

AGENDA
Snow Hill Board of Commissioners
Monday, 10 February 2014
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** *13 January 2013*
5. **Program:** Connie Circle Improvements
Comprehensive Plan Review *Dr. Jerry Weitz*
6. **Presentation(s):** YMMI Recognition
CDBG Update / Entrepreneurial Friendly Community
7. **Report of Officers:**
 - a. **Mayor**
 - b. **Town Administrator**
 1. Billing Methods *Information*
 2. Powell Bill Audit *Information*
 3. Operating Hours *Consent Request*
 4. Water Main Replacement Project *Action Request*
 5. Fleet Management Plan *Action Request*
 - c. **Town Clerk / Finance Officer**
 1. Budget Amendment I *Action Request*
8. **Report of Boards: NONE**
9. **Public Comments**
10. **Action Items**
 1. Consider Awarding Contract for Water Main Replacement to Step Construction
 2. Consider Adoption of Capital Improvement Budget for Water Main Replacement
 3. Consider Adoption of Fleet Management Plan
 4. Consider Adoption of Budget Amendment I
 5. Consider Consent to Initiate Hearing Process for Comprehensive Plan
 6. Consider Appointing an Entrepreneur and Small Business Facilitator
 7. Consider Adopting the Plan of Work for the Entrepreneur Friendly Program
11. **Closed Session: Legal Consultation**
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 2-3-14

MINUTES
SNOW HILL BOARD OF COMMISSIONERS
MONDAY, JANUARY 13, 2014
MELVIN G. OLIVER TOWN HALL
201 N. GREENE STREET

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 Wilkes.
2. **Roll Call** – All present – Quorum declared
3. **Consider Agenda Approval** – Motion to approve by Commissioner Washington, seconded by Shackelford-Carried
4. **Consider Minutes Approval** – Motion to approve by Commissioner Hagans, Seconded by Commissioner Wilkes-Carried
5. **Program** – NONE
6. **Presentation** – NONE
7. **Report of Officers** –
 - a. **Mayor** – No Report
 - b. **Chief of Police** – A report of the Activity of the Police Department for 2013 was presented to the Board. Mr. Hill suggested that if any one had any questions concerning this, to talk to Chief Rea.
 - c. **Town Administrator** –
 1. **Offer to purchase: 111 SE Third Street** – Mr. Hill said that this property had been donated to the town in lieu of collecting on demolition cost of the condemned structure. After advertisement and four upset bids, The highest offer came from Mr. Horatio Servin with a bid of \$1800.00 plus all advertising and closing costs. He said that even though the bid did not recover expenses, that he would recommend that the Board consider accepting the offer in order to resume tax collection on the property and avoid town staff having to maintain it.
 2. **Board of Election Lease** – Mr. Hill explained that the Board of Election Lease had expired. Greene County currently pays rent of \$563 per month for approximately 3000 square feet of space (\$0.19 per sq. ft)

3. **Boating Access Area Lease** – Mr. Hill said that he had received a Proposed lease for the boating access area owned by NC Wildlife Resources. The Snow Hill Development committee has placed a monument to the Snow Hill Billies on the property and would like to make some minor improvements and install a small RV/Camping facility. The terms of the lease allow for this while still leaving maintenance of the ramp and dock to the State.
4. **2014 Meeting Schedule** – Mr. Hill presented a meeting schedule for the year 2014. All meeting will be held on the second Monday of each month with the exception of the May meeting. Mr. Hill said that he would like to have the May meeting on May 5th because he had been invited to speak at the NC Rural Water Technical Conference which coincides with the regular meeting night.
5. **Inter-Local Water Supply Agreement** – Mr. Hill said that Snow Hill had discontinued surcharge payments to the Greene County in June of 2013 as outlined in the existing Inter-Local Water Supply Agreement, spurring may conversations and debate. The Water Board now acknowledges that the agreement is “ineffective” and that The entity “GCWater Board” is no longer needed. An agreement was sent from Greene County but Attorney Pridgen presented an agreement with some changes.
6. **Solid Waste Collection** – Mr. Hill advised the Board that Onslow Container Service, our contractor for solid waste collection, had been sold to Waste Industries. The contract with OCS was due to expire in June of this year, at which point he planned to ask that the Board allow him to solicit proposals for service. Waste Industries is now asking that we enter into a contract for services with their company. He asked that the Board give consent to allow Waste Industries to continue service on a month-to-month basis and allow Staff to accept proposals to make sure that we are getting the best service and the best price.
7. **Nuisance Abatement Collections** – Mr. Hill said that there were Four (4) properties in town that are habitual violators of the Nuisance Ordinance. He said that most of this pertains to high grass and weeds and in some cases structural issues. He said that the Public Works Department had to maintain these properties. He said that those property owners were not paying for these Services. He said that the Town could pursue foreclosure on those Properties. He would like for the Board to let him know at the next meeting whether to pursue the foreclosures.

