AGENDA
Snow Hill Board of Commissioners
Monday, 8 May 2017; 6:30 pm
G. Melvin Oliver Town Hall
908 SE Second Street

1.	**Call to Order**	*Invocation / Pledge of Allegiance*
2.	**Roll Call**	
3.	**Consider Agenda Approval**	
4.	**Consider Minutes Approval**	*10 April 2017*
5.	**Program / Presentations:**	
	MLK Widening	*Mr. Jeffrey Cabanis, NCDOT*
	EMS Operations	*Mr. Kyle DeHaven, GC Manager* *Mr. Herman Warick, GC EMS*
6.	**Report of Officers:**	
	a. Mayor	
	b. Town Manager / PW Director	
	1. FYE 2018 Proposed Budget	*Discussion*
	2. Building Improvements Grant	*Discussion*
	c. Finance Officer	
	1. Budget Amendments	*Action Request*
7.	**Public Comments**	
8.	**Action Items**	
	1. Consider Scheduling a Public Hearing for the FYE 2018 Budget On 12 June 2017 at 6:30pm	
	2. Consider Approving Budget Amendments	
9.	**Closed Session**	*Attorney Consultation* *Personnel*
10.	**Commissioner Comments**	
11.	**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 5-3-17

MINUTES
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 *Invocation / Pledge of Allegiance*

2. Roll Call

The following Board members were present: Mayor Liles, Commissioners Washington, Wilkes, Shackleford, and Taylor. Commissioner Hagans had relayed that he would be unable to attend. Staff members present were Dana Hill, Cathy Webb, and Attorney Brian Pridgen.

3. Consider Agenda Approval

Hill asked that the DOT presentation be removed until May and that a presentation by Steve Gilbert, Snow Hill EMS be added. Motion to approve with changes by Commissioner Washington, Second by Commissioner Taylor, Carried

4. Consider Minutes Approval *13 March 2017*

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

5. Program / Presentations: SH EMS *Mr. Steve Gilbert*

Mr. Gilbert gave a presentation about the service Snow Hill EMS provides and the cost associated. He also reviewed the current financial needs of the department and explained that the portion of transport revenue had been reduced by Greene County to 75%. Mr. Gilbert asked that the Board consider an allocation of $30,000 for FYE 2018 or that the organization would be forced to cease operation.

6. Report of Officers:

a. Mayor

b. Town Manager / PW Director

1. FYE 2018 Draft Budget *Discussion*

Hill gave an overview of the proposed budget and noted that the document was still in draft stages at this point due to insurance renewals having not arrived yet. He pointed out that the budget currently only forecasts approximately $21,000 in unobligated funds.

2. Building Improvements Grant *Discussion*

Hill presented the Board with sample programs from the towns of Farmville and Grifton. This concept was one identified as a possibility in the annual Board retreat in an effort to help maintain the structural and historical integrity of downtown commercial buildings. Hill suggested that if the Board chose to move forward with the program, that an initial $10,000 be allocated as the base amount for a revolving loan program. He will put together a draft policy to be presented at a future meeting.

c. Revenue Collector

1. 2016 Tax Collection *Action Request*

Mrs. Webb asked that the Board consider action to allow for the advertisement and collection of delinquent taxes.

7. Public Comments

Mr. David Jones again thanked the town for its support of the community garden, announced the plans for a June 15th walk to call attention to elder abuse prevention, and spoke in support of EMS services

8. Action Items

1. Consider Authorizing the Revenue Collector to Enforce Any Collection Remedy Provided in NCGS to Collect Delinquent 2016 and Prior Taxes

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

9. Commissioner Comments

Commissioner Shackleford asked that the Board consider moving the monthly meeting time back to 6:30pm. After a brief discussion, a motion was made to do so by Commissioner Shackleford, Second by Commissioner Taylor, Carried. This change will become effective on May 8th.

10. Adjourn

Motion to adjourn by Commissioner Washington, Second by Commissioner Taylor, Carried.

