

AGENDA
Snow Hill Board of Commissioners
Monday, 9 September 2013
GC Community Center
814 W Harper Street
6:00 PM

1. **Call to Order** *Invocation / Pledge of Allegiance*
2. **Roll Call**
3. **Consider Agenda Approval**
4. **Consider Minutes Approval** *12 August 2013*
5. **Program:**
 - Joint Meeting w/ GC BoC** *Water Issues*
6. **Presentation(s):** **NONE**
7. **Report of Officers:**
 - a. **Mayor**
 - b. **Engineer**
 - 1. **Water System Planning** *Information*
 - c. **Town Administrator**
 - 1. **Boys & Girls Club Request** *Action Request*
 - 2. **GC ED Task Force** *Action Request*
 - 3. **111 SE Third Offer to Purchase** *Action Request*
 - 4. **Street Sweeper** *Action Request*
 - 5. **CDBG Plans** *Action Request*
 - 6. **GC Interfaith Zoning Request** *Action Request*
8. **Report of Boards:** **NONE**
9. **Public Comments**
 - Action Items*
10. **Unfinished Business:** **NONE**
11. **New Business:**
 - 1. **Consider Funding Request from Boys & Girls Club**
 - 2. **Consider an Appointment to GC Economic Development Task Force**
 - 3. **Consider \$1000.00 Offer to Purchase 111 SE Third Street from Salvador Tinoco**
 - 4. **Consider Authorizing the Purchase of a Street Sweeper**
 - 5. **Consider Adopting Plans per CDBG Requirements**
 - 6. **Consider Referring GC Interfaith Request to SH Planning Board**
12. **Closed Session** *Legal Consultation & 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 9-4-13.

MINUTES
SNOW HILL BOARD OF COMMISSIONERS
MONDAY, AUGUST 12, 2013
MELVIN G. OLIVER TOWN HALL
201 N. GREENE STREET
SNOW HILL, NC 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 Town Clerk, Cathy Webb. All members were present, with the exception of Commissioner Scarborough. However, she came in later. 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 August 12, 2013 Agenda as presented.
4. **Consider Minutes Approval** – A motion was made by Commissioner Shackleford, seconded by Commissioner Hagans and carried unanimously to approve the July 8, 2013 minutes as presented.
5. **Program:**
 - Public Hearing** – A motion was made by Commissioner Washington, seconded by Commissioner Shackleford, and carried unanimously to enter into the Public Hearing to discuss the CDBG Budget Revision. Mr. Hill said that the hearing was to discuss a budget revision for the SBEA Grant. He said that there was no change in the overall costs or grant amount. The proposed revision re-distributes money from the construction line item to the working capital line item. Mr. Masters said the project should be getting started in September. Mayor Liles asked if there were any more questions or comments. There were none. A motion was made by Commissioner Washington, seconded by Commissioner Taylor to reconvene to regular session.
6. **Presentations : NONE**
7. **Report of Officers -**
 - b. **Town Administrator –**
 - 1) **SE Third Street Property** – Mr. Hill explained that the property located at 111 SE Third Street had been gifted to the Town as the owner is not able to pay the condemnation fees and ask that the Board consider advertising for bids in an effort to get the property taxable again and also eliminate maintenance. The tax value of the property is \$8790.
 - 2) **Snow Hill and Greene Count Joint Meeting** - Mr. Hill announced that

the meeting could be held on September 9, 2013 in conjunction with the already scheduled meetings of the two Boards. He said that the discussion would probably be about how the Town plans to move forward in regards to the water system and the future of the old Snow Hill Jr. High gym.

Commissioner Washington said that an hour would probably not be enough time for this and suggested that the discussion be only about the water system issues. She suggested that the meeting be held on another night. Mr. Hill said that he would contact Mr. Hicks and try to come up with another time for the meeting. Commissioner Taylor asked who would come up with the agenda. Mr. Hill said that he and Mr. Hicks would do this.

- 3) **July 4th 2014 Fireworks** – Mr. Hill said that he had received many calls concerning the July 4th fireworks and why the Town stopped doing this. He had checked some prices-\$3800 for July 4th-\$2700 for July 3rd or 5th. He said that he would need to schedule a presenter before the rush if the Board was interested in doing this.
- 4) **Finance Officer Resolution** – Mr. Hill explained that a resolution was required each fiscal year naming the same person to the office of Finance Officer and Tax Collector.
- 5) **Cemetery property** – Mr. Hill told the Board that the clean-up at the Cemetery had been completed and the pond had been finished. He said that this was all to be done right now, but that he may have to sow some type of grass out there to prevent erosion.

C. Finance Officer/Town Clerk – Cathy Webb asked the Board for the release of Taxes value at \$89,700 for Calvary Memorial United Methodist Church (Religious Exemption) and a bus for Tuskegee Holiness Church valued at \$1750. This bus was incorrectly listed in Greene County.

8. Report of Boards – NONE

9. Public Comments –

- 1) **David Jones** – Mr. Jones was concerned about the changes in the Voting laws.
- 2) **Sharon Ginn** – Ms. Ginn said that the Nohoorooka Exhibit would be coming down on August 30th and said they had had lots of people in to look at it. She said that the next exhibit would feature a potter from ECU. She said the opening reception would be Tuesday, Sept. 10th at 7:30 p.m. and invited all that could to attend.
- 3) **Gene Riddle** - Mr. Riddle talked about the idea of beginning a Crime Stoppers Organization. He will have details in the upcoming meetings. He also talked about the old gym building and some ideas he had on that.

10. Unfinished Business –

- 1) **Consider Authorizing Budget Revision 1 for SBEA Project 12-C2445-**
A motion was made by Commissioner Washington, seconded by Commissioner Hagans and carried unanimously to approve this Budget Revision.

