
10-3370-0000	FRANCHISE TAX	46,000	50,000	50,000			
10-3380-0000	PIPED NATURAL GAS		4,500	4,500			
10-3410-0000	BEER AND WINE TAX	2,000	2,000	5,000			
10-3430-0000	PB ALLOCATION	46,000	46,000	42,000			
10-3440-0000	SOLID WASTE DIST TAX	1,000	1,100	1,100			
10-3450-0000	LOCAL OP SALES TAX 1%	123,000	132,000	134,000			
10-3470-0000	GREENE CO ABC BOARD	1,000	1,000	1,500			
10-3590-0000	WASTE COLLECTION FEES	91,000	105,000	100,000			
10-3610-0000	SALE OF LOTS	18,000	18,000	15,000			
10-3610-0100	GRAVE OPENINGS	26,000	30,000	30,000			
10-3610-0200	INSTALL GRAVE MARKERS	1,500	1,000	1,000			
10-3800-0000	RISK MANAGEMENT SAFETY GRANT						
10-3890-0000	APPROPRIATION FROM FUND BALANCE			0			
Total Revenues		794,800	830,700	824,800			

TOWN OF SNOW HILL							
BUDGET - GENERAL FUND							
FOR THE FISCAL YEAR ENDED JUNE 30, 2014							
Account Number	Account Description	Prior Year Budget	Current Year Budget	Proposed FY 13-14	Remarks		
Governing Body:							
10-4110-0121	SALARIES AND WAGES	32,000	32,760	32,760			
10-4110-0180	RETIREMENT						
10-4110-0181	FICA & OTHER EMPLOYMENT TAXES	2,500	2,510	2,520			
10-4110-0190	PROFESSIONAL SERVICES	16,000	16,000	16,000			
10-4110-0260	OFFICE SUPPLIES & MATERIALS	200	200	200			
10-4110-0310	TRAINING	500	300	300			
10-4110-0450	INSURANCE & BONDING	1,500	1,500	1,650			
10-4110-0499	MISCELLANEOUS	800	800	800			
Total Governing Body		53,500	54,070	54,230			
Administration:							
10-4120-0121	SALARIES AND WAGES	32,640	34,100	31,000			
10-4120-0122	SALARIES - OVERTIME						
10-4120-0126	SALARIES - TEMP & PT	4,080	4,300	1,800			
10-4120-0127	"SALARIES - BONUS, LONGEVITY, STIPEND"	820	900	640			
10-4120-0180	RETIREMENT	2,560	2,500	2,250			
10-4120-0181	FICA & OTHER EMPLOYMENT TAXES	2,860	3,000	2,600			
10-4120-0182	HOSP. INSURANCE	1,800	2,300	1,300			
10-4120-0183	LIFE/DENTAL INSURANCE	500	500	320			
10-4120-0184	401K		100	100			
10-4120-0190	PROFESSIONAL SERVICES	9,000	9,000	9,000			
10-4120-0191	TAX COLL FEE - GREENE CO	1,600	1,000	1,000			
10-4120-0192	INTEREST TO DMV			900			
10-4120-0200	SUPPLIES & MATERIALS	500	500	1,000			
10-4120-0211	JANITORIAL SUPPLIES/SERVICES	250	250	250			
10-4120-0212	UNIFORMS						
10-4120-0260	OFFICE SUPPLIES & MATERIALS	2,000	1,900	1,900			
10-4120-0310	TRAVEL & TRAINING	1,500	1,500	1,000			
10-4120-0320	TELEPHONE & POSTAGE	6,600	5,000	6,200			
10-4120-0330	UTILITIES	14,800	15,000	17,000			
10-4120-0351	BUILDING REPAIR & MAINTENANCE	4,500	2,500	2,500			
10-4120-0352	EQUIPMENT REPAIR & MAINTENANCE	3,100	3,000	3,000			
10-4120-0354	SOFTWARE/SUPPORT MAINT.	1,000	800	700			
10-4120-0391	LEGAL ADVERTISING	1,500	1,000	1,000			
10-4120-0450	INSURANCE & BONDING	3,200	3,500	4,100			
10-4120-0491	DUES & SUBSCRIPTIONS	3,000	3,000	3,000			
10-4120-0499	MISCELLANEOUS	7,500	8,000	8,000			
10-4120-0500	CAPITAL RESERVE						
Total Administration		105,310	103,650	100,560			
Election:							
10-4170-0399	ELECTION EXPENSE	5,000		5,000			

