

AGENDA
Snow Hill Board of Commissioners
Monday, 13 June 2016; 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>9 May 2016</i> |
| 5. | Program / Presentations: NONE | |
| 6. | Report of Officers: | |
| | a. Mayor | |
| | b. Town Manager / PW Director | |
| | 1. Renovation Update | <i>Information</i> |
| | 2 SE Third Street Sidewalks | <i>Information</i> |
| | 3. Cemetery Expansion | <i>Discussion</i> |
| | 4. SE Third Street Re-Surfacing | <i>Discussion</i> |
| | 5. South Greene Ball Field Sign | <i>Action Request</i> |
| | 6. FYE 2017 Budget | <i>Action Request</i> |
| 7. | Report of Boards: NONE | |
| 8. | Public Comments | |
| 9. | Action Items: | |
| | 1. Consider Authorizing the Addition of a Sign Recognizing the Contributions of L.H. Smith at the Rosenwald Memorial Field. | |
| | 2. Consider Adoption of FYE 2017 Budget Message | |
| | 3. Consider Adoption of FYE 2017 Budget Ordinance | |
| | 4. Consider Adoption of FYE 2017 Budget | |
| | 5. Consider Adoption of FYE 2017 Rate Schedule | |
| 10. | Closed Session | <i>Property Negotiation</i> |
| 11. | Commissioner Comments | |
| 12. | Recess Until 27 June at 6pm | |

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 6-7-16

MINUTES
SNOW HILL BOARD OF COMMISSIONERS
MONDAY, MAY 9, 2016: 6:30 P.M.
G. MELVIN OLIVER TOWN HALL
201 N. GREENE STREET

1. Call to Order

Invocation/Pledge of Allegiance

Mayor Liles introduced and welcomed Girl Scout Troop 198.

Invocation – Commissioner Washington

Pledge-Girl Scout Troop 198

2. Roll Call

Members present were Mayor Liles, Commissioners Hagans, Shackelford, Taylor, Washington, and Wilkes. Others present were Attorney Brian Pridgen, Town Manager Dana Hill, and Town Clerk/Finance Officer, Cathy Webb.

3. Consider Agenda Approval

Town Manager, Dana Hill asked that Item #6 (Relay for Life Proclamation) under the Action Items be added to the agenda. Motion to approve the Agenda, including the addition, made by Commissioner Shackelford, seconded by Commissioner Hagans. Motion carried.

4. Consider Minutes Approval – April 16, 2016

Motion made by Commissioner Washington, seconded by Commissioner Shackelford. Motion carried.

5. Program/Presentation – NONE

6. Report of Officers:

(b) Town Manager/PW Director

1) Renovation Update – Mr. Hill gave an update on the renovation of the new Town Hall.

He said that the total renovation would cost somewhere around \$115,000-\$120,000 to complete.

2) FYE 2017 Budget –

Mr. Hill stated that he did not have the figures for the property insurance. He will have these figures by the June meeting. Commissioner Taylor asked how and when the property tax rate could be dropped. He stated that with the Town's relatively good financial standing that the Board could afford to drop the tax rate. He was only asking that the rate be dropped 1 penny. Commissioner Taylor said that the addition of the Fairgrove Apts. would make up this difference. Mr. Hill said that he would like to wait and see if the statewide change will have a positive impact on the Town's finances. Commissioner Washington asked when the Town will receive some concrete revenue estimates. Mr. Hill said that we should know the first quarter of the new fiscal year.

Commissioner Wilkes stated that she thought it would benefit the citizens more if the water and sewer rates were dropped, instead of lowering the property tax rate by one cent. There will be further discussions on this as the June 13, 2016 Board meeting.

3) Cemetery Expansion –

Mr. Hill stated that the cemetery expansion was going well. He told the Board that some fencing needed to be put up and that he had received a bid from Moye Fence Company. There are several types of fencing and Mr. Hill will bring samples to the next meeting.

4) Pitt-Greene Rental Agreement –

Closing on the Town Hall should take place sometimes this week. Due to the fact that the New Town hall is not finished, they have agreed to rent us the building for \$700 per month.

5) Mutual Aid Agreement –

Mr. Hill presented the North Carolina Statewide Emergency Management Mutual Aid and Assistance Agreement to the Board.

6) Non-Profit Funding Policy

Mr. Hill presented a Policy establishing guidelines for the funding of non-profit organizations. Certain criteria will have to be met by each applicant. The total amount of funding for award to all non-profit organizations shall not exceed \$17,500 per fiscal year, with no more than \$5,000 being awarded to any single non-profit.

Applications for funding will be due to the Town Manager no later than October 1 of each year. The Town will not consider any non-profit funding after that date.

7) Alcohol & Drug Policy

An alcohol and drug policy was presented by the Town Manager for the Board's review.

8) FY 15-16 Audit Contract

Mr. Hill presented a contract from Andrew Harris CPA for the audit of the 2015-2016 fiscal years for a cost of \$7500.00.

7. Report of Boards – NONE

8. Public Comments

Mrs. Sharon Ginn gave an update on the activities going on at the Museum. The Greene County Training School-South Green High School has an exhibit entitled "Black Heroines of Greene County: A Mother's Prayer" that will be on display thru the month of May. The summer exhibit will feature the art work of teachers from Pitt Community College. She encouraged all to visit the museum to see these displays.

9. Action items

1) Consider Authorizing Manager to Execute Possession Agreement with Pitt-Greene

Motion made by Commissioner Washington, seconded by Commissioner Hagans. Carried

2) Consider Authorizing Manager to execute Mutual Aid Agreement

Motion made by Commissioner Hagans, seconded by Commissioner Shackleford.