11. New Business-

- 1) **Consider authorizing Bid Acceptance to Sale Property at 111 SE 3rd St.-**
A motion was made by Commissioner Scarborough, seconded by Commissioner Shackleford and carried unanimously to authorize this Bid process.
- 2) **Consider Scheduling the September Regular Meeting for 6 p.m. at A location to be announced-** A motion was made by Commissioner Washington, seconded by Commissioner Hagans and unanimously approved to have this meeting on the 9th of September.
- 3) **Consider Adopting a Resolution Appointing Cathy Webb Finance Officer and Tax Collector for FY 2013-2014 –** A motion was made by Commissioner Shackleford, seconded by Commissioner Washington, and unanimously approved to adopt the Resolution.
- 4) **Consider authorizing the release of \$1750 property value for Tuskegee Church-(a bus that was incorrectly listed in Greene County)**
A motion was made by Commissioner Shackleford, seconded by Commissioner Hagans and carried unanimously to release this property value.
- 5) **Consider authorizing the Release of \$89700 property value for Calvary UMC Church (Religious Exemption) –** A motion was made by Commissioner Washington, seconded by Commissioner Hagans, and carried Unanimously to release the taxes on this property.

12. Closed Session - Personnel

A motion was made by Commissioner Shackleford, seconded by Commissioner Taylor, and carried unanimously to go into closed session.
A motion was made by Commissioner Washington, seconded by Commissioner Hagans to reconvene to regular session.

13. Commissioner Comments –Commissioner Scarborough expressed an interest in getting the old gym revitalized.

14. Adjourn – There being no further business to come before the Board, a motion was made by Commissioner Shackleford, seconded by Commissioner Taylor and carried unanimously to adjourn. The meeting adjourned at 7:45 p.m.

Mayor

Clerk

Dana Hill

From: Patrick Miller [patrickmiller@greene.k12.nc.us]
Sent: Friday, August 30, 2013 9:56 AM
To: Dana Hill
Subject: Boys & Girls Club
Attachments: ATT02240.txt; One page overview_8 5 13.pdf

Dana,

Thank you for taking the time to meet with me for a few minutes yesterday. We have an exciting opportunity to bring a Boys & Girls Club to Greene County. As you are aware, this organization has an outstanding track record of providing a safe place for children with high-quality programming that helps them to be successful for the rest of their lives. We desperately need this organization in Greene County and I am asking for the Town of Snow Hill to help us in our efforts. We currently have a committee working on a "Founder's Drive." The purpose of the Founder's Drive is to secure pledges of support for the Boys and Girls Club for three consecutive years. We need to secure pledges for three years worth of operating expenses in order for the club to open. According to the director of the Boys & Girls Club of Pitt County, Misty Marston, we need \$160,00 per year or three years to open our club to serve 150-160 children. If we are able to raise more, we can serve more children but our immediate goal is to raise enough to open the club before the end of 2013. I would like to formally ask the Town of Snow Hill to financially support this project at the level of \$5,000 per year. I have attached a flyer that provides some basic information about our efforts to open the club. If you need more information, please do not hesitate to contact me. Thanks!

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E-mail correspondence to and from Greene County Schools is subject to the North Carolina Public Records Law "NCGS. Ch.132", which may result in monitoring and disclosure to third parties, including law enforcement parties unless the content is exempt by statute or other regulation.

Greene County

Boys & Girls Club Coming Soon to Greene County

- Located in Greene County intermediate school
- Open Monday-Friday afterschool until 6:30pm
- Open during the summer, holidays and teacher workdays from 7am-6pm
- Serving 160 children daily

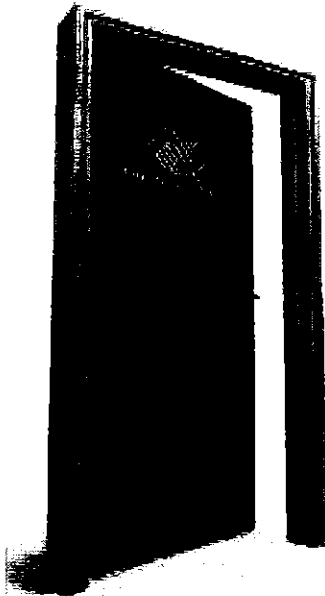


WHY BOYS & GIRLS CLUB

For more than a century, Clubs have helped put young people on the path to great futures. Clubs are open at the time when kids are most vulnerable to participate or become victims of violent crimes!

Boys & Girls Clubs provide young people with:

- A safe place to spend time during non-school hours and the summer as an alternative to the streets or being home alone.
- A chance to play, have fun, laugh and learn.
- Opportunities to build new skills that raise each child's belief that he or she can succeed and receive recognition for personal accomplishments.
- Ongoing relationships with caring adults and connections to new friends in a positive environment, reinforcing a sense of belonging, personal accountability, civility and civic responsibility.
- Generation-changing programs that support a commitment to learning, positive values, healthy habits and high expectations for success as an adult.



First Year Budget (based on 160 kids per day)

Salaries & Benefits (1 Full Time Director and Part time Staff)	\$ 126,152
Program Supplies/Equipment	\$ 11,500
Office Supplies	\$ 3,400
Training & Professional Development	\$ 1,200
National Dues	\$ 1,000
Fundraising Expenses	\$ 5,000
Administrative Fee	\$ 12,000
(\$1,000/month- covers the cost of back office expenses, payroll, mgmt., etc.)	
TOTAL \$ NEEDED to start Club	\$ 160,252

Boys & Girls Clubs ARE:



- 57% of Club alumni said the Club saved their life.
- 61% of alumni became more committed to their education because of Boys & Girls Clubs.
- 28% of alumni would have dropped out of high school if not for Boys & Girls Clubs.
- Nationally, 16% of all students do not go on to graduate from high school, while only 8% of Boys & Girls Club alumni did not finish.
- Nationally, 21% of African American males do not go on to graduate from high school, while only 2% of Boys & Girls Club African American males did not finish.

