

AGENDA
Snow Hill Board of Commissioners
Monday, 13 October 2014; 6:30 pm
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>8 September 2014</i> |
| 5. | Program / Presentations | |
| | Public Hearing | <i>Charter Amendment</i> |
| 6. | Report of Officers: | |
| | a. Mayor | |
| | 1. Veteran's Day Ceremony | |
| | 2. Christmas Extravaganza | |
| | b. Town Administrator / PW Director | |
| | 1. Sign Replacement / Additions | <i>Information</i> |
| | 2. Operational Changes | <i>Information</i> |
| | 3. Updates: Projects & Audit | <i>Information</i> |
| | 4. Purchasing Policy | <i>Action Request</i> |
| | c. Town Clerk / Finance Officer | |
| | 1. Budget Amendment II | <i>Action Request</i> |
| | 2. Tax Release | <i>Action Request</i> |
| 7. | Report of Boards: NONE | |
| 8. | Public Comments | |
| 9. | Action Items | |
| | 1. Consider Adoption of Budget Amendment II | |
| | 2. Consider Approval of Tax Release for Douglas & Joyce Tabron | |
| | 3. Consider Adoption of Purchasing Policy | |
| 10. | Closed Session | <i>Personnel</i> |
| 11. | Commissioner Comments | |
| 12. | 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 10-8-14

MEMORANDUM

8 October 204

**To: Mayor Liles
SH Commissioners**

From: Dana Hill, TA



Item 5: We have scheduled the required public hearing on the proposed charter amendment changing our form of government. I have included for your review a copy of the Resolution that will be presented for adoption during your November meeting.

Item 6(b)4 I have included for your consideration a proposed purchasing policy. We currently do not have a formal policy on file. The policy outlines and expands on procedures that are already in place.

Please call me if you have questions or concerns.

**MINUTES
SNOW HILL BOARD OF COMMISSIONERS
MONDAY, SEPTEMBER 8, 2014
G. MELVIN OLIVER TOWN HALL
201 N. GREENE STREET
SNOW HILL, NC 28580**

- 1. Call to Order – Mayor Pro Tem, Lorraine Washington called the meeting to order at 6:30 p.m. The Prayer was offered by Commissioner Hagans. The Pledge was led by Commissioner Wilkes.**
- 2. Roll Call – The roll was called by Town Clerk, Cathy Webb. All members were present except Mayor Liles, who was out due to sickness. A quorum was declared.**
- 3. Consider Agenda Approval – Motion made by Commissioner Hagans, seconded By Commissioner Wilkes to approve the agenda as presented.-Motion carried.**
- 4. Consider Minutes Approval – Motion made by Commissioner Wilkes, seconded By Commissioner Hagans to accept the August 11, 2014 minutes as presented. Motion carried.**
- 5. Presentation – CDBG Request – Danny Grant**

Mr. Grant asked the Board to reconsider action taken at the August meeting to hold excess funds for an existing participant. Mr. Grant would like to have the opportunity to utilize these funds to expand his services and add an employee.

Mr. Hill said that this is an accepted option by the Department of Commerce that will require a project amendment to be submitted and approved. He stated that he would recommend that if the Board granted this request that the availability of these funds be advertised to all businesses inside the corporate limits and a final decision be made on the recipient of these funds.
- 6. Report of Officers:**
 - a. Mayor – NONE**

b. Town Administrator –

- 1) Farmer's Market Annexation Request – Mr. Hill stated that the County Manager has asked the Board to consider accepting a voluntary annexation of the Farmer's Market Property. Mr. Hill stated that there is no clear or apparent benefit to the Town in doing so in that no property taxes would be collected but that the Town would be required to provide services including law enforcement.**
- 2) Boys & Girls Club Request – Mr. Hill received a request for a \$5,000 donation from the Boys and Girls Club. He stated that the Town was asked last year to pledge that amount for three years. Board action at that time was to make a one-time donation and to consider an annual request.**

c. Town Clerk/Finance Officer –

- 1) Budget Amendment I – Cathy Webb presented a Budget amendment for an insurance settlement from damages incurred during a lightning storm in mid July.**

7. Report of Boards – NONE

- 8. Public Comments – Sharon Ginn announced that there would be an opening reception on Tuesday night, September 9, 2014 for the work that would be on display for September and October. The art work was done by Art Teachers from ECU. She also mentioned that Rouse Family Foundation Dinner would be held on September 27, 2014 and encouraged all to attend if possible.**

9. Action Items –

- 1) Consider a donation to the Boys & Girls Club – Motion made by Commissioner Wilkes, seconded by Commissioner Hagans to donate \$1,000 to the Club – Motion carried**
- 2) Consider Adoption of Budget Amendment I – Motion made by Commissioner Hagans, seconded by Commissioner Shackelford to approve this amendment. – Motion carried.**

10. Closed Session – Property Acquisition – Personnel

A motion was made by Commissioner Shackelford, seconded by Commissioner Hagans to go into closed session. Motion carried.

A motion was made by Commissioner Shackelford, seconded by Commissioner Hagans to reconvene to regular session. Motion carried.

A motion was made by Commissioner Taylor, seconded by Commissioner Hagans to amend the agenda to discuss the personnel policy and the Town Charter. Motion carried.

A motion was made by Commissioner Wilkes, seconded by Commissioner Shackleford to accept the resolution amending the personnel policy and the Town Charter and to schedule a public hearing for October 13, 2014 to discuss amending the Town Charter.

11. Commissioner Comments – NONE

12. Adjourn – There being no further business to come before the Board, a motion was made by Commissioner Shackleford, seconded by Commissioner Hagans to to adjourn. – Motion carried.

Mayor Pro-Tem

Clerk

RESOLUTION 2014-_____

**RESOLUTION OF ADOPTION OF THE BOARD OF COMMISSIONERS
OF THE TOWN OF SNOW HILL AMENDING THE CHARTER OF
THE TOWN OF SNOW HILL AND CODE OF ORDINANCES
CONCERNING ITS TOWN ADMINISTRATION**

WHEREAS, the Town of Snow Hill presently operates under the mayor-council form of government and employs a Town Administrator to carry out its directives; and

WHEREAS, North Carolina General Statute 160A-102 permits municipalities to amend their form of government by adoption of an ordinance amending the governing charter; and

WHEREAS, the Town Board of Commissioners held a public hearing on October 13, 2014 and received comments from the Town of Snow Hill citizens and residents concerning changing the Town of Snow Hill form of government; and

WHEREAS, it is the determination of the Town of Snow Hill Board of Commissioners that a conversion of the Town's form of government from a mayor-council form to a council-manager form would be in the best interest of the Town of Snow Hill and would best promote the efficient management and efficient operation thereof;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF SNOW HILL that pursuant to North Carolina General Statute 160A-102, the Town Board of Commissioners hereby adopts this ordinance amending the Town Charter and Town Code of Ordinances to change the form of government of the Town of Snow Hill from the mayor-council form of government to the council-manager form of government. Adopted amendments to the Town Charter and Town Code of Ordinances are as follows:

SECTION 1: Amendments to the Town Charter:

SEC. 4-1. FORM OF GOVERNMENT.

