

**AGENDA**  
**Snow Hill Board of Commissioners**  
**Monday, 9 April 2018; 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** *12 March 2018*
5. **Program / Presentations: NONE**
6. **Report of Officers:**
  - a. Mayor
  - b. Town Manager / PW Director
    1. Gym Demolition *Information*
    2. Preliminary 18-19 Budget *Information*
    3. Splash Park Design *Consent Request*
    4. Asset Inventory & Assessment Grant *Action Request*
    5. Water Distribution Improvements *Action Request*
    6. Property Tax Collection *Action Request*
7. **Public Comments**
8. **Action Items:**
  1. Consider Accepting the Asset Inventory & Assessment Grant in the Amount of \$150,000 and \$15,000 Local Match
  2. Consider Adoption of Water Distribution Improvements Resolution
  3. Consider Authorizing the Revenue Collector to Enforce Any Collection Remedy Provided in NCGS to Collect Delinquent 2017 and Prior Taxes
9. **Closed Session** *Personnel*  
*Legal Consultation*
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 28 March 2018.*

**MINUTES**  
**Snow Hill Board of Commissioners**  
**Monday, 12 March 2018; 6:30 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 Liles

**2. Roll Call**

All Commissioners were present except Shackleford who came in a few minutes after roll call. Staff present: Dana Hill, Town Manager, Laquita Davis, Town Clerk, and Brian Pridgen, Attorney was not present due to inclement weather.

**3. Consider Agenda Approval**

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

**4. Consider Minutes Approval**

*8 Jan, 12 Feb 2018*

Motion to approve both as presented by Commissioner Hagans, Second by Commissioner Washington, Carried

**5. Program / Presentations:**

**Elections**

*Steve Hines, Director, BoE*

Mr. Hines talked about the cost of the elections and how they were able to save money by minimizing staff at the polls. There was a 22% turnout for Snow Hill election and participation is getting lower and lower. Commissioner Taylor asked Mr. Hines what the cost to Snow Hill was for the election. Mr. Hines said with the proposed system, "All Absentee by Mail", ballots would be mailed automatically; it is a more secure system and would be a 10%-50% savings by switching.

**6. Report of Officers:**

**a. Mayor – No report**

**b. Town Manager / PW Director**

**1. Project Budget Ordinance**

*Action Request*

Hill presented a budget for the relocation of Sewer Pump Station 6. All revenue will be provided by outside funding.

**2. Gym Demolition**

*Action Request*

Preliminary estimates have been obtained for demolition with the low bid being \$29,000. Asbestos removal quotes are being obtained.

**3. Splash Park**

*Consent Request*

Several examples were provided, and Hill asked that Board members be prepared to choose a design in April

**4. FYE 2019 Budget Calendar**

*Information*

Presented for informational purposes

**5. Ordinance Enforcement Report**

*Information*

Hill reported that abatement notices have been sent in reference to junk vehicles

**6. Bar Screen Replacement**

*Action Request*

Hill asked that Commissioners consider authorizing the replacement of the screen assembly and control panel at the wastewater treatment facility. Several options have been discussed with staff and consulting engineers, and the in-kind replacement will be the most economical solution.

7. **Public Comments- NONE**

8. **Action Items:**

**1. Consider Adoption of Election Resolution**

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

**2. Consider Adoption of PS 6 Project Budget Ordinance**

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

**3. Consider Authorizing the Demolition and Lot Preparation of Gym**

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

**4. Consider Authorizing the Replacement of WWTP Bar Screen-  
Funds to be Transferred from Enterprise Fund Balance**

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

9. **Commissioner Comments**

10. **Adjourn**

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

Respectfully Submitted: \_\_\_\_\_  
Town Clerk

Approved: \_\_\_\_\_  
Mayor



ROY COOPER  
*Governor*

MICHAEL S. REGAN  
*Secretary*

KIM H. COLSON  
*Director*

March 14, 2018

Mr. Dana Hill, Town Manager  
Town of Snow Hill  
908 SE 2<sup>nd</sup> Street  
Snow Hill, NC 28580

SUBJECT: Asset Inventory and Assessment Grant  
Letter of Intent to Fund  
Water System AIA  
September 2017 Application Cycle  
Project No. H-AIA-D-18-0133

Dear Mr. Hill:

The Division of Water Infrastructure has reviewed your application to the Asset Inventory and Assessment grant program, and the State Water Infrastructure Authority has approved your project as eligible to receive a grant. The total grant amount will be \$150,000 with a required match of 10%. A grant fee of 1.5% will be invoiced with the grant offer.

