

## MINUTES

### Snow Hill Board of Commissioners Regular Meeting

Monday, December 11, 2006 7:30 p.m.

#### Snow Hill Town Hall

201 North Greene Street, North Carolina 28580

*The Snow Hill Board of Commissioners regular meeting convened at 7:30 pm on Monday, December 11, 2006, in the Snow Hill Town Hall with the following members present: Mayor Don Davis; Commissioners Phyllis Burruss, Percy Edwards, Geraldine Shackelford, Allison Thomas, Lorraine Washington; Town Clerk-Finance Officer Mauren Baker; Town Administrator Bob Clark.*

1. **Call to Order**—Mayor Davis sounded the gavel and called the meeting to order.
2. **Prayer**—Commissioner Edwards offered prayer.
3. **Pledge of Allegiance**—the pledge was recited.
4. **Roll Call**—All members were present and a quorum was declared.
5. **Consider Approving Meeting Agenda**—Motion was made by Commissioner Shackelford, seconded by Commissioner Edwards and carried unanimously to approve the agenda.
6. **Consider Approving Meeting Minutes**—Motion was made by Commissioner Washington, seconded by Commissioner Burruss and carried unanimously to approve the minutes of November 29, 2006 as drafted.
  1. **Report of Officers:**
    - a. **Mayor**—The Town of Snow Hill Employee Holiday Appreciation luncheon will be held on December 22, 2006 at Ribeyes Steakhouse at noon. The Retirement Recognition for Michael Price was held Monday morning, December 11, 2006 in the Town Hall.
    - b. **Town Administrator**—Report was received by consent of the Board.
      1. Mr. Clark recommended membership and designation of a representative in the Eastern Carolina Rural Planning Organization (RPO). He

recommended that either the Mayor or Mr. Clark be appointed rep to this organization.

2. Mr. Clark introduced town and departmental organizational charts and recommended consideration at the December 27, 2006 regular meeting. (Copy hereby incorporated by reference and made a part o these minutes).
  3. Mr. Clark introduced modifications to job descriptions and recommended consideration for the December 27, 2006 regular meeting. (Copy hereby incorporated by reference and made a part o these minutes).
  4. Pursuant to Policy No. 1.0003, Mr. Clark recommends that a public hearing for 9:00 am, December 27, 2006 to hear comments regarding the Town entering a development agreement with Ham Produce co., Inc. (developer) of “The Hamptons”—a housing development located on Hwy 258 South.
  5. Mr. Clark reported that the new Town Hall phone system had been installed.
2. **Report of the Boards, Commissions, Committees and/or Taskforces: N/A**
  3. **Unfinished Business and General Orders: N/A**
  4. **New Business:**
    - a. **Motion was made by Commissioner Edwards, seconded by Commissioner Washington and carried unanimously to approve a resolution to participate in the Eastern Carolina RPO (Copy hereby incorporated by reference and made a part o these minutes). By acclamation, Mayor Davis was designated to be Snow Hill’s rep to the RPO; and Mr. Clark, in the Mayor’s absence.**
    - b. **Motion was made by Commissioner Burruss, seconded by Commissioner Shackelford and carried unanimously to set a public hearing, pursuant to Policy No. 1.0003 for 9:00 am to hear comments regarding the Town entering a development agreement with Ham Produce co., Inc. (developer) of “The Hamptons”—a housing development located on Hwy 258 South.**
    - c. **Motion was made by Commissioner Shackelford, seconded by Commissioner Burruss to move to closed session to discuss a personal matter pursuant to NCGS143-318.11(c) and to discuss matters relating to the negotiations of an economic development incentive pursuant to NCGS 143-318.11(4).**
  - **Motion was made by Commissioner Thomas, seconded by Commissioner Burruss and carried unanimously to reconvene open session.**
5. **Announcements and Public Comments:** The Town Clerk announced that waste collection would be on Tuesday, December 26, 2006 and Tuesday, January 2, 2007 due to the holidays falling on the regular Monday collection day. Mayor provided

the Board with Statistical Data of the Work Force for review and later discussion  
(copy hereby incorporated by reference and made a part of these minutes).

**12. Adjournment—Motion was made by Commissioner Washington, seconded by  
Commissioner Burruss to adjourn this session of the Town Board of Commissioners.**