Boys & Girls Clubs of Greene County will have
3 Priority Outcomes for Club members:



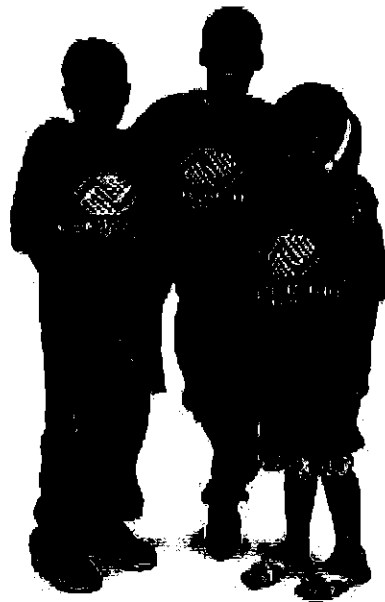
ACADEMIC SUCCESS
Graduate from high school ready for college, trade school, military or employment



GOOD CHARACTER & CITIZENSHIP
Be an engaged citizen involved in the community, register to vote and model strong character



HEALTHY LIFESTYLES
Adopt a healthy diet, practice healthy lifestyle choices and make a lifelong commitment to fitness



great futures start here.

For more information contact

Misty Marston, marston@bgcpitt.org, 252-355-2345, ext. 202 OR
Patrick Miller, patrickmiller@greene.k12.nc.us, 252-747-3425

Founder's Campaign Committee Members

Patricia Lee Adams

Charles Albritton

Brent Andrews

Joan Atkinson

Loretta Barrow

Tomekia Blackmon

Antonio Blow

Jerry Carraway

Misty Chase

Don Davis

Gail Edmondson

Toni Flanagan

James Fulghum

Mike Gay

Mitch Gay

Trudy Hardy

John Hill

Anthony Jones

Katrina Lanier

Charles Martin

Patrick Miller

Andy Moye

Morris Moye

Audie Murphy

Patricia Phillips

Steve Rouse

Lou Anne and Buzz
Shackelford

Steve Stephenson

Dana Hill

From: Richard Hicks [rhicks@co.greene.nc.us]
Sent: Monday, August 19, 2013 3:03 PM
To: ahbaker@embarqmail.com; walstonbrg@aol.com; 'Dana Hill'
Subject: Economic Development Task Force

The Greene County Board of Commissioners is considering the development of an Economic Development Task Force to develop a long range Economic Development Strategy for the County. The recommendation on establishing this Task Force included having a representative from each of the municipalities in the County. We are asking that each Governing Body submit a name from your Town to serve on the Task Force. If they choose to do so, please forward the name and the contact information to my attention. Thanks for your help and all that you do for the County residents that reside in your community. If you have any questions, or if you need any additional information, please do not hesitate to call me. If it is possible, we would like to have the names submitted in time to present to the County Board of Commissioners at their September 19, 2013 meeting.

Richard N. Hicks
Interim County Manager
229 Kingold Blvd., Suite D
Snow Hill, N.C. 28580
(o) 252-747-3446
(c) 252-341-6815
rhicks@co.greene.nc.us

Dana Hill

From: Salvador Tinoco [sal.tinococonstruction@gmail.com]
Sent: Thursday, August 15, 2013 1:13 AM
To: hilld@snowhillinc.com
Subject: Lot / 3rd St



To: Dana Hill, Town Administrator
Town Commissioners

Mr. Hill, I am writing to you in regards to the [lot] located on SE. 3rd St. Behind Snow Hill Town Hall. I would like to take the opportunity to make an offer ' on this property. The land use of this property will be a "new construction" home depending on the outcome on property across the street known as [garage]. If so, we plan to recruit a family, and increase tax value by building a 1100 sq. ft. home on this lot.

As I have mentioned to you that the aesthetic views of our town / community will impact the commerce, and traffic in this area. I would love to work with you and whom ever deems necessary to undertake a new plan to better and beautiful our community and strengthened our local economy.

I also would love to find adequate ways to bring forth changes on our likewise unity within our citizens. I am very pleased to see our Town and our officials working together.

Cash Offer \$ 1000,00

1-30 after closing : level, grade, and landscape lot. Pressure wash bricks and edge side walks.

Salvador A. Tinoco

2013 Mad Vac LR50 Featured



Additional Info

Year:	2013
Manufacturer:	Mad Vac
Model:	LR50
Exterior Color:	White
Transmission:	Hydrostatic
Fuel Type:	Diesel
Type:	New Equipment
Price:	\$ Call Us \$ 75000.00
Features:	Hydraulic Raise/Lower Vac Head, 15' Retractable Wand/hose, Heavy Duty Rubber Hose Upgrade, Extra Sound Proofing, Enclosed Cab W/ Heat and Vinyl Doors, Strobe, Road Lighting Package

Contact Person: Kevin Helms

Contact Info: Public Works Equipment and Supply, Inc. 4519 Old Charlotte Highway Monroe, NC 28110 Phone: (800) 222-6803

Contact Us by Email: [Click Here to Email Us Regarding this Equipment](#)

2009 Elgin Whirlwind MV



Additional Info

Year:	2009
Manufacturer:	Elgin
Model:	Whirlwind MV
Exterior Color:	White
Transmission:	Automatic
Fuel Type:	Diesel
Mileage:	19296
Work Hours:	1959
Type:	Used Equipment
Price:	\$ Call Us \$ <i>120 000 00</i>
Features:	Mounted on a Freightliner M2, Air ride seats, Right and left side inspection doors, Right and left side auto shutter doors, Right and left side till brooms, Air purge, High pressure wash down, Hopper liner.