The town shall operate under the council-manager form of government, in accordance with Part 2 of Article 7 of Chapter 160A of the General Statutes.

SEC. 4-2. TOWN MANAGER

- (A) Appointment. Compensation: The Board of Commissioners shall appoint an officer whose title shall be town manager and who shall be the chief executive officer of the town and the head of the administrative branch of the town government. The town manager shall be chosen by the Board of Commissioners solely on the basis of his executive and administrative

qualifications with special reference to his actual experience in, or knowledge of, accepted practice in respect to the duties of his office as hereinafter prescribed. At the time of his appointment he need not be a resident of the town, but shall reside therein during his tenure of office. No person elected as mayor or as a member of the Board of Commissioners shall be eligible for appointment as town manager until one year shall have elapsed following the expiration of the term for which he was elected. The town manager shall serve at the pleasure of the Board of Commissioners and shall receive such salary as the Board of Commissioners shall fix. In case of absence or disability of the town manager, the Board of Commissioners may designate a qualified officer or employee of the town to perform the duties of the office during such absence or disability.

(B) Chief administrator: The town manager shall be responsible to the Board of Commissioners for the proper administration of all the affairs of the town. As chief administrator, the town manager shall have the power to appoint and removal all officers, department heads, and employees in the administrative service of the town, except the town attorney, who shall be appointed as provided in Section 4-3. Neither the mayor nor the Board of Commissioners nor any of its committees or members shall direct or request the appointment of any person to, or his removal from, office by the town manager, or in any manner take part in the appointment or removal of officers and employees in the administrative service of the town. Except for the purpose of inquiry, the mayor and the Board of Commissioners and its members shall deal with officers and employees in the administrative service only through the town manager, and neither the mayor nor the Board of Commissioners nor any of its members shall give orders or directions to any subordinate of the town manager, either publicly or privately.

(C) Duties of town manager. It shall be the duty of the town manager to supervise the administration of the affairs of the town; to see that the ordinances, resolutions, and regulations of the Board of Commissioners and the laws of the state are faithfully executed and enforced; to make such recommendations to the Board of Commissioners concerning the affairs of the town as he shall deem expedient; to keep the Board of Commissioners advised of the financial condition and the future financial needs of the town; to attend all meetings of the Board of Commissioners and to prepare and submit to the Board of Commissioners such reports as he may deem expedient or as may be required of him by the Board of Commissioners, and to perform all other duties as may be required of him by the Board of Commissioners.

SEC. 4-4. TOWN CLERK.

The Town Manager shall appoint a town clerk to keep a journal of the proceedings of the board, to maintain in a safe place all records and documents pertaining to the affairs of the town, and to perform such other duties as may be required by law or as the Town Manager may direct.

SEC. 4-5. TOWN FINANCE OFFICER.

The Town Manager shall appoint a town finance officer to perform the duties of the finance officer as required by the Local Government Budget and Fiscal Control Act.

SEC. 4-6. TOWN BUDGET OFFICER.

The Town Manager shall appoint a town budget officer to perform the duties of the budget officer as required by the Local Government Budget and Fiscal Control Act.

SEC. 4-7. TOWN TAX COLLECTOR.

The Town Manager shall appoint a town tax collector to collect all taxes, licenses, fees and other moneys belonging to the town, subject to the General Statutes, the provisions of this charter and the ordinances of the town. The town tax collector shall diligently comply with and enforce all the laws of North Carolina relating to the collection of taxes by municipalities.

SEC. 4-8. CONSOLIDATION OF FUNCTIONS.

The Town Manager may consolidate any two (2) or more positions of town clerk, town tax collector, town budget officer and town finance officer, or may assign the functions of any one or more of these positions to the holder or holders of any other of these positions, subject to the Local Government Budget and Fiscal Control Act.

SEC. 4-9. OTHER ADMINISTRATIVE OFFICERS AND EMPLOYEES.

Consistent with applicable state laws, the Town Manager may establish other positions, provide for the appointment of other administrative officers and employees, and generally organize the town government in order to promote the orderly and efficient administration of the affairs of the town.

SECTION 2: Amendments to the Town Code of Ordinances:

CHAPTER 31

§ 31.03 TOWN MANAGER.

For provisions concerning the Town Manager, see Charter, Article 4, Sec. 4-2 and G.S. 160A-148.

CHAPTER 32

§ 32.20 ESTABLISHMENT.

The Fire Department shall consist of the Chief of the Fire Department and a sufficient number of firefighters to maintain and operate the department.

§ 32.40 COMPOSITION.

The Police Department shall consist of a Chief and as many police officers as the Town Manager shall from time to time determine necessary and appoint, and as many special policemen as they may deem necessary to appoint for special purposes.

§ 32.42 SUPERVISION OF POLICE DEPARTMENT.

The Town Manager shall have general supervision and personnel authority of the Police Department. The chief of police shall have the immediate direction and control of the force; subject, however, to the supervision of the Town Manager and to such rules, regulations and orders as the Board of Commissioners may prescribe. The Town Manager shall promulgate all orders, rules and regulations for the government of the police department.

CHAPTER 34

§ 34.01 PERSONNEL OFFICER; APPOINTING AUTHORITY.

The Town Manager shall be the chief personnel officer and shall appoint and remove all town employees, except those whose appointment is otherwise provided for by law.

§ 34.02 COMPENSATION.

All officers and employees of the town shall receive such compensation as may be established from time to time by the Town Manager.

§ 34.03 CLASSIFICATION PLAN.

The Town Manager shall establish, administer and maintain a current plan of classification of all positions in the classified service, and shall allocate and reallocate positions to classes on the basis of kind and level of duties and responsibilities.

§ 34.04 COMPENSATION PLAN.

- (a) The Town Manager shall establish, administer and maintain a current plan of compensation for all positions in the classified service, and shall assign and reassign positions and classes of positions to the pay ranges created by the compensation plan.
- (b) Salaries or compensation of town officers and employees are hereby fixed in amounts with the positions and pay ranges established in the compensation plan or as the same may be amended. The annual budget adopted by the council and amendments thereto shall constitute the approval and control by the council of salaries or compensation.
- (c) Each year with the submission of their budget recommendations, or at any other time, the department heads may recommend in writing to the Town Manager those employees who in the opinion of the supervisor and the department head deserve performance increases, stating the reasons why the employee deserves the increase.
- (d) The Board of Commissioners may, upon recommendation of the Town Manager, appropriate funds each fiscal year to be utilized at the discretion of the Town Manager to provide salary increases to individual employees on the basis of performance. Nothing in this section shall prevent the Town Manager from providing for regular salary increases for employees participating in apprenticeship and on-the-job training programs, and for other employees or groups of employees as the Town Manager shall see fit.