The first milestone is the submittal of a preliminary project scope that includes a cost estimate and schedule for each major task by April 16, 2018. Upon review of this information, we will send the grant agreement and information package for your signature and approval.

Please note that work conducted prior to the receipt of the grant offer may later be determined to be ineligible, so please contact us if you desire to proceed before receipt of the grant offer. Some items included in the application may not be eligible for funding.

We look forward to working with you on this project. If you have questions, please contact Amy Simes, PE, Senior Program Manager at 919-707-9192.

Sincerely,

for Kim H. Colson, PE

CC: Mr. Leo Green III, Green Engineering, Wilson  
Mark Hubbard, PE  
AIA File



## RESOLUTION BY TOWN OF SNOW HILL

### BOARD OF COMMISSIONERS

- WHEREAS, The Federal Clean Water Act Amendments of 1987 and the North Carolina the Water Infrastructure Act of 2005 (NCGS 159G) have authorized the making of loans and grants to aid eligible units of government in financing the cost of construction of (state whether a wastewater treatment works, wastewater collection system, stream restoration, storm water treatment, drinking water treatment works, and/or drinking water distribution system or other “green” project), and
- WHEREAS, The **Town of Snow Hill** has need for and intends to construct water distribution improvements to replace and upgrade failed infrastructure as planned in their capital improvement plan, and
- WHEREAS, The **Town of Snow Hill** intends to request state grant and loan assistance for the project,

### NOW THEREFORE BE IT RESOLVED, BY THE BOARD OF COMMISSIONERS OF THE TOWN OF SNOW HILL:

That the **Town of Snow Hill**, the **Applicant**, will arrange financing for all remaining costs of the project, if approved for a State grant and loan award.

That the **Applicant** will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

That the governing body of the **Applicant** agrees to include in the loan agreement a provision authorizing the State Treasurer, upon failure of the Town of Snow Hill to make scheduled repayment of the loan, to withhold from the Town of Snow Hill any State funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan.

That the **Applicant** will provide for efficient operation and maintenance of the project on completion of construction thereof.

That **Dana Hill, Town Manager**, the **Authorized Official**, and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a grant to aid in the construction of the project described above.

That the **Authorized Official**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 9th day of April, 2018 at Snow Hill, North Carolina.

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Dennis K. Liles  
Mayor

**CERTIFICATION BY RECORDING OFFICER**

The undersigned duly qualified and acting Clerk of the Town of Snow Hill does hereby

certify: That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a legally convened meeting of the Snow Hill Town Board duly held on the 9th day of April, 2018; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS, WHEREOF, I have hereunto set my hand this 9<sup>th</sup> day of April, 2018.