Contact Person:	Kevin Helms
Contact Info:	Public Works Equipment and Supply, Inc. 4519 Old Charlotte Highway Monroe, NC 28110 Phone: (800) 222-6803

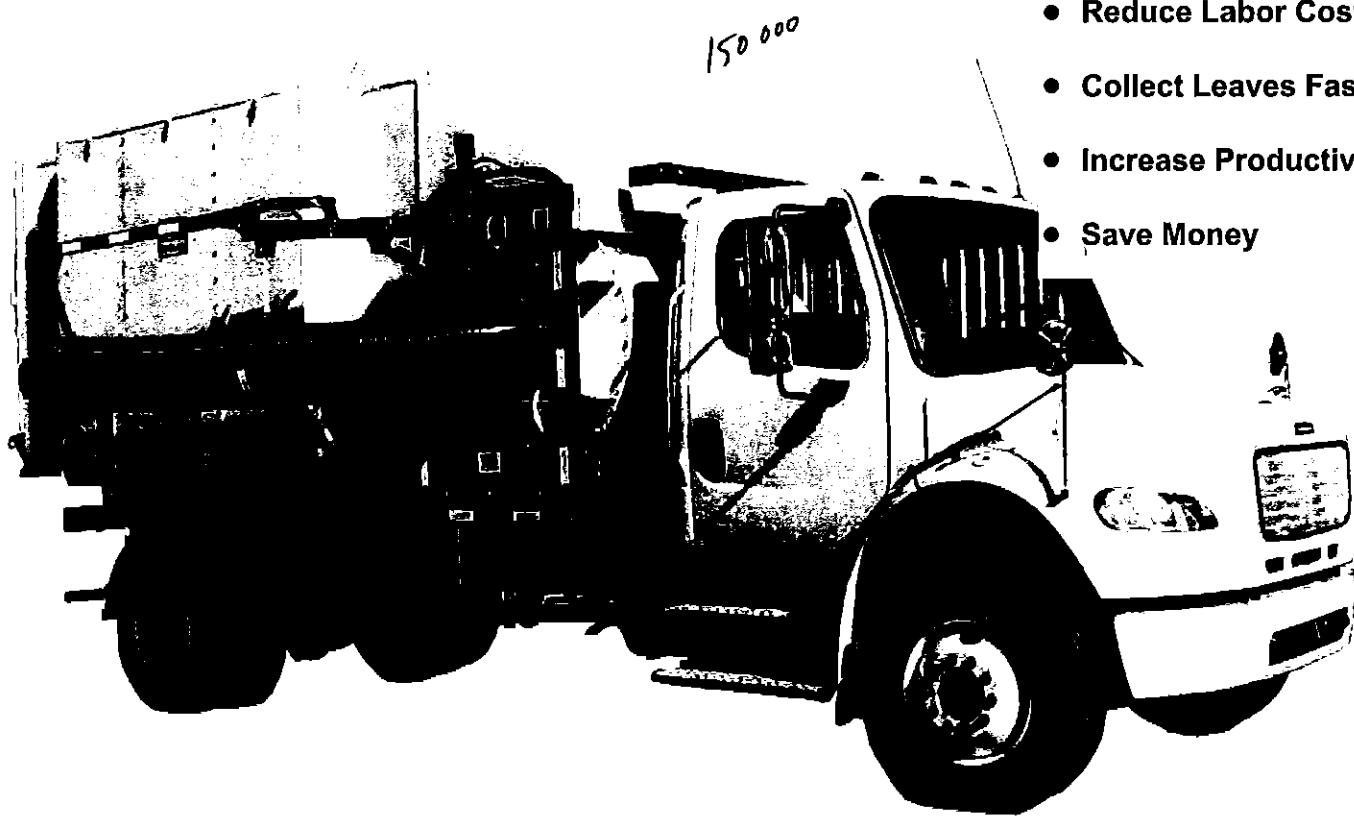
Contact Us by Email:	Click Here to Email Us Regarding this Equipment
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Category:	Other Truck	Type:	AUTO
Type:	Sweeper	Brakes:	AIR
Stock #:	TW1130055SW	# of Axles:	Single
Year:	2009	Front Axle:	12,000
Make:	FREIGHTLINER	Front Make:	Mercedes
Miles:	48,300	Front Model:	F120-3N
Hours:	3,600	Rear Axle:	21,000
Engine:	Cummins	Rear Make:	Meritor
Model:	ISB	Rear Model:	RS21230
HP:	200	Ratio:	5.86
Trans:	Allison	Rear Type:	Spring
Model:	2500RDS	Susp. Type:	Spring
Speeds:	5		
VIN #:	1FVACXDT69HAB3961		
Price:	\$129,900		

SCL800SM-3X

150 000

Model SCL800SM-3X



- Reduce Labor Costs
- Collect Leaves Faster
- Increase Productivity
- Save Money

Your City or Town Can't Afford Not to Have One!

The fast, efficient way to collect leaves.

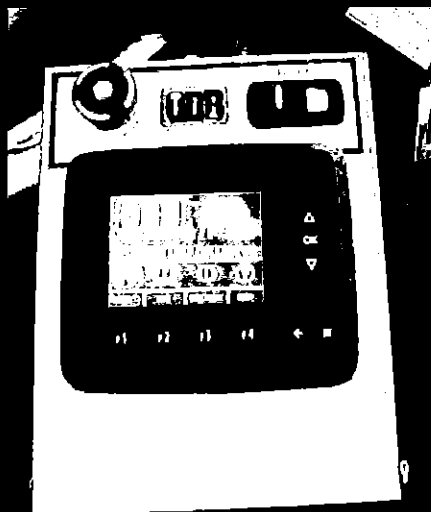
One person, one vehicle

Collect leaves safely, without mess from the cab of the truck.