3) Consider Adoption of Non-Profit Funding Policy

Motion made by Commissioner Wilkes, seconded by Commissioner Washington. Carried

4) Consider Adoption of Alcohol & Drug Policy

Motion made by Commissioner Wilkes, seconded by Commissioner Hagans. Carried.

5) Consider Authorizing the Execution of 15-16 Audit Contract with Andrew Harris

Motion made by Commissioner Hagans, seconded by Commissioner Washington. Carried

6) Consider Approval of Relay for Life Proclamation

Motion made by Commissioner Shackleford, seconded by Commissioner Hagans. Carried

10. Commissioner Comments –

Mayor Liles thanked the Girl Scout Troop for attending the meeting.

11. Adjourn

Motion made by Commissioner Washington, seconded by Commissioner Shackelford to adjourn. Carried.

Respectfully Submitted _____
Cathy Webb, Town Clerk

Approved: _____
Dennis Liles, Mayor

GENERAL FUND

TOWN OF SNOW HILL					
BUDGET - GENERAL FUND					
FOR THE FISCAL YEAR ENDING JUNE 30, 2017					
Account Number	Account Description	Prior Year Budget	Current Year Budget	Proposed FY 16-17	Remarks
Revenues					
10-3010-0000	AD VALOREM TAX CURRENT YEAR	310,000	315,000	315,000	
10-3010-0100	AD V TAX 1ST PRIOR YEAR	3,000	3,000	2,500	
10-3010-0200	AD V TAX 2ND PRIOR YEAR	2,000	2,000	1,500	
10-3010-0300	AD V TAXES 3RD PRIOR YEAR	500	500	500	
10-3010-0400	AD V TAX 4TH PRIOR YEAR & OTHERS	2,000	2,000	1,000	
10-3010-1000	VEHICLE TAX CURRENT YEAR	25,000	30,000	42,000	
10-3010-1100	VEHICLE TAX PRIOR YEARS	3,000	3,000	3,000	
10-3170-0000	TAX PENALTIES/INTEREST	3,000	3,000	2,500	
10-3180-0000	TAX DISCOUNTS				
10-3190-0000	LICENSE TAGS	6,000	6,000	6,000	
10-3280-0000	VIDEO PROGRAMMING	5,000	5,000	5,000	
10-3290-0000	INTEREST INCOME	1,100	1,000	600	
10-3290-0100	HISTORIC COMM INCOME				
10-3291-0000	PEG CHANNEL	31,000	69,000	84,000	State Increase
10-3293-0000	TELECOMMUNICATION TAXES	30,000	26,000	25,000	
10-3300-0000	HILLVIEW STREET FEES	1,600	1,600	1,600	
10-3310-0000	GREENE LAMP RENT	6,600	6,600	6,600	
10-3310-0100	RENT GREENE COUNTY	6,700	6,700	9,600	
10-3310-0200	GREENE LAMPELECTIONS ELECTRIC	6,600	7,500	7,500	
10-3310-0400	COMMUNITY CENTER LEASE	6,000	3,000	3,000	
10-3350-0000	MISCELLANEOUS INCOME	3,000	3,000	3,000	
10-3350-0100	PD FINES	17,000	20,000	45,000	Reflect Actuals
10-3350-0200	SALE OF EQUIPMENT/PROPERTY	12,000			
10-3350-0400	ZONING FEES	700	500	500	
10-3350-0600	GRANT AWARD INCOME				
10-3370-0000	FRANCHISE TAX	50,000	50,000	60,000	
10-3380-0000	PIPED NATURAL GAS	5,000	5,000	6,000	
10-3410-0000	BEER AND WINE TAX	5,000	6,000	7,000	
10-3430-0000	PB ALLOCATION	45,000	45,000	45,000	
10-3440-0000	SOLID WASTE DIST TAX	1,100	1,000	1,000	
10-3450-0000	LOCAL OP SALES TAX 1%	134,000	150,000	200,000	Allocation Increase
10-3470-0000	GREENE CO ABC BOARD	2,000	4,000	3,500	
10-3590-0000	WASTE COLLECTION FEES	100,000	100,000	100,000	
10-3610-0000	SALE OF LOTS	18,000	19,000	20,000	
10-3610-0100	GRAVE OPENINGS	32,000	32,000	35,000	
10-3610-0200	INSTALL GRAVE MARKERS	1,000	1,000	2,000	
10-3600-0000	FUEL TAX	600	400	400	
10-3990-0000	APPROPRIATION FROM FUND BALANCE				
Total Revenues		875,500	927,800	1,045,300	