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Laquita Davis

Town Clerk

**GENERAL FUND**

Account Number	Description	Proposed Budget	
<b>Governing Body:</b>			
100-005-04110-05121	Salaries	35300	
100-005-04110-05181	FICA	2700	<b>38000</b>
<b>Administration:</b>			
100-005-04120-05121	FT Salaries	37430	
100-005-04120-05126	PT Salaries	3140	
100-005-04120-05127	Longevity	270	
100-005-04120-05180	Retirement	2900	
100-005-04120-05181	FICA	3100	
100-005-04120-05182	Health Insurance	4860	
100-005-04120-05183	Life/Dental	320	
100-005-04120-05184	401k	810	
100-005-04120-05185	Unemployment	0	
100-005-04120-05191	GC Tax Collection	1000	
100-005-04120-05198	DMV Interest	3000	
100-005-04120-05330	Utilities	17000	
100-005-04120-05491	Dues/Subscriptions	4500	<b>78330</b>
<b>Elections:</b>			
100-005-04170-05399	Election Expense	0	
<b>Public Safety:</b>			
100-005-04300-XXXX	Fire Protection	34000	
100-005-04300-XXXX	EMS Donation	10000	
100-005-04300-05121	FT Salaries	234690	
100-005-04300-05126	PT Salaries	2000	
100-005-04300-05127	Longevity	2430	
100-005-04300-05128	Separation	2200	
100-005-04300-05180	Retirement	19950	
100-005-04300-05181	FICA	18110	
100-005-04300-05182	Health Insurance	18540	
100-005-04300-05183	Life/Dental	3100	
100-005-04300-05184	401k	14140	
100-005-04300-05185	Unemployment	0	
100-005-04300-05200	Supplies	5000	
100-005-04300-05212	Uniforms	3000	
100-005-04300-05251	Fuel	16000	
100-005-04300-05260	Office Supplies	500	
100-005-04300-05320	Telephone/Postage	2700	
100-005-04300-05353	Vehicle Repair	10000	
100-005-04300-05354	Software	2810	
100-005-04300-05499	Misc.	1000	<b>400170</b>
<b>Account Number</b>	<b>Description</b>	<b>Proposed Budget</b>	

**Streets:**

100-005-04510-05121	FT Salaries	15240	
100-005-04510-05126	PT Salaries	9260	
100-005-04510-05127	Longevity	610	
100-005-04510-05180	Retirement	1190	
100-005-04510-05181	FICA	1880	
100-005-04510-05182	Health Insurance	6440	
100-005-04510-05183	Life/Dental	240	
100-005-04510-05184	401k	60	
100-005-04510-05185	Unemployment	0	
100-005-04510-05330	Utilities	40000	
100-005-04510-05XX	Tree Removal	6000	
100-005-04510-05XX	Asphalt Repair	2000	82920

**Sanitation:**

100-005-04710-05121	FT Salaries	11820	
100-005-04710-05126	PT Salaries	9750	
100-005-04710-05127	Longevity	640	
100-005-04710-05180	Retirement	920	
100-005-04710-05181	FICA	1650	
100-005-04710-05182	Health Insurance	5640	
100-005-04710-05183	Life/Dental	130	
100-005-04710-05185	Unemployment	0	
100-005-04710-05195	Solid Waste Contract	109000	
100-005-04710-05300	Yard Waste	1000	140550

**Cemetery:**

100-005-04740-05121	FT Salaries	13460	
100-005-04740-05122	OT	5200	
100-005-04740-05126	PT Salaries	12340	
100-005-04740-05127	Longevity	220	
100-005-04740-05180	Retirement	1050	
100-005-04740-05181	FICA	2370	
100-005-04740-05182	Health Insurance	1120	
100-005-04740-05183	Life/Dental	125	
100-005-04740-05184	401k	60	
100-005-04740-05185	Unemployment	0	
100-005-04740-05330	Utilities	800	
100-005-04740-05330	Equipment Lease	5000	
100-005-04740-XXXX	Grounds Maintenance	3500	45245



Account Number	Description	Proposed Budget	
<b>Powell Bill:</b>			
100-005-04910-05121	FT Salaries	12640	
100-005-04910-05126	PT Salaries	5180	
100-005-04910-05127	Longevity	400	
100-005-04910-05180	Retirement	980	
100-005-04910-05181	FICA	1370	
100-005-04910-05182	Health Insurance	720	
100-005-04910-05183	Life/Dental	160	
100-005-04910-05184	401k	30	
100-005-04910-05185	Unemployment	0	
100-005-04910-05190	Professional Services	3000	
100-005-04910-05200	Supplies	1000	
100-005-04910-05251	Fuel	1000	
100-005-04910-05352	Repairs	2500	
100-005-04910-05353	Vehicle Repair	1000	
100-005-04910-05XXX	PB Reserve	20020	50000
<b>Expenses Related to All Departments:</b>			
100-005-XXXX-05XX	Legal Services	25000	
100-005-XXXX-05XX	Audit Services	3750	
100-005-XXXX-05XX	IT Services	1500	
100-005-XXXX-05XX	Custodial Services	2000	
100-005-XXXX-05200	Supplies/Materials	8200	
100-005-XXXX-05212	Uniforms	1350	
100-005-XXXX-05260	Office Supplies	2100	
100-005-XXXX-05310	Travel/Training	6700	
100-005-XXXX-05351	Building Repairs	5000	
100-005-XXXX-05352	Equipment Repairs	9000	
100-005-XXXX-05391	Advertising	700	
100-005-XXXX-05450	PL Insurance	20500	
100-005-XXXX-05353	Vehicle Repairs	5800	
100-005-XXXX-05251	Fuel	7000	
100-005-XXXX-05354	Software/Support	4000	
100-005-XXXX-05499	Misc.	5900	108500
<b>Unassigned:</b>			
100-005-04930-05100	Non-Profit Donations	10000	
100-005-04930-05101	Development	6000	
100-005-04930-05115	Contingency	10000	
100-005-04930-05116	Planning/Zoning	2700	
100-005-04930-05119	Civic Donations	1000	
100-005-04930-05120	Code Enforcement	5000	
100-005-04930-05201	PEG Reimbursement	84000	
100-005-04930-07400	Capital Outlay	9155	127855
<b>Debt Service:</b>			
100-005-09100-09100	Debt Service	23130	23130 1094700