ODB Company
Municipal Products Since 1910

SCL800SM-3X



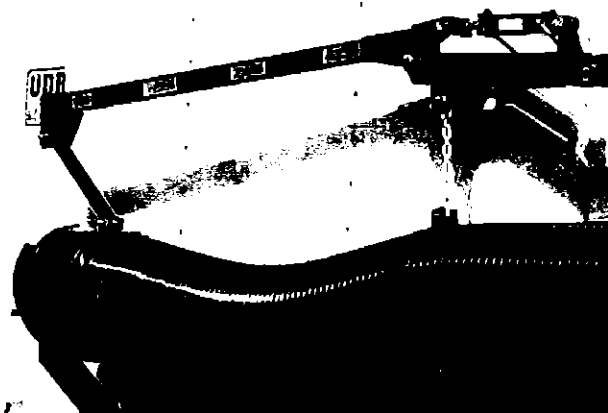
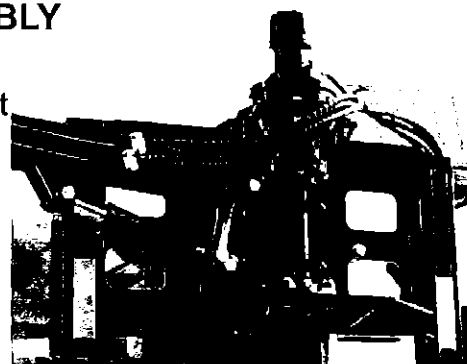
IN-CAB CONTROLS

The entire leaf collection process is controlled from the cab. All controls and engine monitoring is done by a multi-function joystick and the full color IQAN display system with 3.5" transfective TFT color display. This system completely controls and monitors the engine, boom and hydraulic systems.



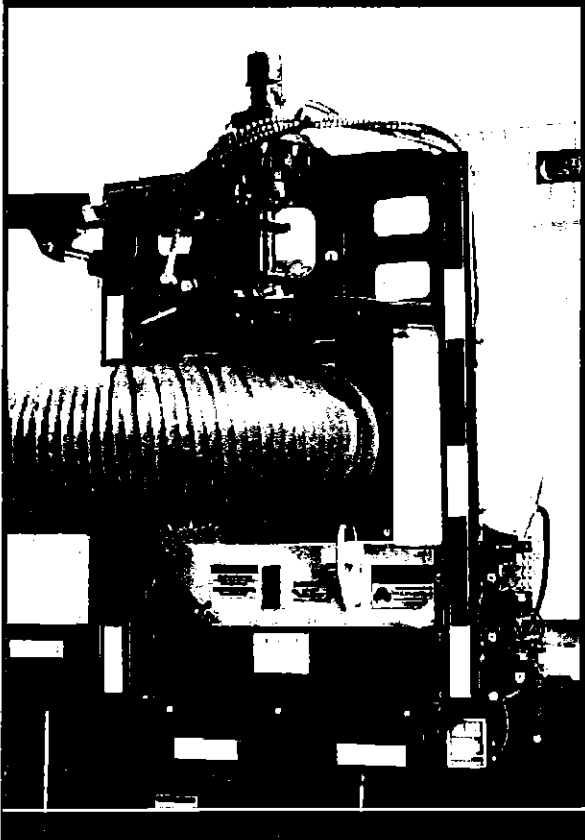
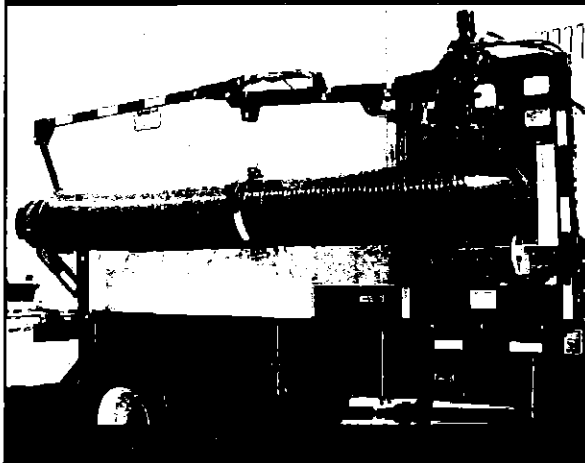
3 AXIS BOOM ASSEMBLY

ODB's 3 axis boom allows smooth, precise movement of the suction hose to the leaf pile. Combining two hydraulic cylinders for the up/down and in/out movements, plus a planetary, wheel drive hydraulic motor for the left/right movement allows the operator to place the suction hose in the desired location smoothly and precisely. The boom is controlled with a joystick located in the cab for effortless leaf collection.



BOOM SUPPORT MOUNT

ODB's 3 axis boom is supported on its own tubular steel mount. This keeps the weight of the boom off the blower housing making for a sturdier boom. The boom support is hinged to allow the blower housing face to be removed without having to remove the entire boom assembly or without having to disconnect any hydraulic lines. This is a tremendous labor saving feature.





11/14/2011

31 July 2013

Application made

Per Section 11.04, there must be a minimum 20 day waiting period prior to introduction to the Town Board

9 September 2013

Introduce to Board of Commissioners a request from GC Interfaith to amend Zoning Ordinance to add "Food Bank / Distribution" as a Special Use in R10 district.

Per Section 11.05, any request not initiated by the Planning Board shall be referred to them after introduction to the Board of Commissioners

* Post Sign and Notify Adjoining Property Owners

1 October 2013

Introduce request to Planning Board from GC Interfaith to amend Zoning Ordinance to add "Food Bank / Distribution" as a Special Use in R10 district and receive a recommendation for the Board of Commissioners

30 October & 6 November 2013

Advertise Public Hearing for November BoC meeting

12 November 2013

Board of Commissioners holds Public Hearing and acts on requested amendment

* Post Special Use Request Sign and Notify Adjoining Property Owners

20 November 2013 *tentative*

Board of Adjustment to hear Special Use Request

PROGRAM PLANS AND POLICIES

2012-13 CDBG-SBEA PROGRAM

TOWN OF SNOW HILL

This document approved by the Town of Snow Hill Board of Commissioners September 9, 2013.