CHAPTER 50

§ 50.55 POWERS OF TOWN MANAGER.

(A) The Town Manager shall endeavor to assure compliance with the requirements of these regulations by conferences and persuasion.

(B) If these efforts, over a reasonable period of time, are futile, the Town Manager shall take formal action as provided hereafter.

§ 50.58 PROCEDURES FOR TERMINATION OF SERVICES.

In any case involving a person who is discharging waste into the sanitary sewerage system and where the Town Manager finds that that person has failed to comply with any of these regulations, or has failed to pay any applicable and duly adopted sewer use charges within the time limits prescribed for those payments, the procedure for enforcement shall be as follows:

(A) The Town Manager shall give notice to that person by registered mail stating the specifics of the failure of compliance and requiring that the person remedy the failure within 72 hours.

(B) If, after the expiration of 72 hours, that person has not remedied the failure, the Town Manager shall report the facts to the Board of Commissioners in writing.

(C) The Town Manager may thereupon, without further notice, cause the water service from the public water system to be discontinued for that person or cause the connection to the sanitary sewer system to be severed for that person.

(D) In any case where water service is discontinued or the sewer connection is severed by the Board of Commissioners for enforcement purposes, the restoration of service shall be conditioned on full compliance by that person and payment of any expense incurred in the enforcement proceeding and in the restoration of service.

(E) The Board may, in its discretion, continue or restore water or sewer service in a case of failure of compliance on condition that such person furnish a bond or other security, with terms as specified by the Board, to hold harmless the town from any loss or expense that it may incur as a result of the noncompliance or any future noncompliance.

(Res., passed 6-1-81)

§ 50.59 ENFORCEMENT AGAINST NON-USERS.

(A) In any case involving a person who fails to comply with any of these regulations but who is not discharging waste into the sanitary sewerage system, the Town Manager shall give notice to that person by registered mail stating the specifics of the failure of compliance and requiring that the person promptly remedy the failure.

(B) At the same time, the Town Manager shall report the facts of the case, in writing, to the Board of Commissioners and to such other government agency as may have jurisdiction and power to take appropriate enforcement action.

§ 50.60 APPEALS.

(A) The Board of Commissioners shall be the reviewing authority for all appeals of actions or administrative determinations under the provisions of these regulations.

(B) Notice of an intent to appeal and request for a hearing shall be addressed to the Town Manager in writing and shall detail the nature of the appeal.

(C) An early date for the hearing shall be set by the Board and the appellant shall be promptly notified in writing.

(D) The decision of the Board after the hearing shall be final and conclusive and shall be conveyed to the persons involved in writing.

WASTEWATER

Section 1.08 Town Manager shall mean the chief administrative officer of the Town. As used herein, it may also include any other Town employee delegated to act for the Town by the Town Manager or by the Town Board of Commissioners.

Section 4.10 The applicant for the building sewer permit shall notify the Town Manager when the building sewer is ready for inspection and connection to the public sewer. The connection and testing shall be made under the supervision of the Town Manager or his representative.

Section 8.02

(b)(3) If meters as required under 1. and 2. above have not been installed, by an estimate, made by the Town Manager, of the proportion of the water purchased which is used for industrial purposes and returned to the sanitary sewerage system.

Section 10.01 The industrial waste and/or other pollutants being discharged by any person into the sanitary sewerage system shall be subject to periodic inspection. A determination of character and strength of said wastes may be made annually, or more often as may be deemed necessary by the Town Manager or his authorized assistants.

Section 10.03 The determination of the character, strength, or quantity of the wastes as made by the Town Manager, or his authorized assistants, shall be binding as a basis for computation of charges, or for actions by the Town Board of Commissioners.

When requested by the person discharging, the samples may be split to permit analysis by the discharger, or a qualified independent laboratory, for the discharger's information.

The person discharging wastes may request additional sampling and analyses which will be performed, as soon as practical, with all costs, as determined by the Town, being borne by the discharger.

Section 11.01 The Town Manager and other duly authorized employees of the Town, bearing proper credentials and identification, shall be permitted to enter upon all properties for the purpose of inspection, observation, flow measurement, sampling, and testing of industrial waste and other pollutants, in accordance with these Regulations.

Section 11.02 The Town Manager and other duly authorized employees are authorized to obtain information concerning industrial processes which have a direct bearing on the kind and source of discharge to the wastewater collection system. The industry may withhold information if the industry can establish that the revelation of the public of the information in question might result in an advantage to competitors.

Section 11.03 While performing the necessary work on private properties referred in Section 11.01 above, the Town Manager and duly authorized employees of the Town shall observe all safety rules applicable to the premises established by the company, and the company shall be held harmless for injury or death to the Town employees, and the Town shall indemnify the company against loss or damage to its property by Town employees and against liability claims and demands for personal injury or property damage asserted against the company and growing out of the gauging and sampling operation, except as such may be caused by negligence or failure of the company to maintain safe conditions as required in Section 9.01.

Section 12.01 No person shall maliciously, willfully or negligently break, damage, destroy, deface, tamper with or remove any equipment or materials or properties of the Town. Only persons authorized by the Town Manager will be allowed to uncover, adjust, maintain, and remove such equipment and materials and property.

Section 13.01 The Town Board of Commissioners of the Town of Snow Hill shall be the reviewing authority for all appeals of actions or administrative determinations under the provisions of these Regulations. Notice of an intent to appeal an request for a hearing shall be addressed to the Town Clerk in writing and shall detail the nature of the appeal. An early date for such hearing shall be set by the Board of Commissioners and the appellant

promptly notified in writing. The decision of the Board of Commissioners after such hearing shall be final and conclusive and shall be conveyed to the persons involved in writing.

Section 14.02 The Town Manager shall endeavor to assure compliance with the requirements of these Regulations by conference and persuasion. If such efforts, over a reasonable period of time, are futile the Town Manager shall take formal actions provided hereafter.

Section 14.03 In any case involving a person who is discharging waste into the sanitary sewerage system and where the Town Manager finds that such person has failed to comply with any of these Regulations, the procedure for enforcement shall be as follows:

- a. The Town Manager shall give notice to such person by registered mail stating the specifics of the failure of compliance and requiring that the person remedy the failure within seventy-two (72) hours.
- b. The Town Manager may thereupon, without further notice, cause the water service from the public water system to be discontinued for such person or cause the connection to the sanitary sewer system to be severed for such person.
- c. In any case where water service is discontinued or the sewer connection is severed by the Town for enforcement purposes, the restoration of such service shall be conditioned on full compliance by such person and payment of any expense incurred in the enforcement proceeding and in the restoration of service.
- d. The Town may, in its discretion, continue or restore water or sewer service in a case of failure of compliance on condition that such person furnish a bond or other security, with terms as specified by the Town, to hold harmless the Town from any loss or expense that it may incur as a result of such noncompliance or any further noncompliance.

