

**November 30, 2005**

**MEETING MINUTES**

**Snow Hill Board of Commissioners**

**Wednesday, November 30, 2005-9:30 am**

**Snow Hill Town Hall**

**201 North Greene Street**

**Snow Hill, North Carolina 28580**

The Snow Hill Board of Commissioners regular meeting convened at 9:30 am on Wednesday, November 30, 2005 in the Snow Hill Town Hall with the following present: Mayor Don Davis; Commissioners Phyllis Burruss, Percy Edwards, Lyn Lane, Allison Thomas; Town Clerk-Finance Officer Mauren Baker, Town Administrator Bob Clark, Town Attorney Jim Cauley.

Mayor Davis sounded the gavel and called the meeting to order. Commissioner Percy Edwards offered prayer. The Pledge of Allegiance was recited. A quorum was established via Roll Call. Mayor Davis noted that Commissioner Washington would not be present for medical reasons. By consent Commissioner Washington's absence was excused.

Motion was made by Commissioner Edwards, seconded by Commissioner Thomas, and carried unanimously to approve the November 30, 2005 Agenda as amended: to move Item 10-F to 10-H and to insert Item 10-F—Martin Luther King, Jr. celebration committee and Item 10-G—New Year Holiday to Monday.

Motion was made by Commissioner Edwards, seconded by Commissioner Thomas and carried unanimously to approve the minutes of November 14, 2005.

The report of the town administrator was received by consent of the board and is as follows:

1. Mr. Clark recommends establishing a taxi cab franchise fee and setting a public hearing to hear the application on January 9, 2006 at 7:00 pm or soon thereafter. He recommends a \$50.00 annual fee.

2. Mr. Clark recommends awarding the community center expansion contract for architect services to Architect Mark Smith, AIA. This contract is based on evaluation of the qualification of the architect. (Memo to the board reference this recommendation is hereby incorporated by reference and made a part of these minutes.)

3. Mr. Clark recommends that the town submit an application for a \$13,600.00 pedestrian enhancement planning grant. The cost to the town would be \$3400.00 to be budgeted in the FY2007 budget—a continuation of the parks master plan.

4. Mr. Clark recommends authorizing Contentnea Development Partnership to prepare the a grant application to the North Carolina Rural Center Building Reuse  
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Program for the expansion of Tide Tamer Industries and Worth Products located on US Highway 258 South. The requested amount is \$120,000.00 and will require a 2.5% match from the town. The businesses must provide equal match of \$120,000.00 making the total \$240,000.00. Bob Masters of Contentnea Development Partnership added that letters and resolutions of support were already in hand from the Greene County Chamber of Commerce, Greene County Commissioners and the Greene County Economic Development Committee. Application deadline is January 31, 2006 and award date is in March of 2006. All monies must be spent for building renovations for the new use.

5. Discuss upcoming holiday parade and party. By consent the board will ride in the town car. The Christmas party will be held on December 22, 2005 at 11.30 am in town warehouse.

Actions of the board:

a. Motion was made by Commissioner Burruss, seconded by Commissioner Edwards and carried unanimously to set an annual taxi cab franchise fee of \$50.00 for the town of Snow Hill.

b. Motion was made by Commissioner Edwards, seconded by Commissioner Thomas and carried unanimously to set a public hearing for January 9, 2006, 7:00 pm (or as soon thereafter as possible) in the Town Hall to hear comments on taxi cab franchises in the town of Snow Hill.

At this point, Commissioner Thomas made the following motion: Motion was made by Commissioner Thomas, seconded by Commissioner Lane to establish as a rule of procedure to have the Town Administrator present information for consideration at one meeting and the action of the board take place at the subsequent meeting. After discussion, Commissioner Thomas agreed to amend the motion “to be effective at the close of this meeting”. Commissioner Lane agreed. The vote was tied. The mayor called the roll: in favor—Commissioners Thomas and Lane; against—Commissioners Burruss and Edwards; the mayor cast his deciding vote against the motion and the motion was defeated.

c. Motion was made by Commissioner Edwards, seconded by Commissioner Burruss and carried unanimously to award the contract for architect services to Architect Mark Smith, AIA for the Community Center expansion project.

d. Motion was made by Commissioner Edwards seconded by Commissioner Burruss and carried unanimously to approve a resolution for a pedestrian enhancement planning grant application (resolution incorporated by reference and made a part of these minutes).

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e. Motion was made by Commissioner Burruss, seconded by Commissioner Edwards and carried unanimously to authorize the town of Snow Hill to submit an application to the North Carolina Rural Center under the building reuse program for the Highway 258 expansion of Tide Tamer Industries and Worth Product and to authorize Contentnea Development Partnership to prepare the grant application.

f. By consent of the board the mayor appointed Commissioners Washington, Burruss, and Thomas to serve on the Martin Luther King, Jr. celebration taskforce.

g. By consent of the board the New Year's Holiday was moved from Friday, December 30 to Monday January 2, 2006.

At this point the mayor requested that the board suspend the agenda to hear the program conducted by Scotty Wilkins of Utility Service Co.,Inc. on the possibility of leasing space on the town's water tanks as a revenue source. The board will study this information and the item will be put on an upcoming agenda for action. Town Attorney Jim Cauley stated that he recommends this company and that the company has a good reputation. Mr.Cauley recommends that the specifications for the licensing agreements are acceptable to the town; and that the agreements cover less than a 10 year period.

h. Motion was made by Commissioner Edwards, seconded by Commissioner Burruss and carried to move into closed session to discuss a personnel matter pursuant to NCGS 143-318.11(6). Motion was made by Commissioner Edwards, seconded by Commissioner Burruss and carried unanimously to return to open session.

Motion was made by Commissioner Burruss, seconded by Commissioner Edwards and carried unanimously to appoint Mary Elizabeth Williams to the position of Revenue Collector for the Town of Snow Hill. Motion was made by Commissioner Thomas, seconded by Commissioner Burruss and carried unanimously to remove the position of Senior Administrative Assistant from the town personnel job classifications.

Motion was made by Commissioner Lane, seconded by Commissioner Thomas and carried unanimously to adjourn this session of the Town Board of Commissioners.