

AGENDA
Snow Hill Board of Commissioners
Monday, 10 April 2017; 5:45 pm
G. Melvin Oliver Town Hall
908 SE Second Street

- | | |
|--|-----------------------------------|
| 1. Call to Order | |
| 2. Roll Call | |
| 3. Consider Agenda Approval | |
| 4. Consider Minutes Approval | <i>13 March 2017</i> |
| 5. Program / Presentations: MLK Widening | <i>Mr. Jeffrey Cabanis, NCDOT</i> |
| 6. Report of Officers: | |
| a. Mayor | |
| b. Town Manager / PW Director | |
| 1. FYE 2018 Draft Budget | <i>Discussion</i> |
| 2. Building Improvements Grant | <i>Discussion</i> |
| c. Revenue Collector | |
| 1. 2016 Tax Collection | <i>Action Request</i> |
| 7. Public Comments | |
| 8. Action Items | |
| 1. Consider Authorizing the Revenue Collector to Enforce Any Collection | |
| Remedy Provided in NCGS to Collect Delinquent 2016 and Prior Taxes | |
| 9. Commissioner Comments | |
| 10. 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 4-3-17

MINUTES
Snow Hill Board of Commissioners
Monday, 13 March 2017; 5:45 pm
G. Melvin Oliver Town Hall
908 SE Second Street

1. Call to Order

Invocation / Pledge of Allegiance

The meeting was called to order by Mayor Pro-Tem Washington, as Mayor Liles was due to be late arriving.

2. Roll Call

All Commissioners were present. Mayor Liles arrived at 5:50 pm. Staff present: Dana Hill, Town Manager, Laquita Davis, Acting Clerk, and Brian Pridgen, Attorney

3. Consider Agenda Approval

Motion to approve as presented by Commissioner Hagans, Second by Commissioner Wilkes, Carried

9 January 2017

4. Consider Minutes Approval

13 February 2017

Motion to approve both as presented by Commissioner Wilkes, Second by Commissioner Shackelford, Carried

5. Program / Presentations: NONE

6. Report of Officers:

a. Mayor

b. Town Manager / PW Director

1. Hurricane Recovery Report

Information

Hill reported that \$55108.29 has been approved in reimbursements for storm related expenditures, and partial payment has been received with the remainder expected in the next few weeks. The only outstanding repairs now are the bridge light, which has been ordered and the MLK Pump Station. Hill is working with Green Engineering, the Army Corp of Engineers, and FEMA to complete.

2. FYE 2018 Budget Calendar

Information

A tentative calendar was presented. Commissioners were asked to submit any special requests prior to April 1

3. Building Re-Use Grant Resolution

Action Request

Hill presented a resolution for consideration accepting the grant on behalf of Home Elevator and Lift Products, (a copy to be made part of these minutes)

4. Property Acquisition for Park

Action Request

Hill informed the Board that an agreement has been made with the Harvey Company to purchase the Snow Hill Supply property for \$25,000 and a tax donation statement. Commissioner Taylor asked for clarification that no restrictions would be placed on the property by the seller. Hill confirmed that there would be none. Commissioner Taylor asked Mr. Pridgen if there were any concerns about soil contamination, and Mr. Pridgen replied that there were no concerns.

7. Public Comments

Mr. David Jones briefed that Board on activities at the Community Garden located on Welch Street and thanked the Board and staff for their continued support of the project. Tuesdays from 1-4pm have been established as the time that a representative would be on site at the garden.

8. Action Items

1. Consider Adoption of Building Re-Use Resolution

Motion to approve by Commissioner Shackleford, Second by Commissioner Taylor, Carried

**2. Consider Authorizing the Purchase of 2.18 Acres Located at 311 & 313
SE Second Street for the Purpose of a Splash Pad, Dog Park, and Walking
Trail in the Amount of \$25,000**

Motion to approve by Commissioner Shackleford, Second by Commissioner Wilkes, Carried

9. Commissioner Comments

Mayor Liles expressed his pride in the Greene Central Basketball Team for their accomplishments in the State Tournament, and his thanks to David Jones and the service provided at the Community Garden.

10. Adjourn

Motion to adjourn by Commissioner Wilkes, Second by Commissioner Shackleford, Carried.

Approved: _____
Dennis K. Liles, Mayor

Respectfully Submitted: _____
Dana Hill

Dana Hill

From: Cabaniss, Jeffrey D <jcabaniss@ncdot.gov>
Sent: Thursday, February 23, 2017 9:16 AM
To: hilld@snowhillnc.com
Subject: Council meeting
Attachments: image003.png

Good Morning Mr. Hill,

The Department would like to present an upcoming project to the Board of Commissioners. The project, R-5812 US 13 Bypass, would widen the road to three lanes from NC 58 Kingold Blvd to NC 91. Mr. Bill Kincannon, Project Development Engineer, and I would like to give a short (5-7 slide) power point about the project and then answer any questions. If possible, we would like to attend the April 10th meeting? Thank you for your consideration and please feel free to contact me with any questions you may have.

Have a great day!

Jeff Cabaniss, PE
Division Planning Engineer
Highway Division 2
Department of Transportation

252 439 2836 office
000 000 0000 mobile
jcabaniss@ncdot.gov

P.O. Box 1587
105 Pactolus Hwy
Greenville, NC 27835



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MEMORANDUM

4 April 2017

To: Mayor Liles
SH Commissioners

From: Dana Hill

Re: FYE 2018 Draft Budget

Please review the proposed FY 2017-2018 Budget and let me know about any changes you would like to see made.

A few highlights:

- Revenues have been adjusted to reflect actual collections, or in the case of items such as Local Option Sales Tax, based on projections provided by NCLM
- I have budgeted for a step increase as a Cost of Living Adjustment for all employees below administration. We have a dedicated and experienced staff, and retention is extremely important.
- Public Safety expenditures have increased as staff changes and coverage hours have taken place, but I feel that law enforcement is something that our citizens deserve, and the enhanced level at which we provide it has come to be expected. We now provide 24/7 patrol coverage and are able to staff two officers during times of historic peak demand.
- Insurance costs in every department have been estimated. Renewal packages will begin to arrive late April / early May and numbers will be adjusted accordingly.
- A \$5000 allocation has been made for the coming municipal election.