TOWN OF SNOW HILL						
BUDGET - GENERAL FUND						
FOR THE FISCAL YEAR ENDED JUNE 30, 2014						
Account Number	Account Description	Prior Year Budget	Current Year Budget	Proposed FY 13-14	Remarks	
Total Election		5,000		5,000		

TOWN OF SNOW HILL					
BUDGET - GENERAL FUND					
FOR THE FISCAL YEAR ENDED JUNE 30, 2014					
Account Number	Account Description	Prior Year Budget	Current Year Budget	Proposed FY 13-14	Remarks
Public Safety:					
10-4300-0121	SALARIES AND WAGES		112,370	145,310	
10-4300-0126	SALARIES - TEMP & PT		17,000	6,000	
10-4300-0127	BONUS, LONGEVITY, STIPENDS			340	
10-4300-0180	RETIREMENT		13,241	10,650	
10-4300-0181	FICA & OTHER EMPLOYMENT TAXES		9,900	11,600	
10-4300-0182	INSURANCE		6,000	6,220	
10-4300-0183	DENTAL / LIFE		500	1,160	
10-4300-0184	401 K			8,000	
10-4300-0190	PROFESSIONAL SERVICES		2,000	500	
10-4300-0200	SUPPLIES & MATERIALS	4,400	2,000	4,000	
10-4300-0211	JANITORIAL SUPPLIES				
10-4300-0212	UNIFORMS		2,500	3,000	
10-4300-0251	MOTOR FUELS		18,000	14,000	
10-4300-0260	OFFICE SUPPLIES & MATERIALS		500	500	
10-4300-0310	TRAVEL & TRAINING		500	500	
10-4300-0320	TELEPHONE & POSTAGE		1,800	2,000	
10-4300-0352	EQUIPMENT REPAIR & MAINTENANCE		500	0	
10-4300-0353	VEHICLE REPAIR & MAINTENANCE		5,000	2,500	
10-4300-0354	SOFTWARE MAINTENANCE		2,700	2,700	
10-4300-0499	MISCELLANEOUS		2,000	500	
Total Public Safety		4,400	196,511	219,480	
Streets:					
10-4510-0121	SALARIES AND WAGES	8,160	15,570	15,950	
10-4510-0126	SALARIES - TEMP & PT	6,830	4,700	3,700	
10-4510-0127	"SALARIES - BONUS, LONGEVITY, STIPEND"	820	400	490	
10-4510-0180	RETIREMENT	1,000	1,400	1,430	
10-4510-0181	FICA & OTHER EMPLOYMENT TAXES	1,240	1,600	1,550	
10-4510-0182	HOSP. INSURANCE	1,000	510	1,230	
10-4510-0183	LIFE/DENTAL INSURANCE	100	150	150	
10-4510-0184	401K		100	210	
10-4510-0190	PROFESSIONAL SERVICES	7,000	4,000	5,000	
10-4510-0200	SUPPLIES & MATERIALS	2,200	2,000	2,000	Tree Removal
10-4510-0211	JANITORIAL SUPPLIES	100	100		
10-4510-0212	UNIFORMS	500	500	500	
10-4510-0251	MOTOR FUELS	3,500	4,200	4,200	
10-4510-0260	OFFICE SUPPLIES & MATERIALS	500	200		
10-4510-0310	TRAVEL & TRAINING	500	500	500	
10-4510-0330	UTILITIES	42,000	42,000	40,000	
10-4510-0352	EQUIPMENT REPAIR & MAINTENANCE	1,400	1,500	1,500	
10-4510-0353	VEHICLE REPAIR & MAINTENANCE	1,000	1,500	2,000	
10-4510-0354	SOFTWARE/SUPPORT MAINTENANCE		500	400	
10-4510-0391	LEGAL ADVERTISING	100	100	100	
10-4510-0450	INSURANCE & BONDING	4,500	4,500	5,400	

TOWN OF SNOW HILL									
BUDGET - GENERAL FUND									
FOR THE FISCAL YEAR ENDED JUNE 30, 2014									
Account Number	Account Description	Prior Year Budget	Current Year Budget	Proposed FY 13-14	Remarks				
10-4510-0499	MISCELLANEOUS	200	200	200					
10-4510-0500	CAPITAL OUTLAY			3,000					1/3 Lawn Mower
Total Streets		83,150	86,230	89,510					