GENERAL FUND

TOWN OF SNOW HILL					
BUDGET - GENERAL FUND					
FOR THE FISCAL YEAR ENDING JUNE 30, 2017					
Account Number	Account Description	Prior Year Budget	Current Year Budget	Proposed FY 16-17	Remarks
Governing Body:					
10-4110-0121	SALARIES AND WAGES	32,760	32,760	33,600	
10-4110-0180	RETIREMENT				
10-4110-0181	FICA & OTHER EMPLOYMENT TAXES	2,510	2,510	2,570	
10-4110-0190	PROFESSIONAL SERVICES	16,000	16,000	16,000	
10-4110-0260	OFFICE SUPPLIES & MATERIALS	200	200	200	
10-4110-0310	TRAINING	300	300	1,000	
10-4110-0450	INSURANCE & BONDING	2,500	1,600	1,600	
10-4110-0499	MISCELLANEOUS	800	1,000	1,000	
Total Governing Body		55,070	54,370	55,970	
Administration:					
10-4120-0121	SALARIES AND WAGES	32,000	25,700	34,700	
10-4120-0122	SALARIES - OVERTIME				
10-4120-0126	SALARIES - TEMP & PT	1,300	1,300	1,350	
10-4120-0127	"SALARIES - BONUS, LONGEVITY, STIPEND"	700	570	550	
10-4120-0180	RETIREMENT	2,350	1,750	2,550	
10-4120-0181	FICA & OTHER EMPLOYMENT TAXES	2,600	2,110	2,750	
10-4120-0182	HOSP. INSURANCE	1,610	1,400	2,750	
10-4120-0183	LIFE/DENTAL INSURANCE	350	350	350	
10-4120-0184	401K	100	50		
10-4120-0185	UNEMPLOYMENT RESERVE	131			
10-4120-0190	PROFESSIONAL SERVICES	9,000	13,000	17,000	Ordinance Codification 4000
10-4120-0191	TAX COLL FEE - GREENE CO	1,000	1,000	1,000	
10-4120-0192	INTEREST TO DMV	3,000	3,000	3,000	
10-4120-0200	SUPPLIES & MATERIALS	1,300	1,000	1,000	
10-4120-0211	JANITORIAL SUPPLIES/SERVICES	250	300	300	
10-4120-0212	UNIFORMS				
10-4120-0260	OFFICE SUPPLIES & MATERIALS	1,500	1,500	1,500	
10-4120-0310	TRAVEL & TRAINING	1,000	1,000	1,000	
10-4120-0320	TELEPHONE & POSTAGE	6,200	6,200	6,200	
10-4120-0330	UTILITIES	17,000	17,000	17,000	
10-4120-0361	BUILDING REPAIR & MAINTENANCE	3,000	3,000	3,000	
10-4120-0362	EQUIPMENT REPAIR & MAINTENANCE	2,500	2,000	2,000	
10-4120-0364	SOFTWARE/SUPPORT MAINT.	760	800	800	
10-4120-0391	LEGAL ADVERTISING	1,000	500	500	
10-4120-0450	INSURANCE & BONDING	5,100	7,200	6,500	
10-4120-0491	DUES & SUBSCRIPTIONS	3,000	3,000	3,000	
10-4120-0499	MISCELLANEOUS	6,500	3,500	3,500	
10-4120-0500	CAPITAL RESERVE				
Total Administration		103,251	97,230	112,300	
Election:					

GENERAL FUND

TOWN OF SNOW HILL									
BUDGET - GENERAL FUND									
FOR THE FISCAL YEAR ENDING JUNE 30, 2017									
Account Number	Account Description	Prior Year Budget	Current Year Budget	Proposed FY 16-17	Remarks				
10-4170-0399	ELECTION EXPENSE		5,000	0					
Total Election			5,000	0					

GENERAL FUND

TOWN OF SNOW HILL					
BUDGET - GENERAL FUND					
FOR THE FISCAL YEAR ENDING JUNE 30, 2017					
Account Number	Account Description	Prior Year Budget	Current Year Budget	Proposed FY 16-17	Remarks
Public Safety:					
10-4300-0121	SALARIES AND WAGES	148,500	147,000	129,000	
10-4300-0122	SALARIES- OT			22,000	Increase to 24 hour coverage
10-4300-0126	SALARIES- TEMP & PT	19,000	20,000	50,000	
10-4300-0127	BONUS, LONGEVITY, STIPENDS	900	1,300	1,300	
10-4300-0180	RETIREMENT	11,450	10,600	15,050	
10-4300-0181	FICA & OTHER EMPLOYMENT TAXES	12,900	12,900	14,400	
10-4300-0182	INSURANCE	8,500	13,800	16,500	
10-4300-0183	DENTAL / LIFE	2,100	2,100	1,800	
10-4300-0184	401 K	8,100	7,400	7,150	
10-4300-0185	UNEMPLOYMENT RESERVE	1,050			
10-4300-0190	PROFESSIONAL SERVICES				
10-4300-0200	SUPPLIES & MATERIALS	7,500	5,000	5,000	
10-4300-0211	JANITORIAL SUPPLIES				
10-4300-0212	UNIFORMS	3,000	3,000	3,000	
10-4300-0251	MOTOR FUELS	14,000	14,000	14,000	
10-4300-0260	OFFICE SUPPLIES & MATERIALS	500	500	500	
10-4300-0310	TRAVEL & TRAINING				
10-4300-0320	TELEPHONE & POSTAGE	2,500	2,700	2,700	
10-4300-0352	EQUIPMENT REPAIR & MAINTENANCE				
10-4300-0353	VEHICLE REPAIR & MAINTENANCE	4,500	7,000	7,000	
10-4300-0354	SOFTWARE MAINTENANCE	2,760	2,800	2,810	
10-4300-0499	MISCELLANEOUS	500	1,000	1,000	
Total Public Safety		247,760	251,100	293,210	
Streets:					
10-4510-0121	SALARIES AND WAGES	16,200	15,100	15,650	
10-4510-0126	SALARIES - TEMP & PT	3,700	10,000	8,850	
10-4510-0127	"SALARIES - BONUS, LONGEVITY, STIPEND"	450	550	570	
10-4510-0180	RETIREMENT	1,460	1,360	1,500	
10-4510-0181	FICA & OTHER EMPLOYMENT TAXES	1,560	1,950	1,900	
10-4510-0182	HOSP. INSURANCE	1,590	3,710	5,900	
10-4510-0183	LIFE/DENTAL INSURANCE	210	200	200	
10-4510-0184	401K	210		100	
10-4510-0185	UNEMPLOYMENT RESERVE	125			
10-4510-0190	PROFESSIONAL SERVICES	5,000	5,000	9,300	Tree Removal / Mowing
10-4510-0200	SUPPLIES & MATERIALS	1,500	1,500	2,000	
10-4510-0211	JANITORIAL SUPPLIES				
10-4510-0212	UNIFORMS	500	500	500	
10-4510-0251	MOTOR FUELS	4,200	4,200	3,000	
10-4510-0260	OFFICE SUPPLIES & MATERIALS				
10-4510-0310	TRAVEL & TRAINING				
10-4510-0330	UTILITIES	500	500	500	
10-4510-0352	EQUIPMENT REPAIR & MAINTENANCE	40,000	44,000	40,000	
10-4510-0353	VEHICLE REPAIR & MAINTENANCE	1,500	2,000	2,000	
10-4510-0353	VEHICLE REPAIR & MAINTENANCE	2,000	2,000	2,000	