Respectfully Submitted:____

Cathy Webb, Clerk

Approved: ____

Dennis K Liles, Mayor

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 | 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**	

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**	**56,890**	
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	1,800	
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**	**114,190**	
Election:					

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

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	SALRIES- 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	20,760	
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**	**328,170**	
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	6,650	
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	

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
100-005-04510-05353	VEHICLE REPAIR & MAINTENANCE	2,000	2,000	3,000	
100-005-04510-05354	SOFTWARE/SUPPORT MAINTENANCE	390	500		
100-005-04510-05356	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**	**105,760**	

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				
100-005-04710-05126	SALARIES - TEMP & PT	8,500	8,850	9,050	
100-005-04710-05127	"SALARIES - BONUS, LONGEVITY, STIPEND"	530	550	650	
100-005-04710-05180	RETIREMENT	1,160	1,400	1,550	
100-005-04710-05181	FICA & OTHER EMPLOYMENT TAXES	1,750	1,800	1,950	
100-005-04710-05182	HOSP. INSURANCE	5,360	5,200	5,880	
100-005-04710-05183	LIFE/DENTAL INSURANCE	130	150	150	
100-005-04710-05185	UNEMPLOYMENT RESERVE				
100-005-04710-05190	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	
100-005-04710-05212	UNIFORMS	250	250	250	
100-005-04710-05251	MOTOR FUELS	3,100	3,000	2,000	
100-005-04710-05260	OFFICE SUPPLIES & MATERIALS		100	100	
100-005-04710-05300	WASTE COLLECTION/YARD	5,000	1,000	1,000	
100-005-04710-05310	TRAVEL & TRAINING	200	200	200	
100-005-04710-05352	EQUIPMENT REPAIR & MAINTENANCE	1,500	2,000	2,000	
100-005-04710-05354	SOFTWARE/SUPPORT/MAINT	1,140	1,250	1,250	
100-005-04710-05353	VEHICLE REPAIR & MAINTENANCE	2,500	2,500	2,500	
100-005-04710-05391	LEGAL ADVERTISING	100	100	100	
100-005-04710-05450	INSURANCE & BONDING	2,760	2,400	2,400	
100-005-04710-05499	MISCELLANEOUS	100	100	200	
100-005-04710-05500	CAPITAL OUTLAY				
Total Sanitation		**138,130**	**138,650**	**140,930**	
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	1,260	
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				

TOWN OF SNOW HILL					
BUDGET - GENERAL FUND					
FOR THE FISCAL YEAR ENDING JUNE 30, 2018					
		Prior Year	**Current Year**	**Proposed**	**Remarks**
Account Number	**Account Description**	**Budget**	**Budget**	**FY 17-18**	
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/MAINTENENANCE				
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**	**75,030**	

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	FICA/MED EXPENSE	1,770	1,550	1,700	
100-005-04910-05182	HOSP. INSURANCE	3,220	900	910	
100-005-04910-05183	DENTAL/LIFE INSURANCE	210	160	160	
100-005-04910-05184	401K		60	60	
100-005-04910-05185	UNEMPLOYMENT RESERVE				
100-005-04910-05190	PROFESSIONAL SERVICES	2,000	3,800	3,500	
100-005-04910-05200	SUPPLIES & MATERIALS	1,000	1,500	1,500	
100-005-04910-05251	MOTOR FUEL	2,000	1,000	1,000	
100-005-04910-05352	REPAIRS/MAINTENANCE	5,000	2,500	2,500	
100-005-04910-05353	VEHICLE REPAIR	1,000	1,000	1,000	
TOTAL POWELL BILL		**40,510**	**34,270**	**36,430**	
Community					
100-005-04930-05100	NON-PROFIT DONATIONS		13,250	13,250	
100-005-04930-05101	DEVELOPMENT	10,000	10,000	10,000	
100-005-04930-05109	HISTORIC PRESERVATION	1,000	1,000	1,000	
100-005-04930-05111	NEUSE REGIONAL LIBRARY	4,250	4,250	4,250	
100-005-04930-05112	MISCELLANEOUS			1,000	
100-005-04930-05115	CONTINGENCY	10,360	24,740	10,000	
100-005-04930-05116	PLANNING BOARD	2,700	2,700	2,700	
100-005-04930-05119	CIVIC ORG. DONATIONS	2,000	1,000	1,000	
100-005-04930-05120	CODE ENFORCEMENT	5,000	5,000	5,000	
100-005-04930-05193	FIRE PROTECTION CONTRACT	34,000	34,000	34,000	
100-005-04930-05201	PEG CHANNEL REIMB	69,000	84,000	84,000	
100-005-04930-07400	CAPITAL OUTLAY		34,120	12,620	
Total Community		**145,310**	**214,060**	**178,820**	
Debt Service					
100-005-09100-09100	Loan Repayment	**23,130**	**23,130**	**23,130**	