8. Greene County EDC Appointment – Greene County EDC

Commission has asked the Town for an appointment to that Board. He asked if anyone on the Board would be interested in serving on this Board. Commissioner Taylor said that he would be glad to serve on the Board. A motion was made by Commissioner Washington, seconded by Commissioner Wilkes and carried unanimously to appoint Commissioner Taylor to serve on this Board.

9. Crime Stoppers – Mr. Hill said that Mr. Riddle, in conjunction with Chief Rea had started working on a Crime Stoppers Program. A report will be forthcoming as the program is finalized.

10. Ethics Training – Mr. Hill advised the Board that all newly elected or re-elected Commissioners will have to take the Ethics Training. He said that some of the Commissioners were going to be going to New Bern in January. He said that Cauley & Pridgen were going to offer this training and if anyone wanted to go, please let him know.

d. Town Attorney – Brian Pridgen

1. Abandoned Vehicles Ordinance – Mr. Pridgen presented an amended Abandoned Vehicle Ordinance changing the value of a “junked vehicle” to – does not display a current license plate, is more than five years old and appears to be worth less than five hundred dollars (\$500). Commissioner Taylor asked if the vehicle had to meet all of the criteria to be eligible. Mr. Pridgen said that was correct.

8. Report of Boards: Planning Board –Mr. Hill said that the Planning Board reviewed two (2) site plans at the last meeting. The Company that owns Park Place had asked to build a set of apartments located on 3rd St and Gregory Avenue. It was approved. Also, Greene County Interfaith has had property donated to them off Kingold Blvd. and they have proposed building a structure there for distribution and office space. They were advised to bring back a registered site plan done by a surveyor to the Board for approval. They received tentative approval from the Board provided they bring the plan back to them for review.

9. Public Comments –

1. Sharon Ginn – Mrs. Ginn presented the 2014 Schedule of Exhibits for the Museum. She thanked the Town for their continued support. She thanked Commissioner Taylor for his help with the Tennis Tournament which was a great success.

2. Jim Baker – Mr. Baker expressed his appreciation for the Street

Sweeper that the Town purchased. He said that the Town looked so much better and cleaner. He also said that the entrances to the Town looked very good. He had a concern about the trailer park on 3rd street. He said that there were three or four vacancies in the park at this time and that he thought it would be an opportune time for some inspections to be made to see if these homes meet the minimum housing standard ordinance that the Town of Snow Hill has. Mr. Baker said that there was also a house on 310 SE 3rd street that he had difficulty determining if the house was a single family dwelling, a Multi-Family residence or a boarding house. He said that he thought there were different families living there. He said that was his observation. He asked that the Planning Board determine if the ordinance allows a boarding house in this area.

10. Action Items-

- 1. Consider accepting an \$1800 offer to purchase 111 SE Third Street from Mr. Horatio Servin – Motion made by Commissioner Taylor, seconded by Commissioner Washington-Carried**
 - 2. Consider a 12 month extension to the GC Board of Elections Lease at Current Terms – Motion made by Commissioner Washington, seconded by Commissioner Shackelford-Carried**
 - 3. Consider Approval of Boating Access Area Lease – Motion made by Commissioner Washington, seconded by Commissioner Hagans-Carried**
 - 4. Consider Approval of 2014 Regular Meeting Schedule – Motion made by Commissioner Shackelford, seconded by Commissioner Hagans-Carried**
 - 5. Consider Amendment to abandoned Vehicle Ordinance – Motion made by Commissioner Taylor, seconded by Commissioner Wilkes-Carried**
- 11. Closed Session: Personnel & Legal Consultation – Consider Endorsement of Resolution for Dissolution of Inter-Local Water Supply Agreement – Motion made by Commissioner Washington, seconded by Commissioner Shackelford to go into closed session.**

A motion was made by Commissioner Washington, seconded by Commissioner Taylor, and carried, to reconvene to regular session

A motion was made by Commissioner Washington, seconded by Commissioner Shackelford, and carried, to give an increase of 5% to Bryant O'Briant following his six-month probation period.

A motion was made by Commissioner Taylor, seconded by Commissioner

Washington and carried to adopt the Resolution for Dissolution of the Inter-Local Water Supply Agreement as presented by Attorney Pridgen.

Mr. Hill said that a task force would be appointed to look into the minimum housing standards.

12. Commissioner Comments –

Commissioner Wilkes is concerned about the condition of the street on Connie Circle. She would like to see this section paved.