Dennis K. Liles, Mayor

**NOTE: Signatures also needed
on pages 9, 12, and 16**

Contents

I. Complaint Procedure

II. Code of Conduct

III. Citizen Participation Plan

IV. Procurement and Signature Policy

V. Section 3 Plan - Training, Employment and Business Opportunities

VI. Equal Employment Opportunity (EEO) Plan

VII. Records Review Policy

VIII. Recipient's Plan to Further Fair Housing Plan

IX. Residential Anti-displacement Plan and Relocation Assistance Plan

I. COMPLAINT PROCEDURE

Whenever conflict arises during the program, target area residents will have the following procedure for dealing with complaints. All complaints must be made in writing and will be responded to within 10 calendar days from the date of receipt.

A. Submit complaint to the Program Administrator at the Town Hall, and the Program Administrator will issue a written response to the complaint.

B. If resolution is not obtained, the complaint will be forwarded to the Town Administrator by the complainant. A meeting with the complainant, Program Administrator and Town Administrator will be held, and the Town Administrator shall issue a written response to the complainant.

C. If resolution is not obtained, the Board of Commissioners shall review the complainant's statement and previous written statements by the Program Administrator and the Town Administrator. The Board of Commissioners shall make a decision, which will be final.

D. The Board of Commissioners' decision will be given to the complainant along with the name and address of Community Investment (CI) and project representative for the 2012-13 CDBG SBEA program.

II. CODE OF CONDUCT

- A. This Code shall govern the performance of officers, employees, and agents engaged in the award and administration of contracts supported by Federal funds.
- B. No employee, officer or agent of the Town of Snow Hill shall participate in selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:
 - 1. The employee, officer or agent,
 - 2. Any member of his immediate family,
 - 3. His or her partner, or
 - 4. Any organization, which employs or is about to employ any of the above, and has a financial or other interest in the firm selected for award.
- C. Town officers, employees or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors or parties to sub-agreements.
- D. The Town of Snow Hill at its discretion may make determinations of minimum rules where financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value.
- E. All violations of these standards deemed by the Board of Commissioners to be in excess of minimum levels determined in D., will result in penalties, sanctions or disciplinary action as required by State and Local laws and regulations or as deemed appropriate by the Town of Snow Hill Board of Commissioners.

III. CITIZEN PARTICIPATION PLAN

A. This plan describes how the Town of Snow Hill will involve citizens in the planning, implementation and assessment of the Community Development Block Grant (GDBG) program. The funds must be used for projects, which benefit low and moderate-income persons and aids in the elimination and prevention of slums and blight. The program is intended to assist governments in understanding neighborhood improvement programs. The regulations give ultimate responsibility for the design and implementation of the program to local elected officials but also require that citizens be given an opportunity to serve in a key advisory role to these elected officials.

B. Scope of Citizen Participation. Citizens will be involved in all stages of the CDBG program, including program implementation, assessment of performance and design of changes in the Citizen Participation Plan. There will be three (3) general mechanisms for their involvement:

- (1) To serve as an advisory committee to the project.
- (2) To attend or hold public hearings or community meetings; and
- (3) To provide individual citizen efforts in the form of comments, complaints or inquiries submitted directly to the Program Administrators or designated Town official.

C. Program Implementation. Citizen participation in program implementation will occur primarily through consultation with the Town of Snow Hill. The Town of Snow Hill will be asked to review and comment on specific guidelines for approved projects. They will also meet to review any program amendments, budget revisions and program modifications. All such changes will be discussed with the Town and their comments considered prior to taking action. If program amendments require approval from the North Carolina Department of Commerce, a public hearing shall be held specifically on the amendment. Citizens may also be involved in implementation of projects specifically requiring citizen

participation, such as self-help projects. Their roles will be defined as the project develops. Technical assistance will be available as needed.

D. Program Assessment. Program assessment activities by citizens will occur in a variety of ways. A performance hearing will be held thirty to sixty (30 to 60) days prior to the start of planning for the next program year. The Program Amendment will be asked to provide citizen commentary for the Grantee Performance Report. As a part of the orientation to the program offered at the public hearing, citizens will be invited to submit comments on all aspects of program performance through the program year. Comments should be submitted in writing to the Town Manager/Administrator. He or she will respond in writing within ten (10) days. If the response is unsatisfactory, the complainant should write directly to the Mayor of Snow Hill. He shall respond within ten (10) days. If the citizen is still dissatisfied, he/she should write to the NC Department of Commerce, Community Investment, 4313 Mail Service Center, Raleigh, NC 27699-4313, Attention: Citizen Participation Matter. Program staff will also be available during normal business hours to respond to any citizen inquiries or complaints at 919-571-4900. The Citizen Participation Plan will be subject to annual review and proposed revision, to occur in the period between the performance hearing and the public hearing on the subsequent year's application.

E. Technical Assistance. Technical Assistance will be provided to citizen organizations and groups of low/moderate income persons or target area residents upon request to the Town. Such assistance will support citizen efforts to develop proposals, define policy and organize for the implementation of the program. It is expected that such assistance will be provided directly to the Town in response to their request. Assistance could be provided in the form of local presentations, informational handouts, research of a specific issue or other short-term efforts.