TOWN OF SNOW HILL					
BUDGET - GENERAL FUND					
FOR THE FISCAL YEAR ENDED JUNE 30, 2014					
Account Number	Account Description	Prior Year Budget	Current Year Budget	Proposed FY 13-14	Remarks
Sanitation:					
10-4710-0121	SALARIES AND WAGES	23,970	14,450	11,600	
10-4710-0122	SALARIES - OVERTIME				
10-4710-0126	SALARIES - TEMP & PT	13,560	7,200	5,100	
10-4710-0127	"SALARIES - BONUS, LONGEVITY, STIPEND"	720	330	310	
10-4710-0180	RETIREMENT	2,670	1,720	1,200	
10-4710-0181	FICA & OTHER EMPLOYMENT TAXES	2,970	1,690	1,300	
10-4740-0182	HOSP. INSURANCE	1,160	300	320	
10-4710-0183	LIFE/DENTAL INSURANCE	200	400	100	
10-4710-0190	PROFESSIONAL/CONTRACT SERVICES				
10-4710-0191	WASTE COLLECTION	87,000	87,000	85,000	
10-4710-0200	SUPPLIES & MATERIALS	300	400	300	
10-4710-0212	UNIFORMS	250	250	250	
10-4710-0251	MOTOR FUELS		2,400	3,100	
10-4710-0260	OFFICE SUPPLIES & MATERIALS	300	100	100	
10-4710-0300	WASTE COLLECTION/YARD		12,500	12,500	
10-4710-0310	TRAVEL & TRAINING	200	200	200	
10-4710-0352	EQUIPMENT REPAIR & MAINTENANCE	1,800	1,500	1,500	
10-4710-0354	SOFTWARE/SUPPORT/MAINT	1,200	1,100	1,000	
10-4710-0353	VEHICLE REPAIR & MAINTENANCE	4,500	3,500	3,000	
10-4710-0391	LEGAL ADVERTISING	200	100	100	
10-4710-0450	INSURANCE & BONDING	1,400	1,400	1,650	
10-4710-0499	MISCELLANEOUS	200	200	100	
10-4710-0500	CAPITAL OUTLAY				
Total Sanitation		142,600	136,740	128,730	
Cemetery:					
10-4740-0121	SALARIES AND WAGES	23,460	38,100	24,900	
10-4740-0122	SALARIES - OVERTIME		5,000	5,200	
10-4740-0126	SALARIES - TEMP & PT	6,680	6,500	5,100	
10-4740-0127	"SALARIES - BONUS, LONGEVITY, STIPEND"	720	1,000	630	
10-4740-0180	RETIREMENT	2,025	3,060	2,160	
10-4740-0181	FICA & OTHER EMPLOYMENT TAXES	2,360	3,480	2,350	
10-4740-0182	HOSP. INSURANCE	3,100	2,000	1,150	
10-4740-0183	LIFE/DENTAL	300	400	250	
10-4740-0184	401K		200	360	
10-4740-0190	PROFESSIONAL SERVICES	15,000	18,000	18,000	
10-4740-0200	SUPPLIES & MATERIALS	500	700	500	
10-4740-0211	JANITORIAL SUPPLIES				
10-4740-0212	UNIFORMS	250	250	250	
10-4740-0251	MOTOR FUELS	500	800	800	
10-4740-0260	OFFICE SUPPLIES & MATERIALS	500	400	200	
10-4740-0310	TRAVEL & TRAINING				
10-4740-0330	UTILITIES	300	300	400	

TOWN OF SNOW HILL						
BUDGET - GENERAL FUND						
FOR THE FISCAL YEAR ENDED JUNE 30, 2014						
Account Number	Account Description	Prior Year Budget	Current Year Budget	Proposed FY 13-14	Remarks	
10-4740-0351	BUILDING REPAIR & MAINTENANCE					
10-4740-0352	EQUIPMENT REPAIR & MAINTENANCE	500	500	1,000		
10-4740-0353	VEHICLE REPAIR & MAINTENANCE	200	300	200		
10-4740-0354	SOFTWARE/MAINTENANCE	3,400	500	500		
10-4740-0450	INSURANCE & BONDING	1,400	1,400	1,650		
10-4740-0499	MISCELLANEOUS	1,000	700	700		
10-4740-0500	CAPITAL OUTLAY			1,200		Excavator Bucket
Total Cemetery		62,195	83,590	67,500		

