

**MINUTES**  
**Snow Hill Board of Commissioners Regular Meeting**  
**Wednesday, August 29, 2007—9:00 am**  
**Snow Hill Town Hall**  
**201 North Greene Street, North Carolina 28580**

*The Snow Hill Board of Commissioners regular meeting convened at 9:00 am on Wednesday, August 29, 2007, in the Snow Hill Town Hall with the following members present: Mayor Don Davis; Commissioners Percy Edwards, Phyllis Burruss, Geraldine Shackelford, Allison Thomas, and Lorraine Burney-Washington; Acting Town Clerk Michelle Strickland; Town Administrator Bob Clark; and Town Attorney Brian Pridgen.*

1. Call to Order—**Mayor Davis sounded the gavel and called the meeting to order.**
2. Prayer—**Mayor Davis offered prayer.**
3. Pledge of Allegiance—**The pledge was recited.**
4. Roll Call—**All members with the exception of Commissioner Edwards were present, and Mayor Davis declared a quorum. Mayor Davis announced that Commissioner Edwards was running a little late but would soon join the Board. He stated that he would recognize his attendance at the appropriate time for voting purposes.**
5. Consider Approving Meeting Agenda—**Motion was made by Commissioner Washington seconded by Commissioner Shackelford and carried unanimously to approve the agenda as drafted.**
6. Consider Approving Meeting Minutes—**Motion was made by Commissioner Burruss, seconded by Commissioner Shackelford and carried unanimously to approve the minutes of the August 13, 2007 Regular Meeting.**
7. **Report of Officers:**
  - a. *Mayor:* Pre-clearance for mixed beverage election requested—Mayor Davis reported that pre-clearance for a mixed beverage election has been requested (a copy hereby incorporated by reference and made a part of these minutes). **The Board consented to receive this report.**
  - b. *Town Administrator:*

- 1. Results of monitoring visit with regard to 2004 Community Development
- Block Grant—Mr. Clark reported the results of the 2004 Community Development Block Grant monitoring visit (a copy hereby incorporated by reference and made a part of these minutes).

**Page 2 of 5**

**August 29, 2007 Regular Meeting Minutes**

2. Recommend awarding bid for the construction of the Community Center to
- Burney and Burney Construction—Mr. Clark recommended awarding bid for the construction of the Community Center to Burney and Burney Construction (copy hereby incorporated by reference and made a part of these minutes).

**The Board consented to receive this report.**

**8. Report of the Boards, Commissions, Committees and/or Taskforces:** There were no reports from any other governing body.

**9. Unfinished Business and General Orders:**

- a. June 27, 2007 regular meeting minutes—**Motion was made by Commissioner Washington, seconded by Commissioner Burruss and carried unanimously to approve the June 27, 2007 regular meeting minutes.**
- b. July 9, 2007 regular meeting minutes—**Motion was made by Commissioner Shackelford , seconded by Commissioner Burruss and carried unanimously to approve the July 9, 2007 regular meeting minutes.**
- c. July 25, 2007 regular meeting minutes—**Motion was made by Commissioner Washington, seconded by Commissioner Shackelford and carried unanimously to approve the July 25, 2007 regular meeting minutes with changes to Item 13, the motion to adjourn was made by Commissioner Burruss, not Commissioner Thomas and to change the document title striking Agenda and adding Minutes.**
  - **Commissioner Edwards joined the meeting for voting at 9:20 a.m.**
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- d. Mr. Charles Lewis' request for compensation for utility bill (Mr. Lewis to appear before the Board) — Mr. Lewis explained to the Board that he had come in to have water cut on at one apartment and it was cut-on at the wrong place. Over Memorial Day weekend when it was on he went into the apartment and

discovered that the hot water side of the sink in the bathroom was left running and this was the only thing that could have caused the increase in the electric bill. Mr. Lewis stated that his bill had dropped this month. The Board asked questions of Mr. Lewis. Ms. Strickland stated that there was an error on the work order. **Motion was made by Commissioner Washington, seconded by Commissioner Burruss and carried unanimously to reimburse Mr. Lewis \$369.08 for his Progress Energy bill.**

Page 3 of 5

### August 29, 2007 Regular Meeting Minutes

- e. SECOND READING: Consider the recommendation to adopt the proposed Time, Attendance, and Leave Recording Policy—**Motion was made by Commissioner Shackelford, seconded by Commissioner Burruss and carried unanimously to adopt the proposed Time, Attendance, and Leave Recording Policy (a copy hereby incorporated by reference and made a part of these minutes)**
- f. SECOND READING: Consider the recommendation to adopt Amendment #2007-001: Detrimental Personal Conduct Defined—**Motion was made by Commissioner Edwards and seconded by Commissioner Washington to adopt Amendment #2007-001 as written. Commissioner Thomas moved to amend the motion to adopt Amendment #2007-001 and in each instance that compensatory time occurs add over-time to the policy, seconded by Commissioner Shackelford and the amendment carried unanimously. Primary motion to adopt Amendment #2007-001: Detrimental Personal Conduct Defined (a copy hereby incorporated by reference and made a part of these minutes) as amended carried unanimously.**
  