GENERAL FUND

TOWN OF SNOW HILL					
BUDGET - GENERAL FUND					
FOR THE FISCAL YEAR ENDING JUNE 30, 2018					
Account Number	Account Description	Prior Year Budget	Current Year Budget	Proposed FY 17-18	Remarks
Revenues					
100-004-03010-30100	AD VALOREM TAX CURRENT YEAR	315,000	315,000	315,000	
100-004-03010-30200	AD V TAX 1ST PRIOR YEAR	3,000	2,500	2,000	
100-004-03010-30300	AD V TAX 2ND PRIOR YEAR	2,000	1,500	500	
100-004-03010-30400	AD V TAXES 3RD PRIOR YEAR	500	500	250	
100-004-03010-30500	AD V TAX 4TH PRIOR YEAR & OTHERS	2,000	1,000	1,000	
100-004-03010-30111	VEHICLE TAX CURRENT YEAR	30,000	42,000	42,000	
100-004-03010-30119	VEHICLE TAX PRIOR YEARS	3,000	3,000	3,000	
100-004-03100-31710	TAX PENALTIES/INTEREST	3,000	2,500	2,500	
100-004-03100-31900	TAX DISCOUNTS				
100-004-03280-32800	LICENSE TAGS	6,000	6,000	6,000	
100-004-03290-32900	VIDEO PROGRAMMING	5,000	5,000	5,000	
100-004-03300-35000	INTEREST INCOME	1,000	600	600	
10-3290-0100	HISTORIC COMM INCOME				
100-004-03293-32930	PEG CHANNEL	69,000	84,000	84,000	
100-004-03294-32940	TELECOMMUNICATION TAXES	26,000	25,000	25,000	
100-004-03310-33100	HILLVIEW STREET I FEES	1,600	1,600	1,600	
100-004-3310-33101	GREENE LAMP RENT	6,600	6,600	6,600	
100-004-03310-33102	RENT GREENE COUNTY	6,700	9,600	9,600	
100-004-03310-33103	GREENE LAMP/ELECTIONS ELECTRIC	7,500	7,500	7,500	
100-004-03310-33104	COMMUNITY CENTER LEASE	3,000	3,000	3,000	
100-004-03350-33350	MISCELLANEOUS INCOME	3,000	3,000	3,000	
100-004-03350-33501	PD FINES	20,000	45,000	47,000	
100-004-03350-33502	SALE OF EQUIPMENT/PROPERTY				
100-004-03350-33504	ZONING FEES	500	500	500	
10-3350-0600	GRANT AWARD INCOME				
100-004-03370-33700	FRANCHISE TAX	50,000	60,000	60,000	
100-004-03380-33800	PIPED NATURAL GAS	5,000	6,000	2,500	
100-004-03410-34100	BEER AND WINE TAX	6,000	7,000	7,000	
100-004-03430-34300	PB ALLOCATION	45,000	45,000	45,000	
100-004-03440-34400	SOLID WASTE DIST TAX	1,000	1,000	1,000	
100-004-03450-34500	LOCAL OP SALES TAX 1%	150,000	200,000	225,000	
100-004-03470-34700	GREENE CO ABC BOARD	4,000	3,500	1,000	
100-004-03590-35900	WASTE COLLECTION FEES	100,000	100,000	100,000	
100-004-03610-36100	SALE OF LOTS	19,000	20,000	20,000	
100-004-03610-36101	GRAVE OPENINGS	32,000	35,000	35,000	
100-004-03610-36102	INSTALL GRAVE MARKERS	1,000	2,000	1,500	
100-004-03600-36000	FUEL TAX	400	400	700	
100-004-03990-39900	APPROPRIATION FROM FUND BALANCE				
Total Revenues		927,800	1,045,300	1,064,350	

GENERAL FUND

TOWN OF SNOW HILL								
BUDGET - GENERAL FUND								
FOR THE FISCAL YEAR ENDING JUNE 30, 2018								
Account Number	Account Description	Prior Year Budget	Current Year Budget	Proposed FY 17-18	Remarks			
Governing Body:								
100-005-04110-05121	SALARIES AND WAGES	32,760	33,600	34,440				
100-005-04110-05180	RETIREMENT							
100-005-04110-05181	FICA & OTHER EMPLOYMENT TAXES	2,510	2,570	2,650				
100-005-04110-05190	PROFESSIONAL SERVICES	16,000	16,000	16,000				
100-005-04110-05260	OFFICE SUPPLIES & MATERIALS	200	200	200				
100-005-04110-05310	TRAINING	300	1,000	1,000				
100-005-04110-05450	INSURANCE & BONDING	1,600	1,600	1,600				
100-005-04110-05499	MISCELLANEOUS	1,000	1,000	1,000				
Total Governing Body		54,370	55,970	56,390				
Administration:								
100-005-04120-05121	SALARIES AND WAGES	25,700	34,700	26,400				
100-005-04120-05122	SALARIES - OVERTIME							
100-005-04120-05126	SALARIES - TEMP & PT	1,300	1,350	7,850				
100-005-04120-05127	"SALARIES - BONUS, LONGEVITY, STIPEND"	570	550	550				
100-005-04120-05180	RETIREMENT	1,750	2,550	1,950				
100-005-04120-05181	FICA & OTHER EMPLOYMENT TAXES	2,110	2,750	3,100				
100-005-04120-05182	HOSP. INSURANCE	1,400	2,750	3,160				
100-005-04120-05183	LIFE/DENTAL INSURANCE	350	350	350				
100-005-04120-05184	401K	50		90				
100-005-04120-05185	UNEMPLOYMENT RESERVE							
100-005-04120-05190	PROFESSIONAL SERVICES	13,000	17,000	17,000				
100-005-04120-05191	TAX COLL FEE - GREENE CO	1,000	1,000	1,000				
100-005-04120-05198	INTEREST TO DMV	3,000	3,000	3,000				
100-005-04120-05200	SUPPLIES & MATERIALS	1,000	1,000	1,500				
100-005-04120-05211	JANITORIAL SUPPLIES/SERVICES	300	300	300				
100-005-04120-05212	UNIFORMS							
100-005-04120-05260	OFFICE SUPPLIES & MATERIALS	1,500	1,500	2,000				
100-005-04120-05310	TRAVEL & TRAINING	1,000	1,000	1,000				
100-005-04120-05320	TELEPHONE & POSTAGE	6,200	6,200	9,000				
100-005-04120-05330	UTILITIES	17,000	17,000	17,000				
100-005-04120-05351	BUILDING REPAIR & MAINTENANCE	3,000	3,000	3,000				
100-005-04120-05352	EQUIPMENT REPAIR & MAINTENANCE	2,000	2,000	2,000				
100-005-04120-05354	SOFTWARE/SUPPORT MAINT.	800	800	800				
100-005-04120-05391	LEGAL ADVERTISING	500	500	500				
100-005-04120-05450	INSURANCE & BONDING	7,200	6,500	7,000				
100-005-04120-05491	DUES & SUBSCRIPTIONS	3,000	3,000	3,000				
100-005-04120-05499	MISCELLANEOUS	3,500	3,500	4,000				
100-005-04120-05500	CAPITAL RESERVE							
Total Administration		97,230	112,300	115,550				
Election:								

GENERAL FUND

TOWN OF SNOW HILL									
BUDGET - GENERAL FUND									
FOR THE FISCAL YEAR ENDING JUNE 30, 2018									
Account Number	Account Description	Prior Year Budget	Current Year Budget	Proposed FY 17-18	Remarks				
100-005-04170-05399	ELECTION EXPENSE	5,000		5,000					
Total Election		5,000		5,000					

