

MEETING MINUTES
Snow Hill Board of Commissioners
Wednesday, February 28, 2007, 9:00 a.m.
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 February 28, 2007, 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. Bob Masters of Contentnea Development Partnership, Frank Warren were also present

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 commissioners were present and a quorum was declared by Mayor Davis
5. Consider Approving Meeting Agenda—Motion was made by Commissioner Shackelford, seconded by Commissioner Burruss and carried unanimously to approve the agenda as drafted.
6. Consider Approving Meeting Minutes: Motion was made by Commissioner Washington, seconded by Commissioner Burruss and carried unanimously to approve the minutes of the January 24, 2007 regular meeting with the following correction—Item 11 c...”seconded by Commissioner Burruss,...”. Motion was made by Commissioner Edwards, seconded by Commissioner Thomas and carried unanimously to approve the minutes of the February 8, 2007 minutes.
7. Report of Officers:
 - a. Mayor: Report received by consent of the Board
 1. Mayors’ Alliance request for joint County/Towns meeting to discuss appointments—
Mayor Davis reported that Mayor Lockett (Hookerton), Mayor Casper (Walstonburg), and he had requested a joint meeting with the Greene County

Commissioners in reference to the County's abrupt change in requiring the towns to supply multiply candidates for appointments to county committees.

2. Diversity recruitment strategies—Mayor Davis stated that this item should be entitled Equal Opportunities Program. The mayor introduced this policy as an additional General Policy entitled Equal Employment Opportunities Program (Policy N. 1.0005), copy hereby incorporated by reference and made a part of these minutes. The purpose of this policy is to provide guidelines for hiring practices.

b. Town Administrator—Report received by consent of the board.

1. NC State changes regarding employer supplemental contributions to employees NC 401(k) plan—Mr. Clark explained that the State had completed changes to the State Employees 401(k) Plan. He provided a copy of a proposed amendment to the personnel policy—Amendment I. Pension Plan (copy hereby incorporated by reference and made a part of these minutes), and recommended that the Board approve the amendment..

2. NC DOT Tree Plantings—Plantings have begun. The Town will be required to maintain these plantings.

3. Announcements of conferences & training—Mr. Clark reported on employee and Board opportunities for training.

c. Town Planner—Report received by consent of the Board. Mr. Clark was called away to an emergency phone call. Therefore this report was delayed until his return to the Board table.

1. Around the Town Report—Mr. Clark gave some highlights of this report and stated that the paper report would be ready as soon as some pictures were taken and placed appropriately. Copies will be supplied to the Board and to the Clerk for the record.

8. Report of the Boards, Commissions, Committees and/or Taskforces: Snow Hill Development Commission--Commissioner Thomas gave the report and recommendation of this committee. The following report was received by consent of the Board.

a. Extend availability of Snow Hill Economic Enhancement Policy No. 1.0003 through December 31, 2007 originally this Policy was put in place for only 6 months. The Commission recommends extending the period until December 31, 2007.

b. Proposed services contract with the Contentnea Development Partnership (CDP)—Commissioner Thomas presented the proposed services contract with the Contentnea Development Partnership (CDP), copy hereby incorporated by reference and made a part of these minutes.

9. Unfinished Business and General Orders: N/A

10. New Business:

a. Consider extending availability of Snow Hill Economic Enhancement Policy No. 1.0003 through December 31, 2007—Motion was made by Commissioner Edwards, seconded by Commissioner Washington and carried unanimously to extend the availability of the Snow Hill Economic Enhancement Policy No. 1.0003 through December 31, 2007.

b. Consider a proposed services contract with the Contentnea Development Partnership (CDP)—Motion was made by Commissioner Edwards, seconded by Commissioner Shackelford and carried unanimously to approve the services contract with the Contentnea Development Partnership (CDP) pending review of the Town Attorney (copy hereby incorporated by reference and made a part of these minutes).

c. Consider approving Equal Employment Opportunities Program General Policy 1.0005—Motion was made by Commissioner Washington, seconded by Commissioner Burruss and carried unanimously to approve the Equal Employment Opportunities Program General Policy 1.0005, effective immediately and pending review by counsel.

d. Consider approving Amendment I. Pension Plan—Motion was made by Commissioner Washington, seconded by Commissioner Burruss and carried unanimously to approve Amendment I. Pension Plan pending review by the NC 401(k) representative and with the following changes: “Employees seeking matching contributions shall submit....year in order to be active for the next Fiscal Year”; Replace “written notification shall be provided to the finance officer to terminate matching contributions during a Plan Year” with “Employee shall provide written notice to the Finance Officer upon his or her termination of the NC 401(k) Plan”.

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

11. Announcements and Public Comments—Mayor Davis announced that the NCDOT needs current documents to include descriptions and resolution for the Sidewalk Project Phase II. Motion was made by Commissioner Thomas, seconded by Commissioner Shackelford and carried unanimously to give the Mayor authority to update the existing documents as the description and resolution contained therein include the same information needed for NCDOT.

12. Adjournment—Motion was made by Commissioner Thomas, seconded by Commissioner Burruss and carried unanimously to adjourn this session of the Town Council.

Mayor Donald G. Davis

Attest:

Mauren N. Baker, Clerk to the Board