Section 14.04 In any case involving a person who fails to comply with any of these Regulations but who is not discharging waste into the sanitary sewerage system, the Town Manager shall give notice to such person by registered mail stating the specifics of the failure of compliance and requiring that the person promptly remedy the failure. At the same time, the Town Manager shall report the facts of such case, in writing to the Town Board of Commissioners and to such other government agency as may have jurisdiction and power to take appropriate enforcement action.

Section 15.03 The Town Manager shall approve or disapprove all applications in writing. Reason(s) for disapproval will be provided.

Section 21.03 The Town Board of Commissioners shall be the final reviewing authority for all appeals.

PRIVATE WATER SUPPLY

4. Issuance of Permit for Well Not for Human Consumption. If the Town Manager, or Zoning Administrator if the Town Manager so designates, determines that the application for a private well under Section Three (3) above is in order, he shall issue a permit for said well; provided, however, that the permit shall require as a condition of its issuance that the recipient of said permit shall not hold the Town liable or responsible in any way for any failure of said well to produce due to any current or future use by the Town of ground or shallow wells for its municipal water supply, regardless of where any such wells might be located, or due to any other reason.

CHAPTER 98

§ 98.15 EXCAVATION PERMIT REQUIRED.

It shall be unlawful for any person, for any purpose whatever, to dig any ditch, trench, or hole, or otherwise to disturb, injure, alter, change, dig into or break the surface of construction of any roadway, sidewalk, either or both or any part thereof, no matter how small the part affected, without first applying for and obtaining from the Town Manager a written permit so to do.

§ 98.16 APPLICATION TO TOWN CLERK.

(A) The Town Manager may grant a permit if he determines that it is necessary. If he is in doubt of the expediency of granting such a permit, he shall refer the application to the Board of Commissioners, and its decision shall be final.

(B) If the Town Manager should refuse to act on any application, the applicant may appeal to the Board, who shall grant or dismiss it in their discretion.

§ 98.17 BOND; FAILURE TO PERFORM.

(A) No permit shall be granted until the applicant shall have filed with the Town Manager or Clerk and Finance Officer of the town a good and sufficient indemnifying bond, with surety, payable to the town and conditioned that the applicant shall, in the exercise of his permit, repair any and all damage done to the roadway or sidewalk, or both, and restore the same to its former or better condition, immediately upon the completion of the work done by him and for which the permit was granted.

(B) The Town Manager shall be the judge of the amount of the bond. Upon reference of the application by him, or on appeal by the applicant to the Board of Commissioners, the Board shall adjudge the amount and sufficiency of the bond.

(C) Of the obligor or obligors in any such bond, as aforesaid, shall fail in the performance of the conditions, or any one of the conditions laid down and set out in the bond, the authorities of the town may, upon ten days' notice, cause a suitable action to be brought on the bond, and the authorities may proceed at once to remedy and repair any and all damage done in the exercise of any such permit as aforesaid, and the cost thereof shall be a charge against the parties responsible therefor.

§ 98.19 PERMIT REQUIRED FOR CONSTRUCTION; BOND.

(A) It shall be unlawful for any person to build a sidewalk of any type of brick, wood, or any other material, without first obtaining a written permit from the Town Manager, application for which shall be made as provided in § 98.16.

(B) No indemnifying bond shall be required unless the construction should result in breaking or disturbance of existing sidewalks or roadways.

CHAPTER 150

Building Code

§ 150.26 BUILDING INSPECTOR; POWERS AND DUTIES.

(A)(4) Perform such other duties as may be prescribed herein or assigned to him by the Town Manager.

SECTION 3:

That it is the intention of the Board of Commissioners, and it is hereby ordained that the provisions of this ordinance shall become and be made part of the Charter and Code of Ordinances of the Town of Snow Hill, North Carolina, and the sections of the charter and ordinance shall be renumbered to accomplish such intention.

SECTION 4:

That if any section, subsection, sentence, term or portion of this ordinance or any application thereof to any person or circumstance is adjudged unlawful by a court of competent jurisdiction, such portion shall be deemed severable and such adjudication shall not affect the validity of any remaining portion of the ordinance or its application to any other person or circumstance.

SECTION 5:

That this ordinance shall become effective immediately upon its adoption.

DULY ADOPTED this the 10th day of November, 2014.

TOWN OF SNOW HILL

Dennis Liles, Mayor

ATTEST:

Cathy Webb, Town Clerk

(SEAL)

Town of

Snow Hill

Purchasing Policy

Adopted _____

INTRODUCTION

The Town of Snow Hill Purchasing Policy is intended to serve as a guide for all departments in obtaining supplies, materials, equipment, apparatus, and services. Snow Hill's purchasing program is based on the principle of competitive bidding. When it is not sought or obtained, the reason must be valid and be documented. In public purchasing and contracting, utmost fairness is required in expending public funds. Generally, purchases shall be made from vendors with the lowest prices. If requested to use a vendor with a higher price, the reason must be documented. The Town shall not be required to choose a vendor which has shown previous history of substandard work or equipment, or past history of not completing or standing behind their services or products. Favoritism by either the user department or the vendor is not permissible and will not be tolerated. A basic concept of purchasing in local government is a commitment and adherence to fair and open competition.

The Town's purchasing operations are governed by North Carolina General Statutes and, therefore, must seek competitive offers from qualified suppliers unless the items can be obtained through existing contracts established by North Carolina State Purchasing and Contracts Division. Snow Hill participates in North Carolina State Contracts whenever feasible and cost-effective.

The North Carolina Department of State Treasurer recommends that purchasing be a centralized function in order to ensure legal compliance and to obtain the most competitive pricing. The Finance Officer is responsible for issuing all purchase orders for supplies, services, materials, and equipment. Town of Snow Hill does not currently have a full-time purchasing agent, and must rely on departmental staff to identify their needs, obtain competitive pricing, and follow sound, legal purchasing practices. The Finance Officer and the Town Administrator will provide assistance to department heads as needed. Departmental needs should be communicated to the Finance Officer via a purchase requisition on a timely basis and should document the department's efforts to obtain the correct items at the best possible price.

Authority. The Town Administrator and Finance Officer are the principal positions responsible for controlling purchasing and contracting for the Town of Snow Hill. In absence of the Finance Officer, the Town Administrator will assume those duties. The Finance Officer is authorized to fulfill the duties of the Administrator when warranted.