GENERAL FUND

TOWN OF SNOW HILL					
BUDGET - GENERAL FUND					
FOR THE FISCAL YEAR ENDING JUNE 30, 2018					
Account Number	Account Description	Prior Year Budget	Current Year Budget	Proposed FY 17-18	Remarks
Public Safety:					
100-005-04300-05121	SALARIES AND WAGES	147,000	129,000	185,000	
100-005-04300-05122	SALARIES- OT		22,000	2,500	
100-005-04300-05126	SALARIES- TEMP & PT	20,000	50,000	35,100	
100-005-04300-05127	BONUS, LONGEVITY, STIPENDS	1,300	1,300	2,150	
100-005-04300-05128	SEPARATION ALLOWANCE			2,200	
100-005-04300-05180	RETIREMENT	10,600	15,050	14,800	
100-005-04300-05181	FICA & OTHER EMPLOYMENT TAXES	12,900	14,400	16,850	
100-005-04300-05182	INSURANCE	13,800	16,500	18,950	
100-005-04300-05183	DENTAL / LIFE	2,100	1,800	1,800	
100-005-04300-05184	401 K	7,400	7,150	8,000	
100-005-04300-05185	UNEMPLOYMENT RESERVE				
100-005-04300-05190	PROFESSIONAL SERVICES				
100-005-04300-05200	SUPPLIES & MATERIALS	5,000	5,000	5,000	
100-005-04300-05211	JANITORIAL SUPPLIES				
100-005-04300-05212	UNIFORMS	3,000	3,000	3,000	
100-005-04300-05251	MOTOR FUELS	14,000	14,000	14,000	
100-005-04300-05260	OFFICE SUPPLIES & MATERIALS	500	500	500	
100-005-04300-05310	TRAVEL & TRAINING				
100-005-04300-05320	TELEPHONE & POSTAGE	2,700	2,700	2,700	
100-005-04300-05352	EQUIPMENT REPAIR & MAINTENANCE				
100-005-04300-05353	VEHICLE REPAIR & MAINTENANCE	7,000	7,000	10,000	
100-005-04300-05354	SOFTWARE MAINTENANCE	2,800	2,810	2,810	
100-005-04300-05499	MISCELLANEOUS	1,000	1,000	1,000	
Total Public Safety		251,100	293,210	326,360	
Streets:					
100-005-04510-05121	SALARIES AND WAGES	15,100	15,650	17,050	
100-005-04510-05126	SALARIES - TEMP & PT	10,000	8,850	9,050	
100-005-04510-05127	"SALARIES - BONUS, LONGEVITY, STIPEND"	550	570	650	
100-005-04510-05180	RETIREMENT	1,360	1,500	1,600	
100-005-04510-05181	FICA & OTHER EMPLOYMENT TAXES	1,950	1,900	2,000	
100-005-04510-05182	HOSP. INSURANCE	3,710	5,900	6,800	
100-005-04510-05183	LIFE/DENTAL INSURANCE	200	200	200	
100-005-04510-05184	401K		100	160	
100-005-04510-05185	UNEMPLOYMENT RESERVE				
100-005-04510-05190	PROFESSIONAL SERVICES	5,000	9,300	10,500	
100-005-04510-05200	SUPPLIES & MATERIALS	1,500	2,000	2,000	
100-005-04510-05211	JANITORIAL SUPPLIES				
100-005-04510-05212	UNIFORMS	500	500	500	
100-005-04510-05251	MOTOR FUELS	4,200	3,000	3,000	
100-005-04510-05260	OFFICE SUPPLIES & MATERIALS				
100-005-04510-05310	TRAVEL & TRAINING	500	500	500	
100-005-04510-05330	UTILITIES	44,000	40,000	40,000	
100-005-04510-05352	EQUIPMENT REPAIR & MAINTENANCE	2,000	2,000	2,500	

GENERAL FUND

TOWN OF SNOW HILL						
BUDGET - GENERAL FUND						
FOR THE FISCAL YEAR ENDING JUNE 30, 2018						
Account Number	Account Description	Prior Year Budget	Current Year Budget	Proposed FY 17-18	Remarks	
100-005-04510-05363	VEHICLE REPAIR & MAINTENANCE	2,000	2,000	3,000		
100-005-04510-05364	SOFTWARE/SUPPORT MAINTENANCE	390	500			
100-005-04510-05366	EQUIPMENT LEASE	1,520				
100-005-04510-05391	LEGAL ADVERTISING	100	100	100		
100-005-04510-05450	INSURANCE & BONDING	6,300	6,000	6,000		
100-005-04510-05499	MISCELLANEOUS	200	200	300		
100-005-04510-05500	CAPITAL OUTLAY	3,000				
Total Streets		104,080	100,770	105,910		

GENERAL FUND

TOWN OF SNOW HILL							
BUDGET - GENERAL FUND							
FOR THE FISCAL YEAR ENDING JUNE 30, 2018							
Account Number	Account Description	Prior Year Budget	Current Year Budget	Proposed FY 17-18	Remarks		
Sanitation:							
100-005-04710-05121	SALARIES AND WAGES	13,750	14,300	16,200			
100-005-04710-05122	SALARIES - OVERTIME		8,850	9,050			
100-005-04710-05126	SALARIES - TEMP & PT	8,500	550	650			
100-005-04710-05127	"SALARIES - BONUS, LONGEVITY, STIPEND"	530	1,400	1,550			
100-005-04710-05180	RETIREMENT	1,160	1,800	1,950			
100-005-04710-05181	FICA & OTHER EMPLOYMENT TAXES	1,750	5,200	6,000			
100-005-04710-05182	HOSP. INSURANCE	5,360	150	150			
100-005-04710-05183	LIFE/DENTAL INSURANCE	130					
100-005-04710-05185	UNEMPLOYMENT RESERVE						
100-005-04710-05185	PROFESSIONAL/CONTRACT SERVICES						
100-005-04710-15195	WASTE COLLECTION	90,000	90,000	90,000			
100-005-04710-05200	SUPPLIES & MATERIALS	300	3,500	3,500			
100-005-04710-05200	UNIFORMS	250	250	250			
100-005-04710-05212	MOTOR FUELS	3,100	3,000	2,000			
100-005-04710-05251	OFFICE SUPPLIES & MATERIALS	5,000	1,000	1,000			
100-005-04710-05260	WASTE COLLECTION/YARD	200	200	200			
100-005-04710-05300	TRAVEL & TRAINING	1,500	2,000	2,000			
100-005-04710-05310	EQUIPMENT REPAIR & MAINTENANCE	1,140	1,250	1,250			
100-005-04710-05352	SOFTWARE/SUPPORT/MAINT	2,500	2,500	2,500			
100-005-04710-05354	VEHICLE REPAIR & MAINTENANCE	100	100	100			
100-005-04710-05353	LEGAL ADVERTISING	2,760	2,400	2,400			
100-005-04710-05391	INSURANCE & BONDING	100	100	200			
100-005-04710-05450	MISCELLANEOUS						
100-005-04710-05499	CAPITAL OUTLAY						
100-005-04710-05500							
Total Sanitation		138,130	138,650	141,050			
Cemetery:							
100-005-04740-05121	SALARIES AND WAGES	22,250	25,550	22,100			
100-005-04740-05122	SALARIES - OVERTIME	5,200	5,200	5,200			
100-005-04740-05126	SALARIES - TEMP & PT	13,760	14,100	16,910			
100-005-04740-05127	"SALARIES - BONUS, LONGEVITY, STIPEND"	590	700	3,250			
100-005-04740-05180	RETIREMENT	2,450	2,900	2,590			
100-005-04740-05181	FICA & OTHER EMPLOYMENT TAXES	3,200	3,050	3,250			
100-005-04740-05182	HOSP. INSURANCE	1,480	1,250	1,450			
100-005-04740-05183	LIFE/DENTAL	300	260	260			
100-005-04740-05184	401K	30	30	110			
100-005-04740-05185	UNEMPLOYMENT RESERVE						
100-005-04740-05190	PROFESSIONAL SERVICES	5,000	5,000	5,000			
100-005-04740-05200	SUPPLIES & MATERIALS	1,000	1,200	1,200			
100-005-04740-05211	JANITORIAL SUPPLIES						
100-005-04740-05212	UNIFORMS	250	250	250			
100-005-04740-05251	MOTOR FUELS	2,000	2,000	2,000			
100-005-04740-05260	OFFICE SUPPLIES & MATERIALS						