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	

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 CREANT				
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**	

TOWN OF SNOW HILL					
BUDGET - WATER SEWER FUND					
FOR THE FISCAL YEAR ENDING JUNE 30, 2018					
		Prior Year	Current Year	Proposed	Remarks
Account Number	**Account Description**	**Budget**	**Budget**	**FY 17-18**	
Water Department:					
600-005-07130-05121	SALARIES AND WAGES	108,100	125,960	109,500	
60000507130-05122	SALARIES - OVERTIME			5,995	
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	18,900	
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	30,000	
600-005-07130-05510	CONTINGENCY	25,000	20,000	20,000	
600-005-07130-05220	DEPRECIATION				
Total Water Department		463,710	**476,930**	**486,645**	

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			3,460	
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	16,415	
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	30,000	
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**	**566,055**	
Total Enterprise Fund		1,021,750	**1,039,500**	**1,052,700**	

Façade Improvement Loan Program

Approved: ______________________________

P.O. Box 247
908 SE Second Street
Snow Hill, North Carolina 28580
Phone: 252-747-3414
Fax: 252-747-4269

Façade Loan Application Process

- Contact the Snow Hill Town Manager's Office at 747-3414 x207 to arrange a meeting with the Town Manager (or his designee), who serves as Façade Loan 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 Town Board is held to consider all applications for funding.

- Applicant is notified by mail of acceptance, acceptance with conditions, or rejection of application.

- The Façade Loan 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 Loan Committee in writing.

- Upon completion, the applicant submits copies of invoices and proof of ½ payment to the Façade Loan Coordinator.

- The Town of Snow Hill makes a payment to the applicant within 30 days of receipt of paid invoices for the approved loan amount.

Façade Improvement
Loan Program

INTRODUCTION:

The architectural quality of Snow Hill'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 Snow Hill 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 Snow Hill in approving Façade Improvement Loan requests for projects in the downtown business district.

The downtown business district is defined the area along SE Second Street from Mill Street to N Greene Street, and N. Greene Street from First Street to SE Third Street.

PURPOSE:

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

1) Renovate building façades in Downtown Snow Hill ("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 Town Board;

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 Snow Hill.

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 loan.

2) Owners and tenants may request Façade Improvement Loans separately; however, any tenant must have the owner's written permission attached to the application.

3) The loan 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 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 Snow Hill. Repair of damage of any type is not covered under the façade loan. The façade loan program does not in any way, shape, or forms, 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 loan 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 loan approval.

FUNDING:

Loans 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 Loan Coordinator and receipt of copies of invoices and proof of partial payment.

Categories of Projects to Be Considered For Funding:

Category 1- A maximum of $1500 may be awarded for improvements that do not retain / recover historical significance

Category 2- A maximum of $3000 may be awarded for improvements that retain / recover historical significance

Loan repayment will be amortized for a term of _______ years at a ___% interest rate. The Town of Snow Hill will be named a lien holder until the loan is paid in full

The applicant must spend at least equal to the amount of the loan, 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 LOAN:

1) Applicant must meet with the Façade Loan Coordinator. Call 747-3414 x207 to schedule an appointment.
2) Applicant submits a written request, 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 Loan Coordinator.
3) One professional estimate for awnings and two professional estimates for structural work are required and should be included with the request.
4) Applications are reviewed by the Façade Loan Coordinator and then referred to the Town Board 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 loan. Parties to the agreement will be the applicant(s), the building owner(s), and the Façade Loan 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 loan.
8) Upon project completion, copies of invoices and proof of payment must be submitted to the Façade Loan Coordinator to claim reimbursement.
9) The Façade Loan Coordinator will inspect work completed and request checks to be issued for the amount of the loan or one-half the actual cost of the project, whichever is less as approved by the Loan 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 loan 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 loan.
11) After the request for payment is submitted to the Façade Loan Coordinator, the loan 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 Snow Hill, County of Greene, 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 loaned 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.

<u>The Secretary of the Interior's Standards for Rehabilitation</u>

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 ____ day of _______________.

____
Dennis K. Liles, Mayor

Attest:

____
Town Clerk