F. Public Information. The Town of Snow Hill will also undertake public information efforts to promote citizen participation. These efforts will include the following:

- (1) Public Notice of all Public Hearings will be published in the non-legal section of the local newspaper at least ten (10) days before the scheduled hearing. These notices will indicate the date, time, location and topics to be considered. These notices will also be made available in the form of press releases, as a public service announcement to local radio stations and will be provided to churches within the target area of distribution.
- (2) Orientation information will be provided at the first public hearing. The Program Administrator(s) will make a presentation which covers: (a) the total amount of CDBG funds available and the competitive basis for award; (b) the range of eligible activities; (c) the planning process and the schedule of meetings and hearings; (d) the role of citizens in the program and (e) a summary of other program requirements, such as the environmental policies, fair housing provisions and contracting procedures.
- (3) A Public File containing program documentation will be available for review at the Town Office during normal business hours. Included will be copies of the Application, Environmental Review Record, the Citizen Participation Plan and the Annual Performance Report. Other program documents are also available for citizen review on request at the Town consistent with applicable State and local laws regarding personal privacy and obligations of confidentiality.
- (4) For Public Hearings, an interpreter will be provided for all non-English speaking individuals and/or deaf individuals.

IV. PROCUREMENT AND SIGNATURE POLICY

- A. All procurement shall be conducted in accordance with 24CFR85.36 and the NC General Statutes.
- B. The Town Administrator shall be authorized to award any administration, legal and other service contracts as needed.
- C. The Town Administrator shall be authorized to sign miscellaneous correspondence with Community Investment (CI).
- D. The Town Administrator shall be authorized to sign:
 - (1) Environmental Release documents.
 - (2) Implementation Schedule (Performance Based Contract).
 - (3) Annual Performance Reports.
 - (4) Performance Indicators Reports.
 - (5) Other similar reporting documents for CI.

V. SECTION 3 PLAN - TRAINING, EMPLOYMENT AND BUSINESS OPPORTUNITIES

To insure that to the greatest extent possible contracts for work are awarded to business concerns located or owned in substantial part by persons residing in the Section 3 covered area, as required by Section 3 of the Housing and Urban Development Act of 1968, the Town of Snow Hill has developed and hereby adopts the following Plan:

- A. This plan shall apply to services needed in connection with the grant including but not limited to businesses in the fields of planning, consulting, design, building construction/renovation, maintenance and repair, etc.
- B. The policy will apply directly to residents and businesses within the federally assisted community development project areas and to residents and businesses within the Town of Snow Hill. Consideration will also be given to low-income residents and businesses within the County of Greene as well.
- C. When in need of a service, the Grantee will identify suppliers, contractors or subcontractors located in the Section 3 area. Word of mouth recommendation may also be used as a source.
- D. The Grantee shall include the attached Section 3 clause in all contracts executed under this CDBG Program.
- E. The Prime Contractor selected for any construction work over \$50,000 shall be required to submit a Section 3 Plan. Should a need exist to hire any additional personnel, the appropriate Office of the Employment Security Commission shall be notified and referred to the Contractor.
- F. Early in the project, the Grantee will develop a listing of contracts likely to be utilized during the project and publish information containing this list as a non-legal block ad in the local newspaper.

G. Approved Signature:

_____	Mayor	9-9-2013
Signature	Title	Date
Dennis K. Liles		

Printed Name		

"Section 3" Compliance in the Provision of Training, Employment, and Business Opportunities.

Contractor agrees as follows:

1. The work to be performed under the contract is on a project assisted under a program providing direct Federal financial assistance from the Department of Housing and Urban Development and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u. Section 3 requires that to the greatest extent feasible opportunities for training and employment be given lower income residents of the project area and the contracts for work in connection with the project be awarded to business concerns, which are located in, or owned in substantial part by persons residing in the area of the project.
2. The parties to this Agreement will comply with the provisions of said Section 3 and the regulations issued pursuant thereto by the Secretary of Housing and Urban Development and all applicable rules and orders of the Department issued thereunder prior to the execution of this Agreement. The parties to this Agreement certify and agree that they are under no contractual or other disability, which would prevent them from complying with these requirements.
3. The Contractor will send to each labor organization or representative of workers with which he has a collective bargaining agreement or other contract or understanding, if any, a notice advising the said labor organization or workers' representative of his commitments under this Section 3 clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training.
4. The Contractor will include this Section 3 clause in every subcontract for work in connection with the project and will, at the direction of the applicant for others in receipt of Federal financial assistance, take appropriate action pursuant to the subcontract upon a finding that the subcontractor is in violation of regulations issued by the Secretary of Housing and Urban Development, 24CFR Part 135. The contractor will not subcontract with any subcontractor where it has notice or knowledge that the latter has been found in violation of regulations under 24CFR Part 135 and will not let any subcontract unless the subcontractor has first provided it with a preliminary

statement of ability to comply with the requirements of these regulations.

5. Compliance with the provisions of Section 3, the regulations set forth in 24CFR Part 135 and all applicable rules and orders of the Department issued hereunder prior to the execution of the contract, shall be a condition of the Federal financial assistance provided to the project, binding upon the applicant or recipient for such assistance, its successors and assigns. Failure to fulfill these requirements shall subject the applicant or recipient, its Engineers and subcontractors, its successors, and assigns to those sanctions specified by the grant or loan agreement or contract through which Federal assistance is provided, and to sanctions as are specified by CFR Part 135.

VI. EQUAL EMPLOYMENT OPPORTUNITY (EEO) PLAN

To help insure the Grantee maintains the policy to achieve the goal of providing equal employment opportunities for all persons regardless of race, color, religion, sex, national origin, handicap, age, or any other non-merit factor, except where religion, sex, national origin, or age are bona fide occupation qualifications for employment, the Grantee hereby adopts the following Plan:

- A. All jobs will be advertised as "Equal Employment Opportunity".
- B. EEO posters will be displayed in the Town Hall.
- C. The Town Administrator will monitor EEO goals outlined to insure compliance and make periodic verbal reports to the Board of Commissioners concerning the above stated Goal.
- D. The Grantee shall include appropriate EEO clauses in all CDBG contracts.
- E. The Grantee shall prohibit any retaliatory action of any kind taken by any employee of the Grantee against any other employee or applicant for employment because that person made a charge, testified, assisted or participated in any manner in a hearing, proceeding or investigation of employment discrimination.
- F. The Grantee will make efforts whenever possible to attract women and minority owned businesses to participate in the CDBG program.
- G. Approval Signature:

Signature

Title

Date

Dennis K. Liles

Printed Name

VII. RECORDS REVIEW POLICY

- A. Anyone wishing to review records must submit a written request to the Town at least 2 days prior to the desired date for reviewing. The request must include an accurate name, address, phone number and affiliation of the person or organization making the request.
- B. The Town shall verify in writing the telephone number to the address listing and specify a date and time to review program records.
- C. A Town employee or agent designated by the Town shall be present at all times when records are being reviewed.
- D. Copying shall be \$0.25 per page and shall be payable before copying.
- E. No records shall be removed without permission of the Town.