GENERAL FUND

TOWN OF SNOW HILL					
BUDGET - GENERAL FUND					
FOR THE FISCAL YEAR ENDING JUNE 30, 2018					
Account Number	Account Description	Prior Year Budget	Current Year Budget	Proposed FY 17-18	Remarks
100-005-04740-05310	TRAVEL & TRAINING				
100-005-04740-05330	UTILITIES	400	400	400	
100-005-04740-05351	BUILDING REPAIR & MAINTENANCE				
100-005-04740-05352	EQUIPMENT REPAIR & MAINTENANCE	2,000	2,500	2,500	
100-005-04740-05353	VEHICLE REPAIR & MAINTENANCE	200	350	350	
100-005-04740-05354	SOFTWARE/MAINTENANCE				
100-005-04740-05356	EQUIPMENT LEASE		5,000	5,000	
100-005-04740-05450	INSURANCE & BONDING	3,630	3,000	3,000	
100-005-04740-05499	MISCELLANEOUS	200	200	400	
100-005-04740-05500	CAPITAL OUTLAY	5,000			
Total Cemetery		68,940	72,940	75,220	

GENERAL FUND

TOWN OF SNOW HILL									
BUDGET - GENERAL FUND									
FOR THE FISCAL YEAR ENDING JUNE 30, 2018									
Account Number	Account Description	Prior Year Budget	Current Year Budget	Proposed FY 17-18	Remarks				
POWELL BILL									
100-005-04910-05121	SALARIES/WAGES	14,320	14,900	16,900					
100-005-04910-05126	SALARIES/WAGES/PT	8,270	5,000	5,050					
100-005-04910-05127	BONUS, LONGEVITY, STIPEND	520	450	550					
100-005-04910-05180	RETIREMENT EXPENSE	1,200	1,450	1,600					
100-005-04910-05181	FICAMED EXPENSE	1,770	1,550	1,700					
100-005-04910-05182	HOSP. INSURANCE	3,220	900	1,040					
100-005-04910-05183	DENTAL/LIFE INSURANCE	210	160	160					
100-005-04910-05184	401K		60	60					
100-005-04910-05185	UNEMPLOYMENT RESERVE	2,000	3,800	3,500					
100-005-04910-05190	PROFESSIONAL SERVICES	1,000	1,500	1,500					
100-005-04910-05200	SUPPLIES & MATERIALS	2,000	1,000	1,000					
100-005-04910-05251	MOTOR FUEL	5,000	2,500	2,500					
100-005-04910-05352	REPAIRS/MAINTENANCE								
100-005-04910-05352	REPAIRS/MAINTENANCE	1,000	1,000	1,000					
100-005-04910-05353	VEHICLE REPAIR								

GENERAL FUND

TOWN OF SNOW HILL					
BUDGET - GENERAL FUND					
FOR THE FISCAL YEAR ENDING JUNE 30, 2018					
Account Number	Account Description	Prior Year Budget	Current Year Budget	Proposed FY 17-18	Remarks
Total General Fund		927,800	1,045,300	1,064,350	

WATER / SEWER

TOWN OF SNOW HILL							
BUDGET - WATER SEWER FUND							
FOR THE FISCAL YEAR ENDING JUNE 30, 2018							
Account Number	Account Description	Prior Year Budget	Current Year Budget	Proposed FY 17-18	Remarks		
Revenues							
600-004-03710-37492	INTEREST ON INVESTMENTS	350	500	700			
600-004-03710-37510	WATER SALES	390,000	405,000	405,000			
600-004-03711-37511	SEWER FEE RECEIPTS	510,000	515,000	525,000			
600-004-03713-37516	RECONNECTION FEES	6,400	6,000	6,000			
600-004-03713-37517	SHUT OFF FEES	26,000	26,000	26,000			
600-004-03711-37514	UTILITY SERVICE CHARGE	80,000	80,000	82,000			
600-004-03713-37520	SERVICE CHARGE - RETURNED CHECKS	5,000	5,000	5,000			
600-004-03713-37521	WATER TAP ON FEES	2,000	500	500			
600-004-03713-37522	SEWER TAP-ON FEES	1,000	500	500			
600-004-03714-37800	MISCELLANEOUS INCOME	1,000	1,000	2,000			
60-3710-0802	RURAL CENTER CREAMT						
600-004-03714-37821	SALE OF EQUIPMENT						
600-004-03714-37850	DISASTER PAYMENT						
600-004-03714-37851	INSURANCE PROCEEDS						
Total Revenues		1,021,750	1,039,500	1,052,700			

WATER / SEWER

TOWN OF SNOW HILL					
BUDGET - WATER SEWER FUND					
FOR THE FISCAL YEAR ENDING JUNE 30, 2018					
Account Number	Account Description	Prior Year Budget	Current Year Budget	Proposed FY 17-18	Remarks
Water Department:					
600-005-07130-05121	SALARIES AND WAGES	108,100	125,960	109,500	
60000507130-05122	SALARIES - OVERTIME				
600-005-07130-05126	SALARIES - TEMP & PT	18,800	18,700	30,720	
600-005-07130-05127	"SALARIES - BONUS, LONGEVITY, STIPEND"	2,230	2,390	2,250	
600-005-07130-05180	RETIREMENT	8,060	9,910	8,650	
600-005-07130-05181	FICA & OTHER EMPLOYMENT TAXES	9,880	11,090	11,480	
600-005-07130-05182	HOSPITAL INSURANCE	12,500	18,000	20,700	
600-005-07130-05183	LIFE/DENTAL INSURANCE	1,260	1,350	1,350	
600-005-07130-05184	401K	230	210	1,500	
600-005-07130-05185	UNEMPLOYMENT RESERVE				
600-005-07130-05190	PROFESSIONAL SERVICES	67,000	70,000	60,000	
600-005-07130-05191	DEBT SERVICE	44,000	44,000	44,000	
600-005-07130-05196	WATER SAMPLES EXPENSE	4,000	5,000	8,000	
600-005-07130-05200	SUPPLIES & MATERIALS	20,000	22,000	22,000	
600-005-07130-05212	UNIFORMS	1,000	1,000	1,500	
600-005-07130-05251	MOTOR FUELS	11,000	5,000	5,500	
600-005-07130-05260	OFFICE SUPPLIES & MATERIALS	1,000	1,000	1,500	
600-005-07130-05310	TRAVEL & TRAINING	4,500	4,500	4,500	
600-005-07130-05320	TELEPHONE & POSTAGE	10,000	12,500	12,500	
600-005-07130-05330	UTILITIES	28,000	31,000	31,000	
600-005-07130-05351	BUILDING REPAIR & MAINTENANCE	5,000	1,000	1,000	
600-005-07130-05352	EQUIPMENT REPAIR & MAINTENANCE	18,000	18,000	25,000	
600-005-07130-05353	VEHICLE REPAIR & MAINTENANCE	5,500	3,500	3,500	
600-005-07130-05356	EQUIPMENT LEASE	1,520			
600-005-07130-05354	SOFTWARE/SUPPORT	3,000	3,000	3,000	
600-005-07130-05391	LEGAL ADVERTISING	1,000	100	100	
600-005-07130-05450	INSURANCE & BONDING	19,660	18,200	18,200	
600-005-07130-05491	DUES & SUBSCRIPTIONS	2,500	1,000	1,000	
600-005-07130-05499	MISCELLANEOUS	4,000	4,000	4,000	
600-005-07130-05500	CAPITAL RESERVE	26,970	24,520	33,460	
600-005-07130-05510	CONTINGENCY	25,000	20,000	20,000	
600-005-07130-05520	DEPRECIATION				
Total Water Department		463,710	476,930	485,910	