**ENTERPRISE FUND**

Account Number	Description	Proposed Budget
<b>Water:</b>		
600-005-07130-05121	FT Salaries	157670
600-005-07130-05122	OT	5000
600-005-07130-05122	PT Salaries	21390
600-005-07130-05127	Longevity	3030
600-005-07130-05180	Retirement	12220
600-005-07130-15181	FICA	14100
600-005-07130-05182	Health Insurance	26970
600-005-07130-05183	Life/Dental	1690
600-005-07130-05184	401k	2000
600-005-07130-05185	Unemployment	0
600-005-07130-05191	Debt Service	47100
600-005-07130-05196	Sample Analysis	5000
600-005-07130-05200	Supplies/Materials	22000
600-005-07130-05212	Uniforms	1500
600-005-07130-05251	Fuel	5500
600-005-07130-05260	Office Supplies	1500
600-005-07130-05310	Travel/Training	5500
600-005-07130-05320	Telephone/Postage	12600
600-005-07130-05330	Utilities	34000
600-005-07130-05351	Building Repair	2500
600-005-07130-05352	Equipment Repair	25000
600-005-07130-05353	Vehicle Repair	4000
600-005-07130-05354	Software/Support	4000
600-005-07130-05XX	AMI Hosting/Support	8460
600-005-07130-05391	Advertising	100
600-005-07130-05450	PL Insurance	18200
600-005-07130-05491	Dues/Subscriptions	1500
600-005-07130-05499	Misc.	4000
600-005-07130-05500	Capital Outlay	61280
600-005-07130-05510	Contingency	25000
600-005-07130-05XXX	Legal Services	2500
600-005-07130-05XXX	Audit Services	1875
600-005-07130-05XXX	IT Service	750
600-005-07130-05XXX	Custodial Service	750
600-005-07130-05XXX	Asphalt Repair	1500
600-005-07130-05XXX	Engineering	10000
600-005-07130-05XXX	Tank Maintenance	33000
600-005-07130-05XXX	Generator PM	2250
		<b>585435</b>