GENERAL FUND

TOWN OF SNOW HILL				
BUDGET - GENERAL FUND				
FOR THE FISCAL YEAR ENDING JUNE 30, 2017				
Account Number	Account Description	Prior Year Budget	Current Year Budget	Proposed FY 16-17
10-4510-0354	SOFTWARE/SUPPORT MAINTENANCE	380	390	500
10-4510-0356	EQUIPMENT LEASE	1,520	1,520	
10-4510-0391	LEGAL ADVERTISING	100	100	100
10-4510-0450	INSURANCE & BONDING	7,850	6,300	6,000
10-4510-0499	MISCELLANEOUS	200	200	200
10-4510-0500	CAPITAL OUTLAY		3,000	
Total Streets		108,085	104,080	100,770

GENERAL FUND

TOWN OF SNOW HILL					
BUDGET - GENERAL FUND					
FOR THE FISCAL YEAR ENDING JUNE 30, 2017					
Account Number	Account Description	Prior Year Budget	Current Year Budget	Proposed FY 16-17	Remarks
Sanitation:					
10-4710-0121	SALARIES AND WAGES	12,000	13,750	14,300	
10-4710-0122	SALARIES - OVERTIME				
10-4710-0126	SALARIES - TEMP & PT	5,300	8,500	8,850	
10-4710-0127	"SALARIES - BONUS, LONGEVITY, STIPEND"	360	530	550	
10-4710-0180	RETIREMENT	1,250	1,160	1,400	
10-4710-0181	FICA & OTHER EMPLOYMENT TAXES	1,330	1,750	1,800	
10-4740-0182	HOSP. INSURANCE	380	5,360	5,200	
10-4710-0183	LIFE/DENTAL INSURANCE	135	130	150	
10-4710-0185	UNEMPLOYMENT RESERVE	110			
10-4710-0190	PROFESSIONAL/CONTRACT SERVICES				
10-4710-0191	WASTE COLLECTION	80,000	90,000	90,000	
10-4710-0200	SUPPLIES & MATERIALS	300	300	3,500	Trash Containers
10-4710-0212	UNIFORMS	250	250	250	
10-4710-0251	MOTOR FUELS	3,100	3,100	3,000	
10-4710-0260	OFFICE SUPPLIES & MATERIALS			100	
10-4710-0300	WASTE COLLECTION/YARD	10,000	5,000	1,000	
10-4710-0310	TRAVEL & TRAINING	200	200	200	
10-4710-0352	EQUIPMENT REPAIR & MAINTENANCE	1,500	1,500	2,000	
10-4710-0354	SOFTWARE/SUPPORT/MAINT	1,130	1,140	1,250	
10-4710-0353	VEHICLE REPAIR & MAINTENANCE	3,000	2,500	2,500	
10-4710-0391	LEGAL ADVERTISING	100	100	100	
10-4710-0450	INSURANCE & BONDING	2,560	2,760	2,400	
10-4710-0499	MISCELLANEOUS	100	100	100	
10-4710-0500	CAPITAL OUTLAY				
Total Sanitation		123,105	138,130	138,650	
Cemetery:					
10-4740-0121	SALARIES AND WAGES	25,500	22,250	25,550	
10-4740-0122	SALARIES - OVERTIME	5,200	5,200	5,200	
10-4740-0126	SALARIES - TEMP & PT	5,300	13,760	14,100	
10-4740-0127	"SALARIES - BONUS, LONGEVITY, STIPEND"	550	590	700	
10-4740-0180	RETIREMENT	2,630	2,450	2,900	
10-4740-0181	FICA & OTHER EMPLOYMENT TAXES	2,800	3,200	3,050	
10-4740-0182	HOSP. INSURANCE	1,610	1,480	1,250	
10-4740-0183	LIFE/DENTAL	300	300	260	
10-4740-0184	401K	200	30	30	
10-4740-0185	UNEMPLOYMENT RESERVE	170			
10-4740-0190	PROFESSIONAL SERVICES	18,000	5,000	5,000	
10-4740-0200	SUPPLIES & MATERIALS	500	1,000	1,200	
10-4740-0211	JANITORIAL SUPPLIES				
10-4740-0212	UNIFORMS	250	250	250	
10-4740-0251	MOTOR FUELS	1,000	2,000	2,000	
10-4740-0260	OFFICE SUPPLIES & MATERIALS				

GENERAL FUND

TOWN OF SNOW HILL						
BUDGET - GENERAL FUND						
FOR THE FISCAL YEAR ENDING JUNE 30, 2017						
Account Number	Account Description	Prior Year Budget	Current Year Budget	Proposed FY 16-17	Remarks	
10-4740-0310	TRAVEL & TRAINING					
10-4740-0330	UTILITIES	400	400	400		
10-4740-0351	BUILDING REPAIR & MAINTENANCE					
10-4740-0352	EQUIPMENT REPAIR & MAINTENANCE	1,000	2,000	2,500		
10-4740-0353	VEHICLE REPAIR & MAINTENANCE	200	200	350		
10-4740-0354	SOFTWARE/MAINTENANCE					
10-4740-0356	EQUIPMENT LEASE			5,000		
10-4740-0450	INSURANCE & BONDING	2,560	3,630	3,000		
10-4740-0499	MISCELLANEOUS	700	200	200		
10-4740-0500	CAPITAL OUTLAY	1,200	5,000			
Total Cemetery		70,070	68,940	72,940		