WATER / SEWER

TOWN OF SNOW HILL						
BUDGET - WATER SEWER FUND						
FOR THE FISCAL YEAR ENDING JUNE 30, 2018						
Account Number	Account Description	Prior Year Budget	Current Year Budget	Proposed FY 17-18	Remarks	
Sewer Department:						
600-005-07140-05121	SALARIES AND WAGES	116,200	139,660	123,900		
600-005-07140-05122	SALARIES - OVERTIME					
600-005-07140-05126	SALARIES - TEMP & PT	18,800	15,400	27,300		
600-005-07140-05127	"SALARIES - BONUS, LONGEVITY, STIPEND"	2,410	2,640	2,450		
600-005-07140-05180	RETIREMENT	8,580	10,910	9,700		
600-005-07140-05181	FICA & OTHER EMPLOYMENT TAXES	10,500	11,890	12,330		
600-005-07140-05182	HOSPITAL INSURANCE	13,300	14,900	17,150		
600-005-07140-05183	LIFE/DENTAL INSURANCE	1,350	1,500	1,500		
600-005-07140-05184	401K	160	520	1,800		
600-005-07140-05185	UNEMPLOYMENT RESERVE					
600-005-07140-05190	PROFESSIONAL SERVICES	20,000	20,000	25,000		
600-005-07140-05192	SEWER TESTING SERVICE	10,000	10,000	15,000		
600-005-07140-05194	SLUDGE DISPOSAL	15,000	15,000	15,000		
600-005-07140-05197	PERMIT FEES	1,800	1,800	1,800		
600-005-07140-05200	SUPPLIES & MATERIALS	16,000	16,000	16,000		
600-005-07140-05211	JANITORIAL SUPPLIES					
600-005-07140-05212	UNIFORMS	1,000	1,000	1,000		
600-005-07140-05251	MOTOR FUELS	7,500	4,000	4,000		
600-005-07140-05260	OFFICE SUPPLIES & MATERIALS	600	1,000	1,000		
600-005-07140-05310	TRAVEL & TRAINING	4,500	4,500	4,500		
600-005-07140-05320	TELEPHONE & POSTAGE	8,000	9,000	9,000		
600-005-07140-05330	UTILITIES	45,000	45,000	45,000		
600-005-07140-05351	BUILDING REPAIR & MAINTENANCE	1,000	1,000	1,000		
600-005-07140-05352	EQUIPMENT REPAIR & MAINTENANCE	50,000	50,000	50,000		
600-005-07140-05353	VEHICLE REPAIR & MAINTENANCE	4,500	4,500	4,500		
600-005-07140-05354	SOFTWARE/MAINT/SUPPORT	3,000	3,000	3,000		
600-005-07140-05356	EQUIPMENT LEASE	1,520				
600-005-07140-05391	LEGAL ADVERTISING	200	200	200		
600-005-07140-05450	INSURANCE & BONDING	26,620	24,200	24,200		
600-005-07140-05491	DUES & SUBSCRIPTIONS	1,000	500	500		
600-005-07140-05499	MISCELLANEOUS	4,500	4,500	4,500		
600-005-07140-05500	CAPITAL RESERVE	40,000	29,950	33,460		
600-005-07140-05501	DEBT SERVICE	100,000	100,000	92,000		
600-005-07140-05504	CONTINGENCY	25,000	20,000	20,000		
Total Sewer Department		558,040	562,570	566,790		
Total Enterprise Fund		1,021,750	1,039,500	1,052,700		

MEMORANDUM

To: Mayor Liles
SH Commissioners

From: Dana Hill

Re: Building Improvement Grant / Loan

I have provided policies for your review from Farmville and Williamston pertaining to downtown business grants/loans. This is not a pressing issue, but I'd like to begin conversation about a direction if you would like to implement such a policy for the coming budget year. Here are a few key points to discuss:

- Amount to set aside for the program
- Grant or Loan
- Required match
- Availability

My thoughts:

- Designate \$10,000 for year one
- Designate it as a revolving loan program with a low interest rate and extended term
- Require a dollar for dollar match from the owner with a \$2500 cap for general façade improvements and \$5000 cap if the work will restore or retain historical significance
- Make it available initially to downtown commercial buildings for exterior work only



Adopted March 6, 2017

Building Improvement Incentive Grant Program For Rehabilitation of Vacant Buildings in the Downtown Farmville Business District

What is the Building Improvement Incentive Grant Program for Rehabilitation of Vacant Buildings in the Downtown Farmville Business District?

The grant serves as an incentive to property owners who improve the interior or exterior of a downtown building while making every effort to maintain the property's historic character.

It provides matching funds of up to 2% of the permitted and documented construction cost of a building improvements project totaling at least \$5,000, for a maximum reimbursable grant of \$25,000 per project.

The program encourages further private reinvestment in existing buildings and promotes appropriate and attractive design projects that preserve the architectural character found in older buildings. The number of grants awarded each year is a function of the funds made available by the Board of Commissioners to support the program. When requests exceed available funds, the requests may be held for review pending the availability of funds either in the current or subsequent budget years.

Who may apply for the grant?

Building owners, or tenants with building owner's consent, may apply.

What buildings are eligible?

As a catalyst for the recruitment of new business to the downtown business district, eligibility is granted to new business projects in any building located in the downtown business district that has been vacant for twelve (12) consecutive months and has life safety structural deficiencies, handicapped accessibility issues, or major mechanical deficiencies as documented by the Farmville Inspections Department or by a Licensed Professional Structural Engineer, with priority given to improvements that will make the greatest impact on the surrounding built environment. The project to be funded must result in the building being in rentable condition at completion.

Buildings projected to be used in a trade or business or held for the production of income from nonresidential purposes are eligible. Private residences are not eligible.

What improvement expenditures apply?

Eligible expenditures include:

- accessibility improvements for handicapped persons
- energy conservation improvements
- electrical work, including service upgrades
- fire alarm systems
- fire sprinkler system installation or upgrade, including water service improvements
- heating, ventilation, air conditioning and roof restoration
- lighting
- painting
- plumbing updates
- fire separations and ingress/egress associated with mixed use
- restoration of historic interior architectural features, including ceiling, light fixtures, floors and architectural detailing
- façade improvements / signage not already funded through a separate façade grant
- improvements for a new, expanding or relocated business

Ineligible expenditures include:

- building or land acquisition
- design services, including architectural and interior design
- emergency or safety-related demolition expenses
- flood or water damage repairs
- furnishings, equipment or personal property not affixed to the real estate
- legal fees
- maintenance work (i.e. general repairs that maintain existing conditions)
- new construction
- parking lot resurfacing
- pest extermination
- structural repairs
- work begun prior to application submittal or done without a required building permit
- work proposed on property with an active code citation

Who makes the decision to approve or reject a request?

The Farmville Architectural Review Board (ARB), a volunteer group, which is made up of property and business owners and other interested professionals and appointed by the Farmville Board of Commissioners, is charged with that responsibility. The ARB will meet on an as needed basis to review and approve grant applications.

In cases where grant applications are rejected, the ARB will provide the applicant with the reason(s) for rejection, so that the applicant may correct the application and re-apply for a grant at a later date.

What is the process for applying for a grant?