Budgetary Constraints. Whenever possible, purchases should be budgeted. Before any purchase can be made, funds must be available for expenditure. This is a primary duty of the Finance Officer but all Department Heads should be cognizant of their department budget. **All expenditures must meet and pass the test of whether or not the expenditure is necessary, prudent, and proper.**

The following steps shall be taken:

- (1) All department heads should read and understand this policy;
- (2) All employees involved in the purchasing process should become thoroughly familiar with the procedures outlined in this policy;
- (3) This policy should be kept where it is easily accessible for reference;

ARTICLE I

GENERAL RULES AND PROCEDURES FOR PURCHASING

Section 1. Purchases Under \$250

Purchases of \$250.00 or less (individually or in total) do not require price quotes or Purchase Orders. Department heads are authorized to make these purchases as deemed necessary.

Section 2. Purchases from \$250.00 - \$999.00

Purchases of \$250 to \$999 must have **verbal price quotes** from at least three (3) vendors when possible. In cases when available or appropriate vendors are limited, every effort will be made to obtain price quotes from at least two (2) vendors. The solicitation of multiple price quotes must be documented. In cases when the item or service is available from a single source, this information must also be documented. The Town Administrator or Finance Officer must authorize any purchase from \$250 to \$999, but a written Purchase Order is not required.

Section 3. Purchases of \$1,000 or Greater

Purchases of \$1,000 or more must have **written price quotes** from at least three (3) vendors. In cases when available or appropriate vendors are limited, every effort will be made to obtain price quotes from at least two (2) vendors. The solicitation of multiple price quotes must be documented on the Purchase Order form. In cases when the item or service is available from a single source, this information must be stated on the Purchase Order. If the item can be obtained through State Contract, the three (3) required quotes are not necessary.

The Town Administrator and Finance Officer are authorized to make all purchases greater than \$1000, provided that the funds have been budgeted and approved by the Board of Commissioners.

If deemed to be in the public interest, the Town Council may waive competitive bidding in cases of emergency, when performance or price competition is not available, when standardization is the overriding consideration, or when the item is available through the "Piggyback" option. In cases when the waiver of competitive bidding is anticipated, all reasons for taking such action must be documented.

Section 4. Multi-Year Contracts

On occasion, the Town will consider and/or execute a contract that spans more than one year. In these cases, the aggregate amount for the contract, over the life of the contract, will determine which levels of approval are required and the level of bidding necessary.

Section 5. No Purchase Order Required

The following purchases do not require a purchase order:

- (A) Advertising;
- (B) Electricity;
- (C) Insurance;
- (D) On-going utility charges;
- (E) Telephone;
- (F) Travel / Training (Employee Development)
- (G) Professional / Organizational Dues
- (H) Contract Purchases for items or services
- (I) Fuel Card Purchases

A purchase order should be used for the above items only if the department has a need for tracking historical data.

ARTICLE II

SPECIFICATIONS

Section 1. Preparation of Specifications

All specifications should include a clear, concise and accurate statement of the requirements to be satisfied by a product, material, or service. The specifications should also indicate, when appropriate, the procedure to be followed to determine whether the requirements are satisfied. A purchasing specification can be construed as a restriction; that is, it both includes and eliminates by setting limits on what is acceptable, but it cannot be unduly restrictive. Usually, more than one (1) make, brand, or model is satisfactory for a need, and specifications should preserve competition among different makes, brands, or models that are acceptable.

Section 2. Town Administrator Approval

The Town Administrator must approve all specifications for items greater than \$4,999. Once specifications have been developed for a particular item, they will be reviewed to insure that they are not “vendor restrictive” and that the specifications effectively balance the need against the available budget.

ARTICLE III

PURCHASE REQUISITIONS

Section 1. Requisitions

All supplies, equipment, etc., with a value over \$1000 required by town departments are to be requisitioned through the Finance Officer. The department head must sign all requisitions. It is important that the departments provide the necessary information on the purchase requisition to enable the Finance Officer to generate a purchase order.

Section 2. Merchandise Quality

Public funds are not appropriated to provide “deluxe” or luxurious levels of quality. As a general rule, specifications are developed for standard grades of merchandise which represent a balance between quality and price, but that are consistent with providing adequate and satisfactory levels of service. In preparing requisitions, it is important to draw specifications or otherwise designate requirements with emphasis on performance, function, utility, and economy. Requisitions that call for grades or qualities in excess of normal standards, or quantities in excess of normal requirements, will be subject to review, and may be returned.

Section 3. Processing Time

Requisitions should be submitted far enough in advance of the date needed to enable the Finance Officer to check the competitive pricing provided by requesting departments and insure the goods are received by the time required. Requisitions must include sufficient and correct information. If information is not adequate, delays will be necessary either to obtain missing information or for clarification. Once a requisition is complete, a purchase order will be issued.

ARTICLE IV

PURCHASE ORDERS

Section 1. Purpose of Purchase Orders

The purchase order serves as authorization to a vendor to furnish a product or service to the Town at the prices shown thereon. It also serves as the basis for encumbering department funds and assures the supplier that funds are available for the purchase. As a media for encumbering funds, it represents a means for providing management with a much more accurate statement of financial position and is instrumental in preventing departments from overspending their budgets. If there are not sufficient funds in the line item, the order cannot be placed until a budget transfer or amendment has been prepared and approved to provide necessary funds.

Section 2. Purchase Order Preparation

All purchase orders are to be prepared by the Finance Officer based upon information provided on a Request for Requisition. Any purchase made that is not in accordance with the procedures outlined in this policy will require approval by the Town Administrator. **If approval is not obtained, the employee may be personally liable for the payment.**

Section 3. Changes to Purchase Orders

If the department head fails to notify the Finance Officer of any changes or additions to the purchase order, only the original cost of the purchase order will be paid. Any increase in the price must be fully justified by the department head and approved by the Finance Officer or Town Administrator.

ARTICLE VI

EMERGENCY PURCHASES

Section 1. Emergency Defined

According to the North Carolina General Statutes, an emergency is defined as an immediate and present condition involving the health and safety of people and/or their property and not one that may or may not arise in the future or one that is apt to arise or may be expected to arise.

Section 2. Emergency Purchase Procedures

When an emergency does arise, and can be rectified only by immediate purchase or rental of equipment, supplies, materials, or services, the following procedures must be followed:

- (A) Secure a purchase order from the Finance Officer or Town Administrator by telephone. If the emergency occurs when offices are closed, the department should proceed to acquire only the materials or services necessary to meet the emergency;
- (B) On the next working day, the department head must submit a requisition to the Finance Officer with the following information:
 - (1) Nature of the Emergency
 - (2) Itemized list of the purchases made
 - (3) Cost per item
 - (4) Vendor's name and address
 - (5) Account number
 - (6) Authorizing signature of the Department Head
 - (7) Purchase Order Number (if one was given)
- (C) The Finance Officer will prepare a confirming purchase order and send the requesting department a copy of the purchase order. The employee receiving the requested items should verify that the purchase order information is correct. The employee should also make sure that the vendor knows who to invoice and the correct address for billing. All invoices should be made out to the appropriate Town department.