Commissioner Wilkes suggested that the water/sewer/garbage bills be enclosed. She said that this kind of thing was personal and she did not want anyone to be reading her personal mail. Mr. Hill said that he would look into the cost of doing this and present it at the next meeting.

13. Adjourn – There being no further business to come before the Board, a motion was made by Commissioner Shackleford, seconded by Commissioner Taylor to adjourn. The meeting adjourned at 8:35 p.m.

Mayor

Clerk

Agenda Item

Town of Snow Hill

The Entrepreneur Friendly Community

Background

The Town of Snow Hill has been awarded a \$250,000 Small Business Entrepreneur Assistance grant from the North Carolina Department of Commerce. As you are aware, the primary purpose of that grant is to provide financial assistance to four existing Snow Hill businesses that in turn are committed and required to create a new job for every \$20,000 of grant funds received. A secondary but equally important requirement of this grant award is establishing an “Entrepreneur Friendly Environment” in the Town of Snow Hill. The Town has already contracted with Carolina Opportunities, Inc. to facilitate this effort as a separate planning effort under the grant award and budget.

What Makes a Community Entrepreneur Friendly?

Although there are no absolute answers to the question, plenty of support and data for such a program is available. A few states such as Georgia, actually sponsor an organized program for designating some of their communities as “Entrepreneur Friendly” after they undergo an extensive training and planning initiative. Key factors related to an Entrepreneurial Friendly Community are:

Awareness - Do local leaders know about and set goals for entrepreneurial activity?

Recognition - Do local leaders try to find out challenges local business face?

Culture - Is innovation welcomed? Is change a bad thing? How does your community accommodate failure?

Anonymity - Can they participate in the community, without being negatively identified as entrepreneurs or business owners?

Quality of Life – What amenities do you offer?

Plan of Work

Every new initiative needs a coordinator who will help pull of the ideas together and serve as an advocate for the program. The Snow Hill Board of Commissioners will need to assign that task to a responsible person who can work with existing business owners, the Town Board, Town Staff, Chamber of Commerce, and other organizations with a vested interest in the program.

Hold a small business symposium to solicit opinions from our existing business owners and entrepreneurs on what types of activities the Town of Snow Hill should undertake to make our

community more conducive to small business development and growth. Up to now, our local governments have attempted to utilize a “top down” approach to development activities, in that the local government assumes that it knows best how to enhance development in Greene County. This initiative will afford existing business owners the opportunity to be heard in a public forum when participating in an effort to improve development where they live and work. This will require coordination with the Chamber of Commerce and the Greene County EDC will be solicited for input and participation at all events.

Educate and inform the Board of Commissioners and the public on the “best methods” currently embraced by many communities to encourage entrepreneurship and sustain long-term small business development.

Carolina Opportunities will develop a handout entitled “Doing Business in Snow Hill” which will provide a source of critical information and assistance to start-up businesses in Snow Hill or those people interested in starting their new business.

Conduct a public forum with all existing government entities, agencies, and organizations working in the realm of economic development in Greene County. There are no less than six organizations actively engaged in development efforts yet none of the organizations have shared any information or coordinated their activities. The Town of Snow Hill can take the lead in this instance and use this opportunity to identify the players and attempt to coordinate their efforts for the first time.

Another area that the Town can consider is actual infrastructure intended to promote and support entrepreneurship. Some issues that can be explored are:

Real Estate – Entrepreneurs need a different kind of real estate than recruited businesses. Residential zoning flexibility matters. Commercial kitchens. Small office space. Renovate second floors downtown for office space.

Utilities – Broadband access. Free Wi-Fi in downtown Snow Hill could prove to be a real asset that is currently offered by many small, rural towns.

Services – Success or failure rests in their recognition of what they do best. Most aren’t great at everything. So if you want to be entrepreneur friendly, need to make those other services (marketing, finance, bookkeeping) available.

Taxes and Regulations – Can your community make it easier to do business? Consider permits, licenses, utility sign ups. Can you offer a single sign up form?

Networking – A huge component, because entrepreneurs just do business differently. It is a shortcut to them. If your community does not have an entrepreneurship network, that’s an easy way to begin to support the entrepreneurs in your community.

Board Action Requested

1. Appoint a person to serve as the Town's Entrepreneur and Small Business Facilitator.
2. Adopt this document as the initial Plan of Work for the Entrepreneur Friendly program in Snow Hill.