GENERAL FUND

TOWN OF SNOW HILL					
BUDGET - GENERAL FUND					
FOR THE FISCAL YEAR ENDING JUNE 30, 2017					
Account Number	Account Description	Prior Year Budget	Current Year Budget	Proposed FY 16-17	Remarks
POWELL BILL					
10-4910-0121	SALARIES/WAGES	17,700	14,320	14,900	
10-4910-0126	SALARIES/WAGES/PT	3,900	8,270	5,000	
10-4910-0127	BONUS, LONGEVITY, STIPEND	510	520	450	
10-4910-0180	RETIREMENT EXPENSE	1,570	1,200	1,450	
10-4910-0181	FICAMED EXPENSE	1,750	1,770	1,550	
10-4910-0182	HOSP. INSURANCE	1,480	3,220	900	
10-4910-0183	DENTAL/LIFE INSURANCE	210	210	160	
10-4910-0184	401K	110		60	
10-4910-0185	UNEMPLOYMENT RESERVE	125			
10-4910-0190	PROFESSIONAL SERVICES	2,000	2,000	3,800	Mowing
10-4910-0200	SUPPLIES & MATERIALS	2,000	1,000	1,500	
10-4910-0251	MOTOR FUEL	2,000	2,000	1,000	
10-4910-0352	REPAIRS/MAINTENANCE	5,000	5,000	2,500	
10-4910-0353	VEHICLE REPAIR	1,000	1,000	1,000	
TOTAL POWELL BILL		45,155	40,510	34,270	
Community Development:					
10-4930-0100	NON-PROFIT DONATIONS			17,500	
10-4930-0101	DEVELOPMENT	10,000	10,000	10,000	
10-4930-0105	GC ARTS & HISTORY SOCIETY	5,000	5,000		
10-4930-0109	HISTORIC PRESERVATION COMMITTEE	1,000	1,000	1,000	
10-4930-0111	NEUSE REGIONAL LIBRARY	4,250	4,250		
10-4930-0114	HAZARD MITIGATION PLAN				
10-4930-0115	CONTINGENCY	20,000	10,360	24,740	
10-4930-0116	PLANNING BOARD	2,700	2,700	2,700	
10-4930-0119	MISCELLANEOUS	2,000	2,000	1,000	
10-4930-0120	HOUSING ENFORCEMENT	5,000	5,000	5,000	
10-4930-0192	FIRE PROTECTION CONTRACT	34,000	34,000	34,000	
10-4930-0193	EMS DONATION	2,000	2,000		
10-4930-0200	PEG CHANNEL REIMB	31,000	69,000	84,000	
10-4930-0300	PAVING PARKING LOT				
10-4930-0491	DUES/SUBSCRIPTIONS	6,054		34,120	
10-4930-7400	CAPITAL OUTLAY				
Total Community Development		123,004	145,310	214,060	

GENERAL FUND

TOWN OF SNOW HILL					
BUDGET - GENERAL FUND					
FOR THE FISCAL YEAR ENDING JUNE 30, 2017					
Account Number	Account Description	Prior Year Budget	Current Year Budget	Proposed FY 16-17	Remarks
Debt Service					
10-9100-0000	Loan Repayment		23,130	23,130	
Total General Fund		875,500	927,800	1,045,300	

WATER / SEWER

TOWN OF SNOW HILL					
BUDGET - WATER SEWER FUND					
FOR THE FISCAL YEAR ENDING JUNE 30, 2017					
Account Number	Account Description	Prior Year Budget	Current Year Budget	Proposed FY 16-17	Remarks
Revenues					
60-3710-0491	WATER DEPOSIT INTEREST INCOME				
60-3710-0492	INTEREST ON INVESTMENTS	500	350	500	
60-3710-0510	WATER SALES	380,000	390,000	405,000	
60-3710-0511	SEWER FEE RECEIPTS	493,700	510,000	515,000	
60-3710-0516	RECONNECTION FEES	5,000	6,400	6,000	
60-3710-0517	SHUT OFF FEES	23,000	26,000	26,000	
60-3710-0518	UTILITY SERVICE CHARGE	77,000	80,000	80,000	
60-3710-0520	SERVICE CHARGE - RETURNED CHECKS	6,000	5,000	5,000	
60-3710-0521	WATER TAP ON FEES	2,000	2,000	500	
60-3710-0522	SEWER TAP-ON FEES	2,000	1,000	500	
60-3710-0523	Septic Tank Waste Fees				
60-3710-0800	MISCELLANEOUS INCOME	1,000	1,000	1,000	
60-3710-0802	RURAL CENTER CREANT				
60-3710-0820	SALE OF EQUIPMENT				
60-3710-0850	DISASTER PAYMENT				
60-3710-0851	INSURANCE PROCEEDS				
Total Revenues		990,200	1,021,750	1,039,500	