No emergency purchase orders will be issued unless it is an emergency as described above.

ARTICLE VII

PURCHASE OF VEHICLES AND OTHER LARGE EQUIPMENT

Section 1. State Contracts

The purchase and acquisition of vehicles and other large equipment shall be coordinated by the department head and the Finance Officer and approved by the Town Administrator. The Town of Snow Hill participates in the North Carolina State Contract for the purchase of vehicles and other large equipment when feasible and cost effective. Due to the time required to evaluate proposals by the State, the vehicle contracts usually do not become available until the Fall of each year. The State Contract usually remains open until the following Spring.

All vehicles and other large equipment purchases, including those purchased through State Contract, shall require a purchase requisition and purchase order. Purchase requisitions for vehicles purchased through State Contract are not required to include documentation of competitive price quotes.

Section 2. "Piggyback" Purchases

In 1997, the General Assembly enacted legislation making several changes in the competitive bidding laws that apply to local government contracts. This law created a new exception, commonly referred to as the "piggyback" exception.

The Town of Snow Hill will utilize the "piggyback" exception for the purchase of vehicles and other large equipment that are required to utilize the formal bid process (\$30,000 or greater in value) when feasible and cost-effective. The "piggyback" exception allows North Carolina local governments to purchase apparatus, supplies, materials, or equipment from any person or entity that has, within the previous 12 months, after having completed a public, formal bid process, contracted to furnish the apparatus, supplies, materials, or equipment to:

- (1) The United States of America or any federal agency;
- (2) The State of North Carolina or any agency or political subdivision of the State; or
- (3) Any other state or any agency or political subdivision of that state, if the person or entity is willing to furnish the items at the same or more favorable prices, terms, and conditions as those provided under the contract with the other unit or agency.

Any purchase made with the "piggyback" exception must be approved by the Town Council at a regularly scheduled meeting no fewer than 10 days after publication of notice, in a newspaper of general circulation in the area, that a waiver of the formal bid procedure and the use of the "piggyback" exception will be considered. The public notice will contain the following information:

- (1) A general description of the items(s) to be purchased and the anticipated quantity
- (2) The identity of the supplier
- (3) The city, state, or other agency with whom the supplier has contracted within the past 12 months and the date that contract was entered into; and
- (4) The date of the regular board meeting at which the Town Council will consider the waiver of bidding.
- (5) The name and phone number of a person within the Town to contact for more information.

Section 3. Vehicle Title Work

The Finance Officer and the Town Clerk will handle all necessary forms for title work on new vehicles.

ARTICLE VIII

MISCELLANEOUS PURCHASING PROVISIONS

Section 1. Cancellation of Purchase Orders

If a department desires to cancel a purchase order, the request should be made directly to the Finance Officer. The department head shall return the original purchase order to the Finance Officer with a written request to cancel said purchase order. The written request shall including the reason for cancellation and the appropriate signature. The department head will notify the vendor of the cancellation and the reason. Outstanding purchase orders shall be reviewed weekly by department heads.

Section 2. Purchase Returns

To insure proper credit is obtained for items being returned to vendors, it is important that the proper procedures be followed.

- (A) The user department may return supplies to the vendor but should first notify the Finance Officer.
- (B) In all cases the user department should send written notice to the Finance Officer indicating which items are being returned, the date of the return, and the signature of the appropriate employee.
- (C) The Finance Officer shall amend the purchase order by removing said items and forward the updated purchase order to the department.

Section 3. Payment Procedures

Invoices received by the department receiving the apparatus, goods, supplies, services, etc. shall be thoroughly reviewed by the department head to insure that apparatus, goods, supplies, services, etc. have been received in the correct quantities, in an acceptable condition, and/or completed satisfactorily. Upon approval to pay, the department head shall sign the invoice, note the purchase order number, attach the purchase order, and forward the invoice to the Finance Officer for review, approval, and processing.

No invoices shall be processed without signature approval from the department head and Finance Officer or Town Administrator.

Section 4. Federal and State Funds

When purchases of equipment, supplies and materials are to be made with funds obtained from federal and state government, the **exact source** of funding must be noted on the requisition form. Specifically state which project and/or grant program is being charged. The Finance Officer or Town Administrator will approve all grant funded purchases.

Section 5. Charge Accounts

Charge accounts may not be established without the approval of the Finance Officer. The Finance Officer must sign all applications.

Section 6. Credit Cards

The use of Town-issued credit cards for purchases does not eliminate the need to follow purchasing procedures outlined in this policy, and the use of competitive pricing, purchase requisitions, and purchase orders is still required.

The Finance Officer shall retain all Town-issued credit cards and distribute these cards for use on a case-by-case basis when requested, unless the permanent issuance of a credit card is authorized by the Town Administrator. Town personnel shall request use of a Town-issued credit card through the Finance Officer or Town Administrator. The credit card shall be returned to the Finance Officer after use, along with receipts for all transactions completed using the credit card.

Town personnel placing credit card orders via telephone or the internet, thus requiring only the credit card number, must still request the use of the credit card through the Finance Officer. Orders placed using the Town credit card via telephone or the internet shall be documented with an order confirmation obtained via facsimile transmission or by printing the order confirmation from the internet. The order confirmation shall be submitted to the Finance Officer after the order has been placed.

ARTICLE IX

SURPLUS PROPERTY

Section 1. Finance Officer and Town Clerk Notified

Department heads are to notify the Finance Officer and the Town Clerk of surplus property that needs to be disposed of. Departments may transfer property to other departments provided that the Finance Officer and the Town Clerk have been notified and the Town Administrator has approved the transfer. Department heads shall complete either a fixed asset disposal form or inventory disposal form for surplus items and items to be transferred.

Section 2. Sale of Personal Property (Less than \$5,000)

The Town Administrator is authorized to dispose of any personal property owned by the Town of Snow Hill, whenever he/she determines, in his/her discretion, if:

- (A) The item or group has a fair market value of less than \$5,000;
- (B) The property is no longer necessary for the conduct of public business; and,
- (C) Sound property management principles and financial consideration indicate that the interests of the Town would best be served by disposing of the property.

The Town Administrator may dispose of any such surplus personal property by any means which are judged to yield the highest attainable sale price in money or other consideration, in accordance with North Carolina General Statutes.

The surplus property shall be sold to the party who tenders the highest offer, or exchanged for any property or services useful to the Town if greater value may be obtained in that manner, and the Town Administrator is hereby authorized to execute and deliver any applicable title documents. If no offers are received within a reasonable time, the Town Administrator may retain the property, obtain any reasonable salvage value, or cause it to be disposed of as waste material.