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

PAT MCRORY
GOVERNOR

ANTHONY J. TATA
SECRETARY

January 22, 2014

Honorable Dennis K. Liles, Mayor
Town of Snow Hill
201 North Greene Street
Snow Hill, North Carolina 28580

Dear Honorable Liles,

Please find enclosed a copy of the Review of the Powell Bill Fund Report for Fiscal Year ending June 30, 2013 and Fiscal Year 2014 through October 15, 2013. Our review disclosed two findings concerning the Powell Bill Funds. Please respond in writing with a corrective action plan addressing the findings within 15 days to:

Wayne Davenport, Single Audit Compliance Unit Lead Auditor
(wdavenport@ncdot.gov)
North Carolina Department of Transportation
MSC 1507
Raleigh, North Carolina 27699-1507

Sincerely,

Wayne Rogers, CPA
Deputy Inspector General

cc: Anthony J. Tata, Secretary of Transportation
Stephanie Benson, Powell Bill Manager
Andrew Harris, Finance Officer

MAILING ADDRESS:
NC DEPARTMENT OF TRANSPORTATION
OFFICE OF INSPECTOR GENERAL
1607 MAIL SERVICE CENTER

TELEPHONE: 919-707-4570
FAX: 919-716-0148

LOCATION:
1 S. WILMINGTON STREET
2ND FLOOR ART MUSEUM
RALEIGH NC 27601

State of North Carolina Department of Transportation

TOWN OF SNOW HILL REVIEW OF THE POWELL BILL FUND FOR THE FISCAL YEAR ENDING JUNE 30, 2013 AND FISCAL YEAR 2014 THROUGH OCTOBER 15, 2013

January 22, 2014



Office of Inspector General

The Department mission is "Connecting people and places in North Carolina – safely and efficiently, with accountability and environmental sensitivity." The Office of Inspector General conducts audits and reviews to assist the Secretary and agency management in fulfilling this mission.

Objective

The Purpose of the on-site review was to assure that Powell Bill Funds were spent in accordance with program requirements and to provide continuing oversight of the program.

Scope

The scope of this on-site review included an examination of the Town of Snow Hill's (1) internal controls – to establish that procedures are in place to help prevent errors and omissions, (2) expenditures – to determine that funds were expended only for allowable activities and in compliance with the Powell Bill Guidelines, and (3) reporting – to ascertain that financial statements contain full disclosure and are accurate.

Background and Organization

The Single Audit Act requires that the North Carolina Department of Transportation (NCDOT) monitor those who receive federal and state financial assistance from the Department. As part of this monitoring process, the Department reviews the recipient's audit reports completed for the fiscal year end. As an additional step in this monitoring process, various on-site reviews are conducted each year for selected recipients.

A community in central Greene County, the Town of Snow Hill, with a current population of 1,614, was chartered in 1828. Snow Hill has a rich past from its settling families that have been here for generations to the rumor of the town almost becoming the capital of North Carolina. It is a growing community with 1.19 square miles situated overlooking the Contentnea Creek.

North Carolina General Statute 136-41.3 and 136-41.4 provides that funds be allocated to cities and towns from NCDOT for the purpose of maintaining, repairing, constructing reconstructing or widening of any street or public thoroughfare. This allocation is based on population and

street miles within the Town's corporate limits. The Town of Snow Hill received \$48,671.97 for Fiscal Year 2013.

Methodology

Testing of internal controls was the initial step in the review. An Internal Control Questionnaire provided to the Town of Snow Hill finance personnel was used to assess their internal control structure and risks. Controls identified in the questionnaire were verified during the review process.

The expenditures reviewed (100%) were selected from the Fiscal Years 2013 and 2014 (through October 15, 2013) general ledger accounts. The related invoices were reviewed to verify expenditures were 1) allowable costs and in compliance with grant/allocation agreements, 2) accurate, 3) contained appropriate approvals, and 4) seemed reasonable to achieve the purpose of the program.

Financial data was verified to assure NCDOT's Powell Bill allocations were included in Town of Snow Hill's financial statements.

Results

The controls and procedures provided reasonable assurance that the general control objectives of the Powell Bill funding agreement were being met except in the two instances as described below in the Finding section.

We wish to express our appreciation for the cooperation and assistance received from the Town of Snow Hill personnel, specifically Cathy Webb, Finance Director, during this review.

Finding:

1. We noted the Town does not have a system to track the various jobs worked by their employees to accurately determine what percentage of salaries should be allocated for Powell Bill activities. G.S. 136-41.3 requires that all municipalities receiving Powell Bill funds maintain a separate detail record of all Powell Bill expenditures and receipts.

Recommendation:

We recommend management keep actual hours worked of employees performing Powell Bill related activities or prorate salaries based on a sample analysis of work functions. The sample should consist of 3 months - January, June, and October. A daily log/timesheet of work activities must be kept for these months to determine the percentage of salaries allocated to Powell Bill activities. The average percentage of the 3 months should be used. The municipality should maintain work papers supporting the percentage being used and must re-sample their daily logs every two years. This proration method should only be used if the percentage generated by the sample analysis is reasonable.