WATER / SEWER

TOWN OF SNOW HILL					
BUDGET - WATER SEWER FUND					
FOR THE FISCAL YEAR ENDING JUNE 30, 2017					
Account Number	Account Description	Prior Year Budget	Current Year Budget	Proposed FY 16-17	Remarks
Water Department:					
60-7130-0121	SALARIES AND WAGES	101,000	108,100	121,600	
60-7130-0122	SALARIES - OVERTIME				
60-7130-0126	SALARIES - TEMP & PT	20,800	18,800	18,700	
60-7130-0127	"SALARIES - BONUS, LONGEVITY, STIPEND"	2,450	2,230	2,250	
60-7130-0180	RETIREMENT	8,300	8,060	9,500	
60-7130-0181	FICA & OTHER EMPLOYMENT TAXES	9,450	9,880	10,750	
60-7130-0182	HOSPITAL INSURANCE	12,500	12,500	18,000	
60-7130-0183	LIFE/DENTAL INSURANCE	1,275	1,260	1,350	
60-7130-0184	401K	400	230	210	
60-7130-0185	UNEMPLOYMENT RESERVE	720			
60-7130-0190	PROFESSIONAL SERVICES	65,000	67,000	107,000	Lead Abatement- Tank 2
60-7130-0191	DEBT SERVICE	44,000	44,000	44,000	Line Replacement, AMR
60-7130-0192	WATER SAMPLES EXPENSE	4,000	4,000	5,000	
60-7130-0193	ALTERNATIVE SUPPLY	77,000			
60-7130-0200	SUPPLIES & MATERIALS	20,000	20,000	22,000	
60-7130-0212	UNIFORMS	500	1,000	1,000	
60-7130-0251	MOTOR FUELS	11,000	11,000	5,000	
60-7130-0260	OFFICE SUPPLIES & MATERIALS	1,000	1,000	1,000	
60-7130-0310	TRAVEL & TRAINING	4,500	4,500	4,500	
60-7130-0320	TELEPHONE & POSTAGE	8,000	10,000	12,500	
60-7130-0330	UTILITIES	27,000	28,000	31,000	
60-7130-0351	BUILDING REPAIR & MAINTENANCE	1,000	5,000	1,000	
60-7130-0352	EQUIPMENT REPAIR & MAINTENANCE	15,000	18,000	18,000	
60-7130-0353	VEHICLE REPAIR & MAINTENANCE	5,500	5,500	3,500	
60-7130-0356	EQUIPMENT LEASE	1,520	1,520		
60-7130-0654	SOFTWARE/SUPPORT	2,640	3,000	3,000	
60-7130-0391	LEGAL ADVERTISING	2,500	1,000	100	
60-7130-0450	INSURANCE & BONDING	13,800	19,660	15,000	
60-7130-0491	DUES & SUBSCRIPTIONS	2,500	2,500	1,000	
60-7130-0499	MISCELLANEOUS	4,000	4,000	4,000	
60-7130-0500	CAPITAL RESERVE	3,000	26,970	14,470	
60-7130-0501	CONTINGENCY	20,000	25,000	20,000	
60-7130-0502	DEPRECIATION				
60-7130-0503	RURAL CENTER GRANT				
Total Water Department		490,355	463,710	495,430	

WATER / SEWER

TOWN OF SNOW HILL					
BUDGET - WATER SEWER FUND					
FOR THE FISCAL YEAR ENDING JUNE 30, 2017					
Account Number	Account Description	Prior Year Budget	Current Year Budget	Proposed FY 16-17	Remarks
Sewer Department:					
60-7140-0121	SALARIES AND WAGES	108,300	116,200	135,300	
60-7140-0122	SALARIES - OVERTIME				
60-7140-0126	SALARIES - TEMP & PT	24,000	18,800	15,400	
60-7140-0127	"SALARIES - BONUS, LONGEVITY, STIPEND"	2,670	2,410	2,500	
60-7140-0180	RETIREMENT	9,100	8,580	10,500	
60-7140-0181	FICA & OTHER EMPLOYMENT TAXES	10,300	10,500	11,550	
60-7140-0182	HOSPITAL INSURANCE	13,200	13,300	14,900	
60-7140-0183	LIFE/DENTAL INSURANCE	1,370	1,350	1,500	
60-7140-0184	401K	600	160	520	
60-7140-0185	UNEMPLOYMENT RESERVE	780			
60-7140-0190	PROFESSIONAL SERVICES	20,000	20,000	20,000	
60-7140-0192	SEWER TESTING SERVICE	10,000	10,000	10,000	
60-7140-0194	SLUDGE DISPOSAL	15,000	15,000	15,000	
60-7140-0195	PERMIT FEES	1,800	1,800	1,800	
60-7140-0200	SUPPLIES & MATERIALS	15,000	16,000	16,000	
60-7140-0211	JANITORIAL SUPPLIES				
60-7140-0212	UNIFORMS	500	1,000	1,000	
60-7140-0251	MOTOR FUELS	7,500	7,500	4,000	
60-7140-0260	OFFICE SUPPLIES & MATERIALS	600	600	1,000	
60-7140-0310	TRAVEL & TRAINING	4,500	4,500	4,500	
60-7140-0320	TELEPHONE & POSTAGE	8,000	8,000	9,000	
60-7140-0330	UTILITIES	45,000	45,000	45,000	
60-7140-0351	BUILDING REPAIR & MAINTENANCE	1,000	1,000	1,000	
60-7140-0352	EQUIPMENT REPAIR & MAINTENANCE	40,000	50,000	50,000	
60-7140-0353	VEHICLE REPAIR & MAINTENANCE	4,500	4,500	4,500	
60-7140-0354	SOFTWARE/MAINT/SUPPORT	2,640	3,000	3,000	
60-7140-0356	EQUIPMENT LEASE	1,520	1,520		
60-7140-0391	LEGAL ADVERTISING	100	200	200	
60-7140-0450	INSURANCE & BONDING	21,200	26,620	21,000	
60-7140-0491	DUES & SUBSCRIPTIONS	1,000	1,000	500	
60-7140-0499	MISCELLANEOUS	4,500	4,500	4,500	
60-7140-0500	CAPITAL RESERVE	3,495	40,000	19,900	
60-7140-0501	DEBT SERVICE	101,670	100,000	100,000	WWTP / VAC Truck
60-7140-0502	CONTINGENCY	20,000	25,000	20,000	
Total Sewer Department		499,845	558,040	544,070	
Total Water Sewer Fund		990,200	1,021,750	1,039,500	