The Town Administrator shall, on or before the first day of February, report in writing to the Town Council on any property disposed of under these provisions from January 1 through December 31 of the previous year. The written report shall generally describe the property sold or exchanged, to whom it was sold, or with whom exchanged, and the amount of money or other consideration received for sale or exchange since the last such report was submitted.

Section 3. Sale of Real Property or Personal Property (Greater than \$5,000)

The Town Council must authorize the disposal of any real property or surplus personal property valued at greater than \$5,000. Private negotiation and sale may be used for personal property valued at less than \$30,000 for any one item or group of similar items. Real property, of any value, and personal property valued at \$30,000 or more for any one item or group of similar items may be sold through sealed bid, negotiated offer and upset bid, and public auction procedures, as outlined in the North Carolina General Statutes.

Section 4. Employee Purchases / Sales

The Town of Snow Hill will not purchase items and or services from its employees. Likewise, when the Town has surplus property to be sold, the practice of selling such property to employees is prohibited. This shall not include selling such property by or sealed bids public auction.

ARTICLE X

CONTRACTS FOR SERVICES

Section 1. Establishment of Contracts for Services

Contracts for services may include, but are not limited to maintenance contracts, construction contracts, repair contracts, service contracts, professional consulting contracts, etc. The need for such contracts is based upon the requirements of the department and/or project, and must have the approval of the Town Administrator or the Town Council.

Section 2. Authorizing Authority

The Town Administrator is authorized to sign contracts committing Town funds for any purposes, provided the dollar amount of the contract does not exceed \$5,000. Contracts greater than \$5,000, but less than \$10,000, must be authorized by the Commissioner with cognizance over the user department. Contracts \$10,000 or more must be approved by the entire Town Council. Any contract that pledges the faith and credit of the Town, in any form is neither acceptable nor permissible unless authorized by the Town Administrator or the Town Council. The original copy of the executed contract must be filed with the Finance Officer and Town Clerk.

The Town Administrator is authorized to amend contracts, provided the dollar amount of the contract amendment does not exceed \$1,000. Contract amendments greater than \$1,000 but less than \$10,000 must be approved by the Town Commissioner with cognizance over the department benefitting from the contracted service. Contract amendments \$10,000 or more must be approved by the entire Town Council.

Section 3. Real Property

All leases and/or contracts for real property (purchase, lease, or rental) shall be negotiated through the Town Administrator and must be approved by the Town Council.

ARTICLE XI

COMPETITIVE BIDDING

Section 1. Finance Officer / Department Head Responsibility

In preparing and issuing bid solicitations and requests for proposals, and in issuing contract and purchase orders, the Finance Officer and department heads are authorized to employ such terms and conditions as they deem advantageous and which are not inconsistent with the North Carolina General Statutes and these rules and regulations.

Section 2. Prospective Bidders

Town departments will maintain a file of prospective bidders on various categories of materials, equipment, and services. Prospective bidders may be included on or removed from this list after taking into consideration financial standing and responsibility, facilities for production, distribution and services, length of time successfully in business, responsiveness, performance, and other factors deemed pertinent and reasonable.

Section 3. Bid Error Clarifications

If a bid appears to contain an obvious error or when an error is suspected, the circumstances may be investigated, and then may be considered and acted upon under the procedure for reviewing bids and awarding contracts. Any action taken shall not prejudice the rights of the public or the bidders. If bids are submitted substantially in accordance with the invitation but are not entirely clear as to the intent or to some particular fact or other ambiguities, clarification may be sought and accepted; provided that in doing so, changes which would improve the competitive position of a bid are not permitted.

Section 4. Bid Awards

In determining bid awards, responsive bids and proposals will be considered and evaluated as provided by North Carolina General Statutes and by this policy. Non-acceptance of the proposal is not to be construed as outright rejection or that it lacks merit, but that another is deemed more advantageous.

Section 5. Soliciting Bids

The purpose of soliciting bids is both to seek and to obtain competition; the responsibility is dual. If only a single bid or single acceptable bid is received, or if reasonable and available competition is not obtained, the reason shall be ascertained and made a matter of record.

Section 6. Employee Private Gain Prohibited

Purchases from or through employees of the Town or purchases from companies in which Town employees have financial interest, either directly or indirectly, are not permitted. The purchasing power of the Town shall not be used for private advantage or gain by any town employee or elected official.

ARTICLE XII

BIDDING PROCEDURES

Section 1. Informal Bid Procedures

Informal proposals involve the solicitation of informal bids, either verbal or written, from qualified suppliers. Informal proposal procedures must be utilized for purchases of apparatus, supplies, materials, or equipment expected to require the expenditure equal to or greater than \$5,000 but less than \$30,000. Requests for informal proposals do not have to be advertised. Informal bids do not have to be publicly opened. Whenever possible, the department head will solicit three or more proposals from representative suppliers based on previous experience and knowledge of the market. It is not permissible to divide a proposal in order to avoid formal bid requirements in favor of informal bids.

If bids are unsatisfactory or under conditions when effective competition is not available, purchases or leases may be made or services acquired by direct negotiation. If this is the case, approval will be sought from the Finance Director or Town Administrator.

Section 2. Formal Bid Procedures

Formal bid procedures involve solicitation of sealed bids from qualified vendors. Formal bid procedures must be utilized for purchases of apparatus, supplies, materials, or equipment expected to require an expenditure equal to or greater than \$30,000. Requests for formal bids must be legally advertised. Formal bid procedures may be used for purchases totaling less than \$30,000 if deemed advantageous to secure the best pricing. It is the responsibility of the Town Clerk and the department head to open and read bids publicly prior to the award of the contract. The Town Clerk and the department head will also make known to any interested person the names of the bidders, the manufacturers and catalog numbers of the items the bidders have offered, and the prices, delivery schedules, and terms specified in the bids. After the bids have been opened, they are analyzed and compared with respect to compliance with specifications, quality and suitability of the products, time of delivery, and any other pertinent factors.

During the period of evaluation and prior to the award, possession of the bids and accompanying information is limited to Town personnel directly involved in the project and to those in user agencies who are responsible for participating in the evaluation. **Vendor participation, or furnishing information to vendors on the status of bid evaluation, is not permitted.**

After award of the contract, the complete bid file with the exception of trade secrets, test information, or similar proprietary information as provided by statute and procedures will be available to any interested person(s).

Section 3. Bids for Construction, Renovation, or Repairs

If a proposal involves construction, renovation, or repairs, the following guidelines apply:

(A) \$5,000 - \$30,000

(1) Informal bids required

(2) Written proposals or quotes

(B) When these costs exceed \$90,000, the Town will follow the NCGS that govern purchases for over \$300,000.