Finding:

2. We noted the Town has not reported interest earned on Powell Bill funds on the 2010, 2011, 2012, and the 2013 Powell Bill Expenditure Report (PBER). Interest was identified in the Town's General Fund account. Investment Income/ Interest Income earned on Powell Bill funds accrues to that fund in accordance with G. S. 159-30(e) and G.S. 136-41.3, and must be recorded on the PBER. Interest shall be used only for the purposes permitted in the provisions of G.S. 136-41.3.

Recommendation:

We recommend the Town report interest earned on Powell Bill funds by opening a separate account to be used solely for Powell Bill funding so that interest income can be tracked or if moneys are invested in a joint account, then a prorated share of interest earned must be computed in accordance with N.C.G.S. 159-30(e).

FILE COPY

23 January 2014

Wayne Davenport
NC Department of Transportation
MSC 1507
Raleigh NC 27699-1507

Mr. Davenport:

In reference to the Review of Powell Bill Fund Report dated 22 January 2014, we offer the following corrective actions:

Finding 1- We will begin to document actual hours worked by employees on Powell Bill eligible functions during the months of February, June, and October and make adjustments to salary allocations as needed to accurately reflect the findings. The month of February will be used for information gathering as we are now nearing the end of January.

Finding 2- Beginning 1 July 2014, we will prorate any interest earned so that the applicable amount can be posted to Powell Bill funds. These amounts will be posted monthly on a spreadsheet and filed for inspection and audit purposes.

If these actions need to be revised, please let us know. We appreciate the guidance and cooperation shown by DOT staff during the review.

Respectfully,

Cathy Webb
Finance Officer

Dana Hill
Town Administrator

Cc: Dennis Liles, Mayor

1. INTRODUCTION

1.1 Town of Snow Hill Government hereafter referred to as "the Town," and/or "ToSH" has established the following policy governing the overall operation, responsibility and management of town fleet assets to include but not limited to any motorized conveyance, tagged or un-tagged trailer(s), heavy equipment-machinery or item designated as a fleet asset by the Town Administrator or his/her authorized designee.

1.2 This policy shall not supersede or amend any Federal and/or State law, regulation or rule governing the manner of use and operational scope of motor vehicles. Where such conflicts exist this policy shall succumb to Federal and/or State authority as defined by law.

1.3 Town vehicles are provided to support business activities and are to be used only by qualified and authorized employees. They are not to be considered a part of an employee's compensation and must not be used as an inducement for employment. In all cases, these vehicles are to be operated in strict compliance with motor vehicle laws of the jurisdiction in which they are driven and with the utmost regard for their care and cost efficient use. Town vehicles may not be used for business activities of other companies.

2. SCOPE

2.1 All active employees both Full Time (FTE) and Part Time (PTE) as well as any person or persons serving as a "Volunteer" and/or "Official" in service to Town operations shall be subject to this policy. Where the term "employee(s)" is utilized within this policy it shall encompass all of the aforementioned personnel.

3. RESPONSIBILITIES

3.1 The Town Administrator (TA) has overall responsibility for the operation, use and management of Snow Hill Town Fleet as authorized by the Snow Hill Town Board of Commissioners.

3.2 Town Board of Commissioners will provide broad supervision over fleet operations and serve as an advisor to the Town Administrator on the following matters to include but not limited to; fleet policy, assignment, operations, standards and uniform procurement.

3.3 Town Administrator serves as the coordinator for all fleet maintenance and repair operations to include oversight of the surplus and disposition of all fleet assets. The TA

consults with department heads regarding major equipment repair as well as daily operational functions of all town fleet assets.

3.4 Department Heads may serve as the unit's fleet manager with duties and responsibilities defined within this policy.

3.5 Operator(s) will be responsible for complying with all procedures necessary to maintain a safe and mechanically sound vehicle to include but not limited to town owned and personal vehicles utilized in conducting the business of Town Government. Operators shall adhere to all federal, state and local laws to include regulations which define the manner and use of motor vehicles. Additionally operators are responsible for the following general fleet conditions to include but not limited to:

3.5.1 Operator(s) shall keep the vehicle clean, fueled, and well maintained. All expenses incurred by operator should be documented and reported according to departmental procedures. Frequency of documentation, reporting and maintenance may be directed by department head or the TA.

3.5.2 Report to supervisor any equipment problems, needed repairs to include all damage(s) regardless of minor or major impact.

3.5.3 Report immediately any accidents involving vehicle damage or personal injuries to include incidents involving personal vehicles when such use is within the service of town business. The operator shall also follow current Town Risk Management procedures for notification and reporting of the incident as defined within this policy.