- 1) Building owner or tenant meets with the Town Manager or designee.
- 2) Building owner or tenant completes an application and provides required supporting materials.
- 3) If needed, building owner or tenant will meet with the Farmville Architectural Review Board (ARB) to consider the application(s).
- 4) ARB will notify applicant in writing of acceptance, acceptance with conditions, or rejection of application.
- 5) Any changes to approved work during construction must be approved in writing by the Farmville Architectural Review Board.
- 6) Upon completion, applicant sends copies of paid receipts/statements to the Town Manager.
- 7) The Town Manager and the ARB inspect completed work.
- 8) Once verification is made that work is completed in accordance with the application, the Town Manager requests disbursement of grant funds. A check will be issued to the property owner or tenant as applicable.

What other conditions apply?

- 1) Grants are based on the entire scope of the project. All work must be consistent with the approved project or the total grant award may be voided.
- 2) All applications must be approved prior to commencement of work.
- 3) Each building is considered separately to meet the 50% matching rule.
- 4) Grant applicants are expected to follow the intent of the program's guidelines and will not complete ineligible work preceding a grant request or following a grant disbursement.
- 5) All applications are reviewed and approved on their merit by the entire ARB. Assurances made by city staff or committee members regarding applications should not be construed as binding.
- 6) The ARB or Town Manager / designee will notify the applicant in writing of all grant approvals and changes to the scope of work for an approved project.

Program Standards

The Secretary of the Interior's Standards for Rehabilitation are ten basic principles created to help preserve the distinctive character of a historic building and its site, while allowing for reasonable change to meet new needs. All façade changes must meet these standards.

- 1) A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
- 2) The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
- 3) Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
- 4) Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
- 5) Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
- 6) Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
- 7) Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
- 8) Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
- 9) New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
- 10) New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Building Improvement Incentive Grant Program For Rehabilitation of Vacant Buildings in the Downtown Farmville Business District

Application

Location of Property:

Name of Property Owner/Lessee:

Address:

Telephone:

☐☐

I am applying as the property owner or lessee. (Check one box)

Attach a detailed description of your plans for improving the building. Include a drawing/sketch of proposed renovations specifically identifying changes for each detail of the building. For example, new paint schemes, awning size, placement and color and legitimate estimates of the work to be done.

Please Check:

- ☐ I have attached project plans, specifications or other appropriate information including estimates of the work to be done.
- ☐ I have reviewed (1) all pages of the Building Improvement Incentive Grant Program for Rehabilitation of Vacant Buildings in the Downtown Farmville Business District; (2) the NC Secretary of Interior Standards for Rehabilitation; and (3) Town of Farmville Downtown Business District Architectural Guidelines and understand the program's requirements and intend to follow the program guidelines.
- ☐ I understand that grant funds can be used only for the project described in the application. The work must be completed within six (6) months of the date of review by the Farmville Architectural Review Board (ARB), (unless otherwise specified by the Board). All work must be completed according to state and local building codes and ordinances and approved, when necessary, by the proper authorities.
- ☐ I understand that this application must be reviewed before any work is done on the project and that no projects will be funded if work was done before the application was approved. I also agree to provide receipts, invoices, and records to document all work performed on this project in order to receive reimbursable grant funding.

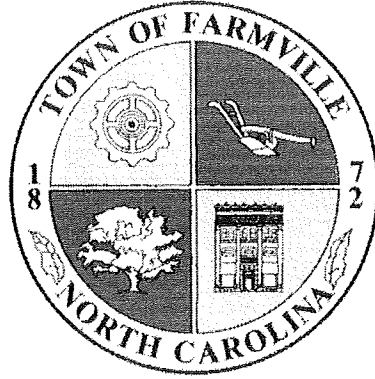
Signature of Applicant

Date

If the applicant is leasing the building, then the property owner's signature certifying they have read, understand and approve this project is also required.

Signature of Property Owner

Date



Façade Improvement Grant Program

Amended January 3, 2017

**P.O. Box 86
3672 North Main Street
Farmville, North Carolina 27828
Phone: 252-753-6700
Fax: 252-753-2963**

Façade Grant Application Process

- Contact the Farmville Town Manager's Office at 753-6700 to arrange a meeting with the Town Manager (or his designee), who serves as Façade Grant Coordinator.
- Contact contractors for an estimate and projected date of completion.
- Submit the application to Town Manager's Office for project consideration. Provide a detailed description of the work to be done and a drawing of the proposed project.
- A meeting of the Façade Grant Committee is held to consider all applications for funding.
- Applicant is notified by mail of acceptance, acceptance with conditions, or rejection of application.
- The Façade Grant Coordinator and other representatives inspect the site to review progress at time of completion. Any changes to approved work during construction must be approved by the Façade Grant Committee in writing.
- Upon completion, the applicant submits copies of invoices and proof of payment to the Façade Grant Coordinator.
- The Town of Farmville makes a payment to the applicant within 30 days of receipt of paid invoices for the approved grant amount.

Façade Improvement Grant Program

INTRODUCTION:

The architectural quality of Farmville's downtown area is important to the entire town, its history, image and economy. Proper improvements to the exterior appearances of individual buildings will help develop the appropriate image. Therefore, it is important that an organized and coordinated approach to exterior improvements be followed in the downtown area.

The Town of Farmville has developed the following guidelines to provide this coordinated approach. These guidelines should be followed by property owners, tenants, architects, and contractors involved in exterior improvements to or rehabilitations of buildings in the downtown business district. These guidelines will be used by the Town of Farmville in approving Façade Improvement Grant requests for projects in the downtown business district.

The downtown business district is defined as having north-south boundaries between the railroad tracks on Main Street and Horne Avenue and east-west boundaries between George Street and Contentnea Street.

PURPOSE:

The purpose of the Façade Improvement Grant Program is to provide an economic incentive to:

- 1) Renovate building façades in Downtown Farmville ("façade" is defined as "the face of a building; e.g. the front, side or rear elevation of a building"; first priority should be given to the fronts of buildings); all interpretations, however, of what is considered a "façade" in terms of funding will be left up to the Façade Grant Committee;
- 2) Encourage good design projects that capitalize on the rehabilitation of existing properties paired with the introduction of complementary new design;
- 3) Preserve the unique historic character of Downtown Farmville.

ELIGIBILITY:

- 1) The Owner or tenant operating a business within a building(s), structure or site located within the boundaries of the downtown business district is eligible for the façade grant.
- 2) Owners and tenants may request Façade Improvement Grants separately; however, any tenant must have the owner's written permission attached to the application.
- 3) The grant will fund existing commercial and non-profit businesses in the downtown business district currently in use and structures under renovation for imminent future occupancy and use.
- 4) Any exterior renovation proposal - from an entire façade rehabilitation to maintenance items, such as repainting or the replacement of building parts - is eligible for funding, but top priority will be given to projects that would make a highly visible contribution to the enhancement of Downtown Farmville. Repair of damage of any type is not covered under the façade grant. The façade grant program does not in any way, shape, or form, apply to residential houses.

Examples of projects eligible for funding include:

- a) prepping (using gentle methods) and painting of previously painted surfaces or paint removal;
- b) repair/replacement of non-historic doors and/or windows;
- c) installation of approved awnings;
- d) repointing (sometimes called "tuck pointing") of brick;
- e) structural repairs;
- f) removal of inappropriate or out of date signs or installation of appropriate signs;
- g) authentic reconstruction and replacement of original architectural details;
- h) removal of false fronts;

Examples of projects that cannot be funded, either in whole or part by the grant program:

- a) sandblasting of exterior bricks;
- b) removal of historic features of the original building facade;
- c) inappropriate changes to the arrangement of windows;
- d) installation of aluminum, vinyl, stone, stucco veneer or other inappropriate building materials;
- e) roof and chimney repairs;
- f) electrical work;
- g) attempts to make buildings represent a time period inappropriate to the building (e.g. adding colonial windows to a building built in 1926 or adding residential architectural components to historically commercial properties);
- h) Improvements made prior to grant approval.