Section 4. Minimum Number of Bids for Public Contracts

No formal bid contract for construction or repairs shall be awarded by the Town Council unless at least three (3) competitive bids have been received from reputable and qualified contractors regularly engaged in their respective lines of endeavor. If at least three (3) competitive bids are not received, bids will be solicited again, and the Town Council will have the option of awarding the contract to the lowest responsible bidder of the second bid solicitation, regardless of the number of bids received.

Section 5. Rejection of Bids

In requesting proposals any and all offers received may be rejected in whole or in part. The Town of Snow Hill will accept and make award to the lowest responsible bidder. Basis for rejection may include:

(A) The proposal being deemed unsatisfactory as to quantity, quality, delivery, price or service offered

(B) The proposal not complying with the specifications or with the intent of the proposed contract

(C) Lack of competitiveness, by reason of collusion or otherwise, or knowledge that reasonably available competition was not received

(D) Errors in specifications or indication that revision would be to the Town's advantage

(E) Cancellation of or changes in the intended project or other determination that the proposed requirement is no longer needed

(F) Limitation or lack of available funds

(G) Circumstances which prevent determination of the lowest responsible or most advantageous bid

(H) A determination that rejection would be for the best interest of the Town.

ARTICLE XIII

ARCHITECTURAL / ENGINEERING / SURVEYING SERVICES

Section 1. Procurement of Professional Architectural / Engineering / Surveying Services

Although professional services are not subject to competitive bidding requirements, North Carolina General Statutes include special requirements for the procurement of architectural, engineering, and surveying services. The Town of Snow Hill will select architectural, engineering, and surveying firms for Town projects based on the firm's qualifications for the project, and will attempt to negotiate an acceptable contract with the best qualified firm. The Town of Snow Hill will not award contracts for architectural, engineering, and surveying services on the basis of price alone.

Section 2. Architectural / Engineering / Surveying Contracts Greater than \$5,000

The Town Administrator is authorized to enter into architectural, engineering, and surveying contracts less than \$5,000. All contracts greater than \$5,000 must be authorized by the Town Council. The Town of Snow Hill shall follow the process outlined below to identify the best qualified firm for the project:

- (1) The need for architectural / engineering / surveying services shall be announced by the Town of Snow Hill via direct notice, advertisement, posting on the Town's web site, or other acceptable means.
- (2) The Town will solicit statements of qualifications from interested firms. These statements, personal interviews, and references from similar clients shall be the basis of determining the best qualified firm for the project.
- (3) The Town will then attempt to negotiate a mutually acceptable contract with the best qualified firm. If the Town is unable to negotiate a mutually acceptable contract with the best qualified firm, the Town will commence negotiations with the next best qualified firm.

Section 3. Architectural / Engineering / Surveying Contracts Greater than \$5,000 but Less than \$10,000

The Town Council exempts the Town from the statutory requirements for contracts less than \$30,000. The Town Administrator and the Town Commissioner with cognizance over the benefiting department will approve all contracts for Architectural / Engineering / Surveying services with a value greater than \$5,000 but less than \$10,000. The Town Administrator and authorized Commissioner are authorized to select a qualified architectural, engineering, or surveying firm for any such contract upon a determination that the selected firm can perform the design work necessary for the project.

Section 4. Architectural / Engineering / Surveying Contracts \$10,000 and Greater

The entire Town Council must approve all architectural, engineering, or surveying contracts with a value greater than \$10,000. The Town Council will select a qualified architectural, engineering, or surveying firm for any such contract upon a determination that the selected firm can perform the design work necessary for the project.

MAYOR
DENNIS K. LILES
MAYOR PRO-TEM
LORRINE B. WASHINGTON
COMMISSIONERS
WILLIAM (DONNELL) HAGANS
GERALDINE E. SHACKLEFORD
ROBERT L. (BOBBY) TAYLOR, JR.
ROSA S. WILKES



TOWN ADMINISTRATOR
PUBLIC WORK DIRECTOR
DANA D. HILL
TOWN CLERK / FINANCE OFFICER
CATHY WEBB
DEPUTY CLERK / UTILITIES
ADDIE WATSON
CHIEF OF POLICE
JOHN C. REA

Ordinance

Budget Amendment II

Fiscal Year 2014/2015

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 9, 2014:

Fund/Account	Original Budget	Increase (Decrease)	Amended Budget
GENERAL FUND			
60-3710-0851 Insurance Proceeds	37551.00	10550.00	48301.00
60-7140-0352 Repairs-Equipment	59599.00	10550.00	70149.00
10-4300-0353 Repairs/Motor Vehicles	4500.00	5000.00	9500.00
10-4300-0212 Uniforms	3000.00	(1000.00)	2000.00
10-4300-0200 Supplies/Materials	7500.00	(1000.00)	6500.00
10-4300-0126 Part-time Salaries	19000.00	(3000.00)	16000.00

Adopted this the ____ day of _____. 2014

ATTEST:

Mayor

Clerk

MAYOR
DENNIS K. LILES
MAYOR PRO-TEM
LORRINE B. WASHINGTON
COMMISSIONERS
WILLIAM (DONNELL) HAGANS
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TOWN ADMINISTRATOR
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DANA D. HILL
TOWN CLERK / FINANCE OFFICER
CATHY WEBB
DEPUTY CLERK / UTILITIES
ADDIE WATSON
CHIEF OF POLICE
JOHN C. REA

TO: Snow Hill Mayor & Board of Commissioners

From: Cathy Webb *CW*

Re: Release of taxes for Douglas & Joyce
Tabron, Parcel # 08-01139

Date: September 9, 2014

I received a letter from Becky Sutton regarding the release of the above property. I would like to ask permission to release this for tax years 2013 and 2014.

Becky R. Sutton
Tax Administrator



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

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

September 3, 2014

Town of Snow Hill
Attn: Cathy Webb
201 N. Greene St.
Snow Hill, N.C. 28580

Re: Release of value for 2013 and 2014 tax bills – Douglas & Joyce Tabron Heirs
Parcel 0801139

Dear Ms. Webb:

The Greene County Board of Commissioner approved the release of value in the amount of \$63,530 for the tax years 2013 and 2014 on the above parcel. The parcel had been incorrectly assessed due to our records containing no deed information. The property had been mapped accordingly incorrectly and included land and a building owned by the Masonic Lodge (tax exempt). Mr. Dick Archie performed a title opinion and provided the necessary information to correct the mapping and the assessment of parcel 0801139.

Should you need any additional information, please do not hesitate to contact me.

Sincerely,


Becky Sutton

cc: Wanda Durham
10017 River Bank Dr
Raleigh, NC 27614

*I need to adjust these
charges off -*

	<u>Principal</u>	<u>Interest</u>
2013	202.93	16.50
2014	240.56	
	<u>443.49</u>	<u>16.50</u>

SNOW HILL POLICE DEPARTMENT

MONTHLY CRIME SUMMARY

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