FY 2015-2016

**Town of Snow Hill
Budget Message**

We are pleased to present a balanced proposed budget for fiscal year 2016-2017 with the tax rate remaining at 35 cents per \$100 valuation and no allocation from fund balance. Town staff continues to look for ways to provide the highest level of service at the lowest possible cost.

Administration realizes that our employees are the lifeblood of the organization and the “face” of Snow Hill to our citizens. We have allocated funds to grant a 2.5% cost of living adjustment for all employees for the first time in the past three years. Snow Hill has a dedicated and well trained staff that must handle many assorted duties on a daily basis. We commend them for the job they do and the service they deliver. Salary and benefit line items have been adjusted in all departments to accurately reflect the distribution of time.

In the area of Public Safety, \$293,210 has been allocated to the Police Department. This increase will allow our department to have an officer on duty twenty four hours per day as well as staff two officers during the times of peak need. Our citizens appreciate and deserve the peace of mind that comes with a modern, well staffed, and properly trained municipal law enforcement agency.

Our fire protection contract will remain at \$34,000 with Snow Hill Rural Fire Department.

We have made large strides in ridding the community of dangerous, unsightly properties, but we recognize that there are still issues; therefore, we have allocated \$5,000 to housing enforcement.

We have again allocated \$10,000 to development to begin expanded facilities for recreational activities and banner replacements.

There has been a significant increase in the PEG allocation, which is passed from the State through the Town to our local cable television provider. This amount is forecasted to be \$84,000, but will be adjusted during the year to reflect actual receipts.

General Fund contingency is allocated at \$24,740 to cover unexpected events.

We have also proposed no increase in utility rates or fees.

The two major projects, water main replacements and metering upgrades have been completed as a result of loan/grant packages. Expenditures reflect \$44,000 for debt service associated with those projects.

Professional Services have been increased in the Water Department by \$40,000 to allow for lead paint abatement and re-coating of the main water tank on Kingold Blvd.

The combined allocation for contingency is \$40,000 and \$34,370 for capital reserve in the Enterprise Funds to begin to replace aging equipment such as pumps and motors.

The total projected revenues and expenditures are \$1,045,300 in General Fund and \$1,039,500 in the Enterprise Funds.

Expenditures by Department

Governing Body	\$55,970
Administration	\$112,300
Public Safety	\$293,210
Street	\$100,770
Sanitation	\$138,650
Cemetery	\$72,940
Powell Bill	\$34,270
GF Debt Service	\$23,130
Community Development	\$214,060
Water	\$495,430
Sewer	\$544,070

Staff remains committed to meeting the needs of our citizens while remaining fiscally responsible and efficient as we work toward a promising future for Snow Hill.

Respectfully Submitted:

Dana Hill
Town Administrator

Cathy Webb
Town Clerk, Finance Officer

Town of Snow Hill
Fee & Rate Schedule
Effective 1 July 2016

Property Tax Rate \$.35

Water Rates

Inside Corporate Limits \$5 per thousand gallons
\$2 availability fee

Outside Corporate Limits \$5 per thousand gallons
\$10 availability fee

Utility Surcharge \$6 per meter

Sewer Rates \$9.50 per thousand gallons

Tap Fees * Additional fees apply for depths greater than 4 feet
* Customer shall pay cost of pavement associated with tap
* Larger services- cost plus

Water

Inside Corporate Limits

¾"	\$800
1"	\$1000
2"	\$2400

Outside Corporate Limits

¾"	\$1000
1"	\$1200
2"	\$2600

"Split Tap" (Irrigation) ¾" \$500

Sewer

Inside Corporate Limits

4" Single Family	\$600
4" Multi Family or Commercial Suite	\$600 per unit

Outside Corporate Limits

4" Single Family	\$900
4" Multi Family or Commercial Suite	\$1200 per unit

Sewer System Impact Fee
Commercial New Service

\$600 per 100 gallons per day of anticipated flow

- Anticipated flow to be determined by Snow Hill through comparison of existing business types

Residential New Service

\$600

Solid Waste Collection \$10.50 per container

Special Waste Collection \$65 per load

Cemetery

Snow Hill Residents

Lot Purchase	\$ 400
Opening / Closing	\$ 400
Crypt Purchase	\$3000
Crypt Opening / Closing	\$300
Cremation Opening Closing	\$75
Infant Opening / Closing	No Charge

General

Lot Purchase	\$ 900
Opening / Closing	\$ 650
Crypt Purchase	\$3000
Crypt Opening / Closing	\$600
Cremation Opening / Closing	\$150
Infant Opening / Closing	\$75

Monument Inspection \$40

Ownership Transfer \$400

Lot Exchange \$50

- Fees for Snow Hill Residents include tax paying, non-resident property owners, without an outstanding tax balance. Must provide two different forms of identification for verification.
- Lots, with the exception of those designated by the Cemetery Superintendent, must be purchased in sets of two.
- VA, Infant, and In-Kind Replacement markers are exempt from Inspection Fees