Account Number	Description	Proposed Budget		
<b>Wastewater:</b>				
600-005-07140-05121	FT Salaries	165470		
600-005-07140-05122	OT	3000		
600-005-07140-05126	PT Salaries	17900		
600-005-07140-05127	Longevity	3110		
600-005-07140-05180	Retirement	12830		
600-005-07140-05181	FICA	14260		
600-005-07140-05182	Health Insurance	23620		
600-005-07140-05183	Life/Dental	1860		
600-005-07140-05184	401k	2110		
600-005-07140-05185	Unemployment	0		
600-005-07140-05192	Sample Analysis	14000		
600-005-07140-05194	Biosolids Handling	18000		
600-005-07140-05197	Permit Fees	1800		
600-005-07140-05200	Supplies/Materials	16000		
600-005-07140-05212	Uniforms	1000		
600-005-07140-05251	Fuel	4000		
600-005-07140-05260	Office Supplies	1000		
600-005-07140-05310	Travel/Training	5500		
600-005-07140-05320	Telephone/Postage	9000		
600-005-07140-05330	Utilities	45000		
600-005-07140-05351	Building Repair	1000		
600-005-07140-05352	Equipment Repair	50000		
600-005-07140-05353	Vehicle Repair	4500		
600-005-07140-05354	Software Support	4000		
600-005-07140-05391	Advertising	200		
600-005-07140-05450	PL Insurance	24200		
600-005-07140-05491	Dues/Subscriptions	500		
600-005-07140-05499	Misc.	4500		
600-005-07140-05500	Capital Outlay	61280		
600-005-07140-05501	Debt Service	92000		
600-005-07140-05504	Contingency	25000		
600-005-07140-05XXX	Legal Services	2500		
600-005-07140-05XXX	Audit Services	1875		
600-005-07140-05XXX	IT Service	750		
600-005-07140-05XXX	Custodial Service	750		
600-005-07140-05XXX	Asphalt Repair	1000		
600-005-07140-05XXX	Engineering	10000		
600-005-07140-05XXX	AMI Hosting/Support	8460		
600-005-07140-05XXX	Stream Sampling	2340		
600-005-07140-05XXX	ROW Maintenance	8000		
600-005-07140-05XXX	Generator PM	2250	664565	1250000

REVENUE:

General Fund:

Ad Valorem Tax	315000	
AV Tax First Year Prior	4000	
AV Tax Second Year Prior	500	
AV Tax Third Year Prior	500	
AV Tax Fourth & Others	2000	
Motor Vehicle Tax	45000	
MV Tax Prior	3000	
Tax Penalties/Interest	2500	
License Tags	6000	
Video Programming	5000	
Interest	200	
PEG	84000	
Telecommunication Tax	25000	
Hillview Street Light Fees	1600	
Greene Lamp Rent	6600	
BoE Rent	9600	
Rental Electric	7500	
Community Center	3000	
Citations	50000	
Misc.	3000	
Zoning Fees	500	
Franchise Tax	65000	
Piped Natural Gas	3000	
Beer & Wine Tax	7000	
Powell Bill	50000	
Solid Waste	1000	
Local Option Sales Tax	225000	
GC ABC	1000	
Waste Collection Fees	110000	
Fuel Tax Refund	700	
Cemetery Lots	21000	
Grave Openings	35000	
Marker Fees	1500	1094700

Enterprise Fund:

Interest	1000	
Water Sales	500000	
Wastewater Fees	625000	
Alternative Water	92000	
Late Fees	17000	
Reconnect Fees	7000	
Return Check Fees	5000	
Water Taps	500	
Sewer Taps	500	
Misc.	2000	<b>1250000</b>

**REVENUE:****General Fund:**

Ad Valorem Tax	315000	
AV Tax First Year Prior	4000	
AV Tax Second Year Prior	500	
AV Tax Third Year Prior	500	
AV Tax Fourth & Others	2000	
Motor Vehicle Tax	45000	
MV Tax Prior	3000	
Tax Penalties/Interest	2500	
License Tags	6000	
Video Programming	5000	
Interest	200	
PEG	84000	
Telecommunication Tax	25000	
Hillview Street Light Fees	1600	
Greene Lamp Rent	6600	
BoE Rent	9600	
Rental Electric	7500	
Community Center	3000	
Citations	50000	
Misc.	3000	
Zoning Fees	500	
Franchise Tax	65000	
Piped Natural Gas	3000	
Beer & Wine Tax	7000	
Powell Bill	50000	
Solid Waste	1000	
Local Option Sales Tax	225000	
GC ABC	1000	
Waste Collection Fees	110000	
Fuel Tax Refund	700	
Cemetery Lots	21000	
Grave Openings	35000	
Marker Fees	1500	1094700

**Enterprise Fund:**

Interest	1000	
Water Sales	500000	
Wastewater Fees	625000	
Alternative Water	92000	
Late Fees	17000	
Reconnect Fees	7000	
Return Check Fees	5000	
Water Taps	500	
Sewer Taps	500	
Misc.	2000	<b>1250000</b>