4. DEFINITIONS

4.1 Town Owned Vehicle: all manner of motorized conveyance from traditional vehicles to electric utility carts and inclusive of any asset that has been assigned a license tag.

4.2 Operator/Driver: current employee of Town Government who shall be at least twenty-one (21) years of age and having a valid / active license to operate a motor vehicle within the State of North Carolina as defined by NCDOT/DMV for a minimum of three consecutive years. The employee must meet and maintain the licensure requirements for the fleet-asset and/or equipment assigned as defined hererin.

4.3 Emergency / Law Enforcement Vehicles: are subject to North Carolina General Statutes and may only be operated by justice officers, as defined by; NCGS 17E-2(3)(a); that is, one who has taken the oath of office prescribed by the statute for peace officers. Town law enforcement vehicles are clearly marked and equipped for use in transporting, apprehending, or arresting persons charged with violations of state and federal law(s) to include unmarked vehicles that have been registered with the NCDMV for confidential license plates per NCGS 20-39.1.

4.3 Regular (non-emergency) Vehicles: any town owned fleet asset such as a car, sedan, truck, sport-utility, electric vehicle, van, bus, semi-tractor and trailer, heavy equipment, mechanized equipment or any manner of motorized conveyance.

4.4 Motor Pool/Town Garage: charged with the maintenance, care and operation of all town fleet assets.

4.5 Accident: any incident involving damage to a town fleet asset however minor or major. Vehicle accidents may occur while stationary. All accidents shall be reported immediately.

4.6 Call back

4.7 Maintenance: routine and regular care of fleet assets to include but not limited to radiator fluid, wiper fluid, tire pressure, turn signal and head lamp operation, vehicle start/battery operation, proper fuel status and overall vehicle cleanliness / appearance.

4.8 Replacement Value

4.9 Salvage Value

4.10 Specialized Equipment: any items not factory or distributor installed which are not standard to the purchase of the vehicle as received by the town. All specialized equipment shall be approved by the TA and by an authorized and approved town vendor.

4.11 Qualifications: specific criteria necessary to possess a valid and active driver license in order to operate fleet assets. Certain operator qualifications are necessary for specialized fleet assets such as passenger endorsements, hazardous materials, weighted trailers, heavy equipment and law enforcement/emergency vehicles.

4.12 Take-Home Vehicle: fleet assets authorized for overnight, temporary storage at an employee's residence (specific positions) by authority of the TA and/or designated by this policy.

5. EMERGENCY AND AFTER HOURS CONTACT

5.1 In case of an emergency, employees answer the office line from 8:00am until 5:00pm during the regular work week. After hours calls for service issued during nights, weekends and holidays are answered by the TA.

5.2 In case of an emergency where the fleet vehicle must be towed or transported the operator shall notify first the TA for relief and disposition.

5.2.1 Law Enforcement Fleet shall follow their departmental procedures for notification and transportation of any emergency vehicles in need of tow and/or transport.

6. ASSIGNMENT AND USE OF VEHICLES

6.1 Types of Assignment

- a. Permanent Assignment: Town owned passenger carrying vehicles may be permanently assigned to employees for official business. Individual operators whose duties are routinely outside of normal business hours are assigned vehicles by the department head in collaboration with the TA. A record of vehicle assignment(s) shall be kept by the TA with exception to public safety units whose operational role and vehicle assignment are protected by NC General Statute and/or NCDMV policy.
- b. Department Assignment: Town owned passenger and equipment may be permanently assigned to departments/units for qualified business purposes
- c. Temporary Assignment: On occasion the business operations of the town may dictate the need to temporarily assign fleet assets to departments, units or individuals in order to satisfy the service mission. Temporary assignment request shall be provided to the TA in writing for disposition and relief. When exigent circumstances arise the Town Clerk, Police Chief, or Public Works Supervisor may temporarily assign fleet assets to departments, units and/or individuals. Such assignments shall be recorded and maintained by the Town Public Works/Fleet Manager.
- d. Take-Home Assignment: Town fleet assets are not permitted to be driven, parked and/or stored overnight at an employee's home unless the operator is authorized for frequent and/or emergency use after normal working hours or by authority of the Town Administrator.

6.2 Driver(s) License: Persons who will be driving any town fleet asset must have a valid North Carolina driver's license and must show the license prior to operating and/or being assigned a town vehicle. Operators shall be at least twenty-one (21) years of age and having a valid / active license to operate a motor vehicle within the State of North Carolina as defined by NCDOT/DMV for a minimum of three consecutive years. The employee must meet and maintain the licensure requirements for the fleet-asset and/or equipment assigned.

6.2.1 Town employees / operators who drive vehicles weighing in excess of 26,000 pounds or a vehicle carrying more sixteen (16) or more passengers, must have a valid Commercial Class B license with a passenger endorsement.