- g. SECOND READING: Consider the recommendation to adopt Amendment #2007-002: Overtime Pay Provisions—**Motion was made by Commissioner Washington, seconded by Commissioner Burruss to adopt Amendment #2007-002. Commissioner Thomas moved to amend the motion to adopt Amendment #2007-002 with changes to include “Town” in front of Administrator and striking “of the personnel system” from the 1st paragraph, fifth sentence, change the last sentence of the 1st paragraph to read “All compensatory time earned shall be reviewed and approved by the Hiring Authority *and* mayor”, paragraph 2, sentence 4 should be changed to read “The compensatory time off must be taken within 7 workdays from the date the overtime is worked unless otherwise authorized by the department head *and* Town Board, and in every place in the policy where compensatory**

time is stated over-time should be included, after calling for a second 3 times the motion failed due to the lack of a second. Commissioner Washington moved to amend the above items included in Commissioner Thomas's proposed amendment with the exception of the second paragraph, 4th sentence remaining as is, seconded by Commissioner Burruss and the amendment carried unanimously. Primary motion to adopt Amendment #2007-002: Overtime Pay Provisions (a copy hereby incorporated by reference and made a part of these minutes) as amended carried 4 – 1 on a roll call vote (Aye's—

Page 4 of 5

### August 29, 2007 Regular Meeting Minutes

- Edwards, Thomas, Shackelford and Washington; Noe—Commissioner Burruss).
- h. SECOND READING: Consider the recommendation to adopt Amendment
- #2007-003: Employee Benefits—**Motion was made by Commissioner Burruss, seconded by Commissioner Edwards and carried unanimously to adopt Amendment #2007-003: Employee Benefits (a copy hereby incorporated by reference and made a part of these minutes).**

#### 10. New Business:

- a. Request to appear before the Board to discuss sidewalks in Snow Hill
- community (David Jones) – Mayor Davis invited Mr. Jones to come before the Board and speak. Mr. Jones requested that the Town consider implementing a Walkable Community Program. He spoke of the benefits of walking and how walking could help deter the health risks that were plaguing the community (a copy hereby incorporated by reference and made a part of these minutes). Mayor Davis asked Mr. Jones if he had time to please bring further suggestions to the table. He also asked Mr. Jones to contact Commissioner Edwards and set up a time to provide a presentation to the Snow Hill Recreation Commission.
- b. Consider the recommendation to award bid for the construction of the
- Community Center to Burney and Burney Construction—**Motion was made by Commissioner Washington, seconded by Commissioner Burruss and carried unanimously to award the bid for construction of the Community Center enhancement project to Burney and Burney Construction and to authorize the Mayor's signature.**
- c. Consider entering closed session to discuss a personnel matter pursuant to
- NCGS 143-318.11(6) — **Motion was made by Commissioner Shackelford, seconded by Commissioner Burruss and carried unanimously to enter closed session.**

- **Motion was made by Commissioner Washington, seconded by Commissioner Shackleford and carried unanimously to reconvene in open session.**

Page 5 of 5

### **August 29, 2007 Regular Meeting Minutes**

- (Commissioner Edwards, Mayor Pro Tem, chaired the meeting after reconvening.)
  - **Motion was made by Commissioner Edwards, seconded by Commissioner Burruss to approve the payment of compensatory time to Mauren Baker in the amount of \$21,663.39. The motion carried 4 –1 on a roll call vote.**
  - **(Aye’s Edwards, Burruss, Shackleford and Washington; Noe – Commissioner Thomas).**
  - **Motion was made by Commissioner Edwards, seconded by Commissioner Burruss to pay all non-exempt employee’s that have a compensatory time balance over 5 hours. The motion carried 4 – 1 on a roll call vote (Aye’s-- Edwards, Burruss, Shackleford and Washington; Noe—Commissioner Thomas).**
    - Commissioner Thomas asked to go on record as expressing her disgust with how negligent and frivolous the mayor, Town Administrator, and commissioners have been with the Town’s money.
- 2. Announcements and Public Comments**—Mayor Davis took this opportunity to express appreciation to the Town staff for their hard work on the behalf of the Town residents and Mrs. Baker for her service.
- 1. Adjournment**— **Motion was made by Commissioner Shackleford, seconded by Commissioner Washington and carried unanimously to adjourn at 10:39 am.**

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Donald G. Davis

**Mayor**

**ATTEST:**

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**Michelle Strickland**

**Acting Town Clerk**