TOWN OF SNOW HILL					
BUDGET - GENERAL FUND					
FOR THE FISCAL YEAR ENDED JUNE 30, 2014					
Account Number	Account Description	Prior Year Budget	Current Year Budget	Proposed FY 13-14	Remarks
Planning and Zoning:					
10-4910-0190	PROFESSIONAL SERVICES				
Total Planning and Zoning					
POWELL BILL					
10-4910-0121	SALARIES/WAGES	18,360	17,000	17,250	
10-4910-0126	SALARIES/WAGES/PT	2,960	4,000	3,700	
10-4910-0127	BONUS, LONGEVITY, STIPEND			500	
10-4910-0180	RETIREMENT EXPENSE	1,140	1,220	1,520	
10-4910-0181	FICAMED EXPENSE	1,840	1,650	1,640	
10-4910-0182	HOSP. INSURANCE	1,800	1,150	1,200	
10-4910-0183	DENTAL/LIFE INSURANCE	200	200	150	
10-4910-0184	401K		50	110	
10-4910-0190	PROFESSIONAL SERVICES	1,000	1,000	2,000	
10-4910-0200	SUPPLIES & MATERIALS	3,000	2,000	2,000	
10-4910-0251	MOTOR FUEL	3,500	3,000	2,000	
10-4910-0352	REPAIRS/MAINTENANCE	13,000	10,000	10,000	
TOTAL POWELL BILL		46,800	41,270	42,070	
Community Development:					
10-4930-0100	TREE ADVISORY COMMITTEE	500	200	50	
10-4930-0101	TOSH DEVELOPMENT COMMITTEE	5,000	6,000	10,000	
10-4930-0105	GC ARTS & HISTORY SOCIETY	5,000	5,000	5,000	
10-4930-0109	HISTORIC PRESERVATION COMMITTEE	1,500	1,500	1,000	
10-4930-0111	NEUSE REGIONAL LIBRARY	4,000	4,250	4,250	
10-4930-0114	HAZARD MITIGATION PLAN	1,800			
10-4930-0115	CONTINGENCY		20,000	21,720	
10-4930-0116	PLANNING BOARD	3,000	3,000	2,700	
10-4930-0119	DONATIONS/CIVIC ORGANIZATIONS	2,000	2,000	2,000	
10-4930-0120	HOUSING ENFORCEMENT		10,000	10,000	
10-4930-0192	FIRE PROTECTION CONTRACT		28,000	28,000	
10-4930-0193	EMS DONATION		2,000	2,000	
10-4930-0200	PEG CHANNEL REIMB	17,500	32,000	31,000	
10-4930-0300	PAYING PARKING LOT	12,000			
10-4930-0491	DUES/SUBSCRIPTIONS				
10-4930-7400	CAPITAL OUTLAY		14,689		
Total Community Development		52,300	128,639	117,720	
Total General Fund		508,455	830,700	824,800	

Ordinance
Budget Amendment III
Fiscal Year 2012/2013

BE IT ORDAINED by the Mayor and Board of Commissioners of the Town of Snow Hill, North Carolina, that pursuant to North Carolina General Statute 159-15, the following budget amendment be made for the Budget Ordinance adopted June 11, 2012:

Fund/Account	Original Budget	Increase (Decrease)	Amended Budget
GENERAL FUND			
10-4110-0260 Office Supplies & Materials	140.00	(140.00)	60.00
10-4110-0450 Insurance & Bonding	1500.00	140.00	1640.00
10-4120-0185 Unemployment	.00	920.00	920.00
10-4120-0192 Int. Due to DMV	.00	450.00	450.00
10-4120-0200 Office Supplies	500.00	500.00	1000.00
10-4120-0182 Hospitalization Expense	2300.00	1100.00	3400.00
10-4120-0320 Telephone & Postage	5000.00	1200.00	6200.00
10-4120-0330 Utilities	15000.00	2000.00	17000.00
10-4120-0450 Insurance & Bonding	3500.00	570.00	4070.00
10-4120-0121 Salaries & Wages	34100.00	(6740.00)	27360.00
10-4300-0180 Salaries & Wages	112370.00	(5800.00)	106570.00
10-4300-0184 401-K	.00	5500.00	5500.00
10-4300-0183 Life/Dental Ins	500.00	300.00	800.00
10-4300-0212 Uniforms	2500.00	2800.00	5300.00
10-4300-0251 Motor Fuels	18000.00	(2800.00)	15200.00
10-4300-0320 Telephone & Postage	1800.00	200.00	2000.00
10-4300-0352 Equipment Repair & Maint	500.00	(200.00)	300.00
10-4510-0121 Salaries & Wages	15570.00	(750.00)	14820.00
10-4510-0180 Retirement Expense	1400.00	100.00	1500.00
10-4510-0184 401-K	100.00	150.00	250.00
10-4510-0353 Vehicle Repair & Maint	1500.00	500.00	2000.00
10-4710-0127 Salaries-Bonus-Longevity	330.00	10.00	340.00
10-4710-0180 Retirement Expense	1720.00	130.00	1850.00
10-4710-0251 Motor Fuel	2400.00	700.00	3100.00
10-4710-0450 Insurance & Bonding	1400.00	250.00	1650.00
10-4710-0121 Salaries-Wages	14450.00	(1090.00)	13360.00
10-4740-0185 Unemployment	.00	460.00	460.00
10-4740-0330 Utilities	300.00	50.00	350.00