FUNDING:

Grants will provide 50% of the total cost of an approved façade improvement project. Funding will not be distributed prior to a final site review by the Façade Grant Coordinator and receipt of copies of invoices and proof of payment.

Categories of Projects To Be Considered For Funding:

Project Category 1:

Restoration of Façade to Department of Interior Standards for Rehabilitation of Historic Structures

Main Addressed Front	Single Story	\$ 150.00/LF
	Multi Story	\$ 250.00/LF

Secondary Façade
(side or rear facing a two-way public roadway/ public green space or public parking lot)

Single Story	\$ 75.00/ LF
Multi Story	\$125.00/LF

Project Category 2:

Major Renovation (Point-up/ Structural & Weatherproofing Repairs/ Painting/ Window & Structural Façade Work/ Awnings/ etc.), But Not Meeting Historic Restoration Standards

Main Addressed Front	Single Story	\$ 100.00/LF
	Multi Story	\$ 175.00/LF

Secondary Façade
(Side or rear facing a two-way public Roadway/ Public Green Space or Public Parking Lot/etc.)

Single Story	\$ 50.00/LF
Multi Story	\$ 87.50/LF

Project Category 3:

Minor Renovations (Painting and Awnings Only)

Main Addressed Front	Single Story	\$ 75.00/ LF
	Multi Story	\$120.00/LF

Secondary Façade
(Side or rear facing a two-way public Roadway/ Public Green Space or Public Parking Lot/etc.)

Single Story	\$ 37.50/LF
Multi Story	\$ 60.00/LF

The applicant must spend at least equal to the amount of the grant, out of pocket. The Town reserves the right not to fund projects that propose looks or materials that are not in keeping with the original architectural integrity of the building.

PROCESS FOR RECEIVING GRANT:

- 1) Applicant must meet with the Façade Grant Coordinator. Call 753-6700 to schedule an appointment.
- 2) Applicant completes application, which must include photographs of the building, photographs of the building in context (buildings on either side of it in the streetscape), design plans/sketches and owner's signature (consent of mortgage holder or lien holder may be required) and returns it to the Façade Grant Coordinator.
- 3) One professional estimate for awnings and two professional estimates for structural work are required and should be included with the application.
- 4) Applications are reviewed by the Façade Grant Coordinator and then referred to the Façade Grant Committee for final review. These improvements must adhere to the Design Guidelines noted above.
- 5) A notification letter will be sent to applicants concerning the approval, approval with conditions, or denial of the application. If approved, an application number will be assigned to the project.
- 6) An agreement must be signed BEFORE any work begins and within 90 days of the official Award Notification. Failure to meet this date may result in the loss of the grant. Parties to the agreement will be the applicant(s), the building owner(s), and the Façade Grant Coordinator.
- 7) Work is to begin within 90 days after the contract is signed. Failure to meet this date may result in the loss of the grant.
- 8) Upon project completion, copies of invoices and proof of payment must be submitted to the Façade Grant Coordinator to claim reimbursement.
- 9) The Façade Grant Coordinator will inspect work completed and request checks to be issued for the amount of the grant or one-half the actual cost of the project, whichever is less as approved by the Grant Review Committee, provided the work is accomplished in accordance with the agreement.
- 10) The project must be completed within six months after the applicant has signed the grant agreement. Exemptions from this condition may be arranged with the Façade Coordinator BEFORE this deadline and work must be underway. Failure to meet the completion date may result in the loss of the grant.
- 11) After the request for payment is submitted to the Façade Grant Coordinator, the grant applicant will receive a check for reimbursement within 30 days.

CONSTRUCTION METHODS AND MATERIALS:

- 1) All work must conform to existing building codes and ordinances of the Town of Farmville, County of Pitt, and the State of North Carolina.
- 2) *Height* - Additions or new construction should fall within a range of 10 percent of mean building height found in the block. Buildings at the ends of blocks should be similar in height to buildings on adjoining corners.
- 3) *Width* - Additions/new construction should respect the primacy of established width by designing a rhythmic division of the façade to maintain existing progression.
- 4) *Setback* - Additions/new construction should maintain the uniform setback of buildings and align with façades.
- 5) *Proportion of Openings* - New construction, additions, and remodeling of existing buildings should maintain established proportion and spacing of window openings.
- 6) *Materials* - The quality of building materials varies widely. It is the quality of the finish materials and its application that determines compatibility. Use the highest quality facing materials possible. Materials that are compatible in quality, color, texture, finish and dimension to those existing in the project area are encouraged.
- 7) *Roof Forms* - Gabled and/or residential roofs are not appropriate; historically, downtown buildings have flat roofs. The roof plane should be hidden from view on the front façade. Decoration of the roofline by use of special materials, forms, or decorative details, using examples from surrounding buildings is encouraged.
- 8) *Color* - Colors should coordinate with neighboring buildings. The more intense hues of a color are discouraged. The use of more than one vivid color per building is discouraged. The use of colors that are disharmonious with other colors used on the buildings or found on the adjacent buildings is discouraged. Contrasting colors that accent architectural details and entrances are encouraged.
- 9) *Cornices* - The retention and repair of existing cornices is strongly encouraged wherever possible. The re-creation of missing cornices should be done with care, using historic photographs as a guide.
- 10) *Side Elevations and Rear Façades* - Side elevations and rear façades should be treated as seriously as main façades. The development of rear or side entrances with appropriate design is encouraged.
- 11) *Awnings* - Awnings should relate to the shape and color of the building. First floor awnings should terminate no higher than one (1) foot below second floor windows. No façade money will be granted for the installation of metal awnings, and their removal and replacement with fabric awnings is strongly encouraged. All awnings must meet code requirements for size, materials, projection, etc.

FAÇADE IMPROVEMENT DESIGN GUIDELINES

The following standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

The Secretary of the Interior's Standards for Rehabilitation

- 1) A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its size and environment.
- 2) The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
- 3) Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
- 4) Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
- 5) Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
- 6) Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be sustained by documentary, physical, or pictorial evidence.
- 7) Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
- 8) Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
- 9) New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
- 10) New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Adopted this 3rd day of January, 2017.

Robert L. Evan, Mayor

Attest:

Amy B. Johnson, Town Clerk

Williamston Downtown, Inc.

Heritage & Future

FAÇADE GRANT PROGRAM – GENERAL GUIDELINES

✦ Purpose

The Façade Improvement Program is an incentive-based measure. It is intended to facilitate, encourage and provide an economic incentive for the:

- Renovation of building facades in the Williamston revitalization area;
- Implementation of appropriate design standards for the rehabilitation of historic buildings both within and in proximity to the National Register Commercial Historic District;
- Incorporation of compatible design standards in the renovation of non-historic buildings; and
- Preservation of the unique architectural and commercial character of Williamston.