VIII. RECIPIENT'S PLAN TO FURTHER FAIR HOUSING

Grantee: Town of Snow Hill
201 N. Greene St.
Snow Hill, NC 28580

Contact Person: Town Administrator
252-747-3414

- A. Indicate if the grantee will be affirmatively furthering fair housing for the first time or has implemented specific activities in the past.

First Time _____ Past Activities _____ ☐

- B. Identify and analyze obstacles to affirmatively furthering fair housing in grantee's community.

The Town of Snow Hill began participation in the CDBG program with the funding of a 2012-13 CDBG application. Upon cursory investigation by the Program Administrator, the primary obstacle to furthering fair housing in the Town had been the lack of knowledge and awareness by the Town of Snow Hill citizens of Title VIII information.

- C. Briefly describe the activities that the grantee will undertake over the active period of the grant to affirmatively further fair housing in their community. A time schedule for implementation of these activities must be included. Activities must be scheduled for implementation at least on a quarterly basis.

The Town proposes to undertake steps to provide information to the Town of Snow Hill residents on Title VIII requirements. The proposed steps are distribution of Title VIII information pamphlets, counseling services, and public announcement information.

Date

First Quarter – 4/2013

Activity

Stock Town Hall with Fair Housing Info

Second Quarter – 7/2013	Distribute Fair Housing Info to Local Lenders
Third Quarter – 10/2013	Provide Fair Housing Info to Local Churches
Fourth Quarter – 1/2014	Restock Town Hall with Fair Housing Info
Fifth Quarter – 4/2014	Distribute Fair Housing Info to Local Lenders
Sixth Quarter – 7/2014	Provide Fair Housing Info to Local Churches
Seventh Quarter – 10/2014	Restock Town Hall with Fair Housing Info
Eighth Quarter – 1/2015	Distribute Fair Housing Info to Local Lenders
Ninth Quarter – 4/2015	Provide Fair Housing Info to Local Churches
Tenth Quarter – 7/2015	Restock Town Hall with Fair Housing Info

A TDD Number will be provided on all public information.

D. Will the above activities apply to the total municipality or county?

Municipality YES County No

E. Describe grantee's method for receiving and resolving housing discrimination complaints. This may be either a procedure currently being implemented or one to be implemented under this CDBG grant. Include a description of how the grantee informs the public about the complaint procedures.

The Town of Snow Hill has adopted the following procedures for receiving and resolving housing discrimination complaints:

- (1) Any person or persons wishing to file a complaint of housing discrimination in the Town of Snow Hill may do so by informing the Town Administrator of the facts and circumstances of the alleged discriminatory act or practice.
- (2) Upon receiving a housing discrimination complaint, the Town Administrator shall acknowledge the complaint within 10 calendar days in writing and inform the North Carolina Human Relations Commission about the complaint. The Town Administrator shall then assist the Commission and the complainant in filing an official written housing discrimination complaint with the Commission, pursuant to the State Fair Housing Act and Title VIII.
- (3) The Town Administrator shall offer assistance to the Commission in the investigation and reconciliation of all housing discrimination complaints which are based upon events occurring in the Town of Snow Hill.
- (4) The Town Administrator shall publicize in the local paper who is the local official to contact with housing discrimination complaints.

Dennis K. Liles, Mayor

Date

IX. RESIDENTIAL ANTI-DISPLACEMENT PLAN AND RELOCATION ASSISTANCE PLAN

A. PURPOSE

The purpose of this Plan is to comply with the provisions of Section 104(d) of the Housing and Community Development Act of 1974, as amended, as detailed in CPD Notice 88-33.

B. DESCRIPTION OF PROPOSED ASSISTED ACTIVITY

The Town of Snow Hill 2012-13 CDBG program consists of staff CDBG training.

C. GENERAL LOCATION MAP AND PROJECTED NUMBER OF DWELLING UNITS TO BE DEMOLISHED OR CONVERTED TO USE OTHER THAN AS LOW/MODERATE INCOME HOUSING

No residential units are projected to be demolished or converted to a use other than as low/moderate income housing as a part of the CDBG program.

D. TIME SCHEDULE FOR COMMENCEMENT AND COMPLETION OF DEMOLITION OR CONVERSION

No demolition or conversion is anticipated, therefore no time schedule for commencement or completion is included.

E. GENERAL LOCATION MAP OF REPLACEMENT DWELLING UNITS

No replacement units are required for implementation of the 2011 CDBG program. Therefore, no map is included.

F. FUNDING SOURCE AND TIME SCHEDULE FOR REPLACEMENT DWELLING UNITS

No replacement units are required for implementation of the 2012-13 CDBG Program. Therefore, no funding sources and time schedules are included.

G. BASIS FOR CONCLUDING THAT REPLACEMENT DWELLING UNITS WILL REMAIN LOW/MODERATE INCOME HOUSEHOLDS

No replacement dwelling units are involved in the 2012-13 CDBG program.

H. ACTIVITIES TO MINIMIZE THE DISPLACEMENT OF PERSONS FROM THEIR HOMES

The program will not displace persons from their house.