6.2.2 Town employees/operators who drive vehicles with a trailer must have a valid Commercial Class A license if required by law.

6.2.3 All persons responsible for town assigned vehicles are required to photocopy the driver's licenses of all persons who operate the vehicles and retain these photocopies securely on file.

6.3 Motor Vehicle Records (MVR) will be examined prior to the start of employment and at least annually thereafter. Any town fleet/asset operator shall meet the following MVR standards.

6.3.1 Current employee of Town Government who shall be at least twenty-one (21) years of age and having a valid / active license to operate a motor vehicle within the State of North Carolina as defined by NCDOT/DMV for a minimum of three consecutive years. The employee must meet and maintain the licensure requirements for the fleet-asset and/or equipment assigned.

6.3.2 No new employee will be hired with a "borderline" and/or "poor" MVR as defined within the ToSH MVR assessment table below (6.3.3.1).

6.3.3 Authorized operators shall maintain an "acceptable" and/or "clear" status as defined within the ToSH MVR assessment table below (6.3.3.1).

6.3.3.1

# Violations	# At-Fault Accidents			
	0	1	2	3
0	Clear	Acceptable	Borderline	Poor
1	Acceptable	Acceptable	Borderline	Poor
2	Acceptable	Borderline	Poor	Poor
3	Borderline	Poor	Poor	Poor
4	Poor	Poor	Poor	Poor

6.3.4 Town employees will not qualify as an operator of fleet vehicle or equipment if, during the last 36 months, the driver had any of the following motor vehicle actions:

- Been convicted of a felony.
- Been convicted of sale, handling, transportation, trafficking or use of drugs.
- Cancellation of automobile insurance to include failure to renew.
- Suspension and/or Revocation of license.
- Been convicted of three or more speeding violations or one or more serious violations. Serious violations are at the discretion of the Town Administrator.
- Been involved in two or more chargeable accidents and/or at-fault incidents.

6.3.5 Any exceptions to the MVR guidelines shall be approved by the Town Administrator or his/her authorized designee prior to permitting any employee to operate town fleet assets and/or employee candidates whose primary duties shall include operation of town fleet assets.

6.4 Parking Citations are the responsibility of the operator at the time of issue. If a citation is not paid within ten (10) business days the Town Administrator shall notify the Finance Department for action and relief against the assigned vehicle operator.

6.5 Alcoholic Beverages shall not be permitted for transport within town fleet assets

6.6 Passengers / Non-Town Employees shall not be permitted within town fleet assets and/or equipment unless authorized for passenger use by the Town Administrator or by State and Federal law.

6.7 Use of Town Fleet Assets for Private Purposes shall not be permitted. Such unauthorized use of fleet assets may result in disciplinary action to include dismissal from employment.

6.8.1 No employee may use a town fleet asset and/or equipment for personal business except to occasionally complete a personal errand on a direct route home where the fleet asset is assigned for take-home use. *(Such use is classified as personal use under the IRS 15-B de minimis regulations.)*

6.9 Travel Logs and forms shall be maintained and distributed for disposition in accordance with the Carteret Town Travel Policy Manual.

6.10 Seatbelts shall be worn at all times when operating town fleet assets to include equipment.

6.11 Smoking in Town Owned Vehicles is prohibited in all Town owned fleet and assets to include equipment.

6.12 Texting / Use of Additional Technology

- a. In accordance with North Carolina General Statute NCGS 20-137.3(a)(1) using additional technology (i.e; text messaging, media devices etc.) while operating a vehicles is unlawful. Additional technology is further defined as – any technology that provides access to digital media such as including, but not limited to, a camera, electronic mail, music, the internet, text messaging and/or games.
- b. NCGS 20-137.4a. (b)(2). – Exceptions; The provisions of this section shall not apply to: Any of the following while in the performance of their official duties: a law enforcement officer; a member of a fire department; or the operator of a public or private ambulance.

7. MAINTENANCE AND CARE OF VEHICLES

7.1 Routine / Preventative Maintenance and Repair of all fleet assets must be coordinated including warranty work, recalls, etc. Authorized operators are required to ensure the vehicle is properly maintained at all times. Vehicles should not be in-service with any defect that would inhibit safe operation during current and foreseeable weather/light conditions. All vehicle service records shall be kept at the town garage and a copy sent to department head.

7.1.2 Maintenance Charges inclusive of routine maintenance service shall be charged to the appropriate department line item. Any repairs or service beyond the normal maintenance schedule will be discussed with the department head by the TA prior to service being performed.

7.2 Annual Safety Inspection(s) to include preventive maintenance on all vehicles and assets shall be in accordance with the owner's manual.