Other Fees

Driveway Construction or Alteration Inspection	\$25
Lock Tampering Fee	\$50
Meter Replacement Fee	\$150
Service Charge	\$25
Water Deposit ¾"	\$50
1"	\$55
2"	\$90
Garbage Cart Deposit	\$55 per customer
Utility Late Fee	\$25
Reconnect Fee	\$25
Return Check Fee	\$25
Duplicate Utility Bill	\$0.10
Copies	\$0.10
Meeting Packet Fee	charge per copy
Use of Public Place Deposit (general)	\$25
Notary Fees	
Snow Hill Residents	\$2
General	\$5
Fax	\$1.50 per page
Dirt (when available)	\$3 / cubic yard
Dirt Hauling (in town)	\$15

Outside Equipment & Labor (hourly)

Pickup Truck	\$20
Lawn Mower	\$20
Air Compressor	\$20
Sewer Jet	\$55
Tractor / Bush Hog	\$55
Dump Truck	\$60
Bucket Truck	\$60
Backhoe	\$75
Street Sweeper	\$75
Labor	Current plus 15%
Materials	Cost plus 15%

Planning & Zoning

Rezoning Request	\$500
Variance Request	\$500
Special Use Request	\$500
Peddler's Permit <i>*valid for one year</i>	\$50
Group Project	\$250
Site Review- Commercial	\$250
Site Review- Residential	\$125
Zoning Permit <i>Outside Historic District</i>	\$50
<i>Inside Historic District</i>	\$25

Subdivision

Preliminary Review	\$250 plus \$20 per acre
Final Review	\$100
Minor (2 lots or less)	\$50

* Developer shall pay all Engineering / Surveying review services

Appeals	\$200
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Street Closing	\$400 plus survey costs
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BUDGET ORDINANCE

BE IT ORDAINED by the Board of Commissioners of the Town of Snow Hill, North Carolina:

Section 1. The following amounts are hereby appropriated in the General Fund for the operation of Town Government and its activities for the fiscal year beginning July 1, 2016, and ending June 30, 2017 in accordance with the Chart of Accounts heretofore Established for this Town:

General Fund Departments	Appropriation
Governing Body	55,970
Administration	112,300
Public Safety	293,210
Streets	123,900
Powell Bill	34,270
Sanitation	138,650
Cemetery	72,940
Community Development	189,320
Contingency	24,740
Total General Fund Appropriations	1,045,300

Section 2. It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2016 and ending June 30, 2017

General Fund Revenues	Appropriation
Current year's real property taxes	315,000
Prior year's real property taxes	5,500
Motor Vehicle Taxes	45,000
Penalties and Interest	2,500
Powell Bill Funds	51,000
Franchise taxes	60,000
Peg Channel	84,000
Piped Natural Gas	6,000
Telecommunication Taxes	25,000
Waste Collection Fees	100,000
Video Programming	5,000
Solid Waste Tax	1,000
Local Option Sales Tax	200,000
Other Revenues	144,700
Interest on Investments	600
Total General Fund Revenues	1,045,300

Section 3. The following amounts are hereby appropriated in the Water/ Sewer Fund for the operation of Sewer Utilities for the fiscal year beginning July 1, 2016 and ending June 30, 2017 in accordance with the Chart of Accounts heretofore approved by the Town:

Water/Sewer Revenues	Appropriation
Water Sales	405,000
Sewer Sales	515,000
Other Revenue	119,500
Total Water/Sewer Fund Revenues	1,039,500

Water/Sewer Expenditures	Appropriation
Water Department	475,430
Sewer Department	424,070
Debt Service	100,000
Contingency	40,000
Total Water/Sewer Expenditures	1,039,500

Section 4. There is hereby a tax at the rate of thirty five (.35) cents per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2016 for the purpose of raising the revenues listed as "Current Year's Property Taxes" in the General Fund in Section 2 of this ordinance. Vehicle Tax Revenue is listed as a separate line item. This rate is based on an estimated total valuation of property for the purpose of taxation.

Section 5. In the General Fund waste collection fees will remain the same.

Section 6. Water charge will be \$5.00 per 1,000 gallons for inside and outside Customers. Availability Fees for inside are \$2.00 and for outside \$10.00. The service Charge for water is \$6.00 per customer.

Section 7. Sewer charges are \$9.50 for Residential, Commercial, and Industrial per 1000 gallons of sewer.

Section 8. The Finance Officer is hereby authorized to transfer appropriations within a fund as contained herein under the following conditions:

a. May transfer amounts between objects of expenditure within a department without limitation and without a report being required.

b. May transfer amounts up to \$1000 between departments of the same fund with an

official report on such transfers at the next regular meeting of the Board of Commissioners.

c. May not transfer any amounts between funds nor from any contingency appropriation within any funds without the provision of a Board approved Budget amendment.

Section 18. The total budget for the fiscal year beginning July 1, 2016 and ending June 30, 2017 is \$2,084,800.

Section 19. Copy of this Budget Ordinance shall be furnished to the Finance Officer of this town to be kept on file by her for her discretion in the disbursement of funds.

Motion made by _____, seconded by Commissioner _____
And carried _____ to adopt this FY 2016-2017 Budget Ordinance.
Adopted this _____ day of June 2016.

ATTEST:

Dennis Liles, Mayor

Cathy Webb, Town Clerk-Finance Officer

SNOW HILL POLICE DEPARTMENT

MAY 2016

MONTHLY CRIME SUMMARY

1) Larceny -	3
2) Assaults-	0
3) Breaking/Entering	
a. Residential	1
b. Commercial	0
c. Motor Vehicle	0
d. Storage Buildings	0
4) Robbery-	0
5) Sex Offenses-	0
6) Homicide-	0
7) Fraud-	1
8) Damage to Property(Vandalism)	1