✦ Grant Awards

1. Façade Improvement Grants will provide a 1:1 dollar match for approved façade grant projects up to a ceiling amount of \$2,000.00 for each project.
2. An exception to the ceiling amount may be granted for a three-story façade. In such cases a \$3,000.00 grant ceiling is allowed, but only if the project proposal includes façade renovation at the third story level.
3. Façade grants are paid only when the approved project is completed in accordance with the plans and specifications submitted with the proposal. A preliminary dollar amount of the grant is determined at the time of application.
4. The final award amount is based on documentation of actual costs.
5. A project that alters submitted plans without prior approval will be disqualified for payment. Designs not completed as submitted will also be disqualified.
- 6. Applicant must begin work within 90 days of grant approval with completion of approved facade work within 6 months of application approval.**

✦ Eligibility Requirements

1. Any property owner or business tenant in a commercial building in the project area is eligible to apply. Government and private dwellings are excluded from consideration.
- 2. Applicant must be a member of Williamston Downtown, Inc. The applicant would attend the board meeting to explain their project.**

3. Either the property owner or the business tenant of a building may submit an application. Property owners and business tenants may also apply jointly. In any case, only one application may be submitted for each façade. (See façade definitions, below.)

4. A business tenant applicant must obtain the property owner's written consent for a façade renovation and submit it with the application. A property owner should attach any provisions for renovation undertaken while a property is occupied.

5. All façade design proposals must meet applicable zoning and code requirements of the Town of Williamston and comply with the Façade Improvement Program guidelines.

6. Improvements must be consistent with the historic district and in compliance with the National Historic Rehabilitation Guidelines.

7. Only exterior façade renovations are eligible for consideration under the Façade Improvement Program. The costs of limited interior alterations such as display window changes may be included only if they are a necessary part of the façade design.

8. Renovation proposals of limited scope and cost are eligible subject to meeting guideline requirements.

9. Priority consideration will be given to proposals that make highly visible and significant design contributions, and which contribute to the program goal of preserving the architectural, historic and commercial character of Williamston.

10. A property does not have to be occupied at the time a façade grant application is submitted. However, a property must be fully certified for occupancy before Façade Grant funds are awarded.

11. If remedial work to the building (in areas other than those included in the façade proposal) is required for occupancy, a separate, detailed description of the work, including zoning approval, must be attached to the Façade Grant application.

12. Sign alterations by themselves are not eligible for a Façade Improvement Grant. Sign costs may be included in a proposal if the sign is an integral and permanent part of the façade design. Hanging, bracket mounted or otherwise semi-detached signs are not eligible.

Definition Façade

1. A building façade is considered as the business storefront of a single structure or an individual storefront that is part of a larger building with two or more storefronts. **The Façade is further defined as the face or front of the building. Roof improvements to are not allowable cost except when covering public walks or public areas.** Each individual façade of a building can potentially qualify for a Façade Improvement Grant.

2. A property owner may submit an application for each eligible façade in a single building. Likewise a business tenant whose business occupies two or more adjacent storefronts with differing property owners may apply for a grant for each façade.

3. Applications for two or more adjacent facades to be renovated at the same time as a single project may be consolidated in a single application form.

4. If the number of eligible facades in a building is in question, reference to previous business occupancy, provision for utility services, presence of dividing walls or tax records may be used in determining the number.

5. Rear entrance façade projects are also eligible under the program, but **must be submitted as a separate application** and adhere to the following stipulations:

- a. Renovation of a rear business entrance must clearly identify and provide ready public access to the business from an adjacent street or parking area.
- b. Proposed designs must be of a significant nature and contribute to the building's appearance.
- c. Designs must be compatible with the overall character of the building; however, they do not need to replicate the historic and architectural characteristics of the structure's front.
- d. A business must qualify for the same number of rear entry Façade Grants as there are corresponding and eligible front facades for the business.

For more information and to obtain a Façade Grant Application, contact:

Williamston Downtown, Inc.
Brent Kanipe, Downtown Coordinator
P O Box 506
Williamston, NC 27892
Telephone: 792-5142 ❖ Fax: 792-2509
E-mail: rbkanipe@yahoo.com

FAÇADE GRANT PROJECT APPLICATION

The Williamston Downtown Inc. Board approves recommended applications once a month at its regular meetings on Second Tuesdays. Your application must be in the Williamston Downtown, Inc. Coordinator's office by the deadline below to be considered at a Board Meeting. Decisions by the Board are final.

Application and Review Schedule

- ✘ Applications must be received at least 15 days prior to the regular Williamston Downtown, Inc. Board meeting which is held on the second Tuesday of each month.
 - This is the latest monthly date-return earlier is possible.
 - The Williamston Downtown, Inc. Coordinator will review your project application package for completion.
 - Applications-including attachments- must be complete.
 - Applications received after the deadline will be processed the following month.
- ✘ The Williamston Downtown, Inc. Board approves applications recommended by its Review Committee only at Second Tuesday Board meetings.
 - The Review Committee meets in advance of Board meetings. The deadline is mandatory.
- ✘ The Review Committee recommends applications for approval, or:
 - Will notify you why it did not recommend your application and specify changes.
 - The Committee may also recommend approval with minor changes attached.
 - Substantial changes will need to be resubmitted by the next deadline.
 - You will be notified if your project requires review by the Williamston Zoning and Planning office or by the Williamston Planning Board.
 - Use or building permits that may apply must be taken out before any project is started.
- ✘ Façade Grant Completion Payments
 - The Williamston Downtown, Inc. Board awards façade grants only after an approved project is completed.
 - The amount of the façade grant is determined after documentation of your final costs.
 - When the project is finished you will need to contact the Williamston Downtown, Inc. Coordinator's office to verify completion as specified. You must provide cost documentation at this time.
 - The deadline for scheduling final site visits is also the First Monday of any month.
 - The Williamston Downtown, Inc. Board authorizes payment of grant awards only at its monthly meetings.

Return Completed Applications to:

Williamston Downtown, Inc. -102 East Main Street – Planning Department –
PO Box 506 – Williamston, NC 27892

- Latest date to submit an application for any month is 15 days prior to regular Board meeting.
- Only completed applications including attachments are accepted.
- Applications must use the form supplied and be signed (No final Fax or E-Mail documents).
- Return the Application Form on Page 2 together with attachments.

Williamston Downtown, Inc. is a NC Nonprofit 501c(3) Corporation

FAÇADE GRANT APPLICATION FORM

(Latest return date for any month is 15 days prior to the regular scheduled Board Meeting which is held on the 2nd Tuesday of each month)

Name _____

Address _____

Contact Numbers _____
(Include Fax and E-Mail if available)

Address of Project _____

Building owner and address _____
(Only if different from applicant)

1. Describe your project- (Attach printout or extra page. Compare to any other façade projects.)

2. When would you begin? _____ Expected Completion? _____

3. What is the estimated project cost? _____

4. ATTACHEMENTS –(Must be included with your complete application package.)

- Sketch or drawing- Your own drawing is OK- professional work not required.
- Photo(s) of your project site (before and after) – Polaroid and digital photos are OK.
- Sample of finishes- Examples: paint chips, awning swatch, siding, trim, etc.
- Written cost estimates- If available- final cost documentation required on completion.

Signature and date _____

Signature of building owners _____
(If applicant does not own building)

Contact the Williamston Downtown, Inc. office ahead of time about your project. A phone call may save you time and delay later on. There are no exceptions to the stated deadline.

The Williamston Downtown, Inc. Board of Directors approves all Façade Grants. Decisions are final.

Return this form- keep a copy- to:

Williamston Downtown, Inc. - PO Box 506- Williamston, NC 27892

SNOW HILL POLICE DEPARTMENT

March 2017

MONTHLY CRIME SUMMARY

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