7.3 Vehicle Washing- All Town vehicles are to be kept in a clean and professional condition.

7.4 Installation of Special Equipment shall be authorized by request prior to installation by the assigned Department Head and the TA. The request should identify the specific equipment and a justification of need statement. Departments/Unit(s) and individual operators failing to do so shall be held responsible for any damages to include removal costs and/or reparations to town fleet assets.

7.6 Hazardous Weather Equipment to include the installation and removal of tire chains for inclement weather shall be by the direction of the TA. Where approved, tire chains will not be used on front-wheel-drive vehicles. Only tire chains designed for radial tires should be used with radial tires. Any damage resulting from use of, installation by operators or removal of tire chains is the responsibility of the assigned department/unit and/or operator.

7.7 Keys: The Town shall maintain and secure an original set of keys to every fleet asset regardless of department, unit or individual operator assignment.

7.7.1 Lost or stolen keys shall be immediately reported to the TA or his/her authorized designee. Locksmith service charges shall be the responsibility of the department/unit when such services are rendered to gain access to "locked-out" vehicles.

7.8 Parking and Storage of Fleet assets shall be the responsibility of both the assigned operator and the assigned department/unit. Town owned fleet shall not be left on non-residential streets or highways overnight unless it is due to mechanical failure or emergency.

7.8.1 All fleet assets shall be secured at all times while not in operation. Keys shall remain in the possession of the assigned operator and should not be stored, housed or co-located on or about the vehicle while parked or stored.

7.8.2 When a town owned vehicle is parked on a municipal street, it shall be the responsibility of the operator or department/unit to pay all parking fees and/or fines assessed against the vehicle.

7.8.3 The vehicle may be parked in a commercial or municipal parking facility provided the operator or department/unit pay all parking fees. Towing fees resulting from improper parking or ticketing shall be the responsibility of the operator or department/unit.

7.8.4 The town shall not be responsible for personal property left in parked vehicles at any location including town leased or owned property.

8. ACCIDENT AND VIOLATION REPORTING

8.1 Operators of town fleet assets involved in an accident (moving or stationary) and/or cited for a motor vehicle violation shall immediately notify local law enforcement to obtain an accident report, as well as identifying any emergency care needs. Operators shall not leave the scene or the vehicle unattended.

8.1.1 Immediately notify the department head, Town Risk Manager and TA of all incidents or violations involving town fleet assets. Failure to report an accident or motor vehicle violation within twenty-four (24) hours will result in disciplinary action to include dismissal.

8.1.2 Complete the ToSH Accident-Injury Form within twenty-four (24) hours. This report along with the law enforcement agency's incident report should be submitted to the Town Risk Manager.

8.1.3 Notify the Town Risk Manager of any possible injuries to yourself and others for possible workers' compensation claims.

Ordinance
Budget Amendment I
Fiscal Year 2013/2014

BE IT ORDAINED by the Mayor and Board of Commissioners of the Town of Snow Hill, North Carolina, that pursuant to North Carolina General Statue 159-15, the following budget amendment be made for the Budget Ordinance adopted June 11, 2013:

Fund/Account	Original Budget	Increase (Decrease)	Amended Budget
GENERAL FUND			
10-3365-0000 Insurance Proceeds	.00	1975.00	1975.00
10-4120-0351 Bldg. Repair & Maintenance	2500.00	1975.00	4475.00
10-3350-0900 Comprehensive Planning Grant	.00	6500.00	6500.00
10-4120-0357 Comp. Planning grant Expenses	.00	6500.00	6500.00
10-3350-0800 Loan proceeds	.00	108000.00	108000.00
10-4510-0500 Capital Outlay	3000.00	81000.00	84000.00
10-4910-0500 Capital Outlay	.00	27000.00	27000.00
60-3350-0800 Loan proceeds	.00	12000.00	12000.00
60-7140-0500 Capital Outlay	3000.00	12000.00	15000.00
10-4510-0356 Lease of Equipment	.00	1511.00	1511.00
10-4510-0500 Capital Outlay	3000.00	(1511.00)	1489.00
60-7130-0356 Lease of Equipment	.00	1511.00	1511.00
60-7130-0500 Capital Outlay	3000.00	(1511.00)	1489.00
60-7140-0356 Lease of Equipment	.00	1511.00	1511.00
60-7140-0500 Capital Outlay	3000.00	(1511.00)	1489.00

Adopted this the ____ day of _____, 2014

ATTEST:

Mayor

Clerk

SNOW HILL POLICE DEPARTMENT

JANUARY 2014

MONTHLY CRIME SUMMARY

1) Larceny-	1
2) Assaults-	2
3) Breaking/Entering-	1
4) Robbery-	0
5) Sex Offenses-	0
6) Homicide-	0
7) Fraud-	2