10-4740-0352 Equipment Repair & Maint	500.00	500.00	1000.00
10-4740-0450 Insurance & Bonding	1400.00	240.00	1640.00
10-4740-0122 Salaries-Wages	38100.00	(1250.00)	36850.00
10-4910-0127 Salaries-Bonus-Longevity	.00	470.00	470.00
10-4910-0180 Retirement Expense	1220.00	540.00	1760.00
10-4910-0190 Professional Services	1000.00	13300.00	14300.00
10-4910-0251 Motor Fuel	3000.00	(1000.00)	2000.00
10-4910-0352 Equipment Repair & Maint	10000.00	(9500.00)	500.00
10-4910-0121 Salaries-Wages	17000.00	(3810.00)	13190.00
10-4930-0120 Housing Enforcement	10000.00	2430.00	12430.00
10-4930-7400 Capital Outlay	14689.00	(2430.00)	12259.00

Adopted this the ____ day of _____, 2013

ATTEST:

Mayor

Clerk

**Snow Hill
Development Advisory Commission
Minutes
18 March 2013**

Members Present: Gene Riddle, Gene Smith, Nita Smith, David Jones

Staff Present: Dana Hill

- Discussed placing a monument recognizing the “Snow Hill Billies” at the boat ramp area where the original ball field was located. A granite marker depicting the field and listing the names of players will cost \$1200. Gene Smith will provide the players names, Frank Warren will be asked to aid in determining the correct location. **The group decided by consent to include this as a part of the FY 13-14 budget proposal.**
- Discussed the concept of a small RV Park to be located at the boat ramp with slots for 4-6 units. The idea is in place and works well in Grifton. Utilities could be installed from the wastewater treatment facility at a minimal cost. Staff will compile pricing and work to obtain tentative permission from NC Wildlife Resources Commission.
- Mr. Riddle informed the group that the GC Chamber had a new director, Trudy Hardy, and that he would like to ask her to serve as part of the DAC, as well as to begin a partnership with the Town and Chamber to promote the area for development. He would also like to solicit membership to other civic groups, such as GC Improvement Association, in an effort to broaden the membership.
- **By consent, the group agreed to change the meeting time from 7pm to 5pm on the third Monday of each month.**

DRAFT MINUTES
Snow Hill Historic Preservation Committee
Monday 25 March 2013—6:30 p.m.
Snow Hill Town Hall
201 North Greene Street, North Carolina 28580

1. **Call to Order 6:30**
2. **Pledge of Allegiance**
3. **Roll Call Present:** Jill Whitson, Chair; Frank Warren, Nita Smith
4. **Consider Approving Meeting Agenda** Motion to approve by Warren, Second by Smith, Carried
5. **Consider Approving Meeting Minutes (28 January 2013)** Motion to approve by Smith, Second by Warren, Carried
6. **Old Business:**
 - a. **Hill Billies Monument** Hill advised group that a monument has been designed by the Development Commission and pricing has been obtained at \$1200. The DAC has included this as a part of their 13-14 budget request. Warren volunteered to help in the correct placement of the marker. HPC supports the project
 - b. **Bridge Lights** Hill reported that priced are still being gathered on replacing the entire fixtures; Progress Energy's program to rent them are not cost effective.
7. **New Business:**
 - a. **Downtown Business Letter** Discussion on a process to inform downtown building owners of the positive impacts of keeping their property historically correct. No action
8. **Public Comments**
9. **Adjourn 7:30**

Approved: _____
Jill Whitson, Chair

Respectfully Submitted: _____
Dana Hill