

**MINUTES**  
**Snow Hill Board of Commissioners Regular Meeting**  
**Monday, November 5, 2007—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 a.m. on Monday, November 5, 2007, in the Snow Hill Town Hall with the following members present: Mayor Don Davis; Commissioners Percy Edwards, Phyllis Burruss, Allison Thomas and Lorraine Washington; Acting Town Clerk Michelle Strickland.*

- 1. Call to Order – Mayor Davis called the meeting to order at 7:39 p.m.**
- 2. Prayer - Prayer was offered by Commissioner Edwards.**
- 3. Pledge of Allegiance - The pledge was recited.**
- 4. Roll Call - Roll call was suspended and a quorum was declared. Commissioner Thomas joined the meeting for voting at 7:42 p.m. Commissioner Shackelford will not be present due to a family medical emergency.**
- 5. Consider Approving Meeting Agenda – Motion was made by Commissioner Washington, seconded by Commissioner Edwards and carried unanimously to approve the agenda with adding item 7a #3 as “Announcement regarding Veteran’s Day” and item 7a #4 as “Ribbon Cutting for Victoria Rose”.**
- 6. Consider Approving Meeting Minutes: October 24, 2007 regular meeting – Reading of the minutes was suspended without objection. Motion was made by Commissioner Edwards, seconded by Commissioner Burruss to approve the minutes as written.**
- 7. Report of Officers:**
  - a. Mayor:*
    1. Introduce amendment to fee schedule for Notary Public Services Policy – Mayor Davis introduced his idea for a new Notary Public Services Policy (a copy hereby incorporated by reference and made a part of these minutes)
    2. Cool Cities Resolution—U. S. Mayors Climate Protection Agreement – Mayor Davis introduced a resolution (a copy

hereby incorporated by reference and made a part of these minutes) regarding climate protection.

3. Announcement Regarding Veteran's Day – The Mayor advised the Board of the program that was being held on November 12, 2007 on the lawn of the courthouse and asked everyone to please attend if possible.
4. Ribbon Cutting for Victoria Rose – Mayor Davis informed the Board of the plans for the ribbon cutting ceremony to be held for Victoria Rose and invited everyone to attend the ceremony.

- **Report was received by consent of the Board.**

- b. *Town Administrator:*

- *In the Town Administrator's absence Mayor Davis gave the report of the Town Administrator.*

1. Resolution Supporting Snow Hill application to the NC Division of Bicycle & Pedestrian Planning Initiative – Mayor Davis asked the Board to consider adopting a resolution (a copy hereby incorporated by reference and made a part of these minutes) in support of the Town of Snow Hill's application to the NC Division of Bicycle & Pedestrian Planning Initiative.
2. ECU Geography students conducting town's sidewalk inventory – Mayor Davis informed the Board of the work that Karen Mulchay's ECU students were doing as a project here in Snow Hill.
3. Snow Hill Walking Club – Mayor Davis advised the Board that Snow Hill had formed a walking club and had begun having meetings.
4. NC CDBG Capacity Building Grant with Rosenwald CDC – Mayor Davis reported that he and Mr. Clark had met with the Rosenwald and Angelo Francina to look at potential projects and that they had narrowed the project down to another housing project that would target James, Moore, and Petteway Streets.
5. NCSTEP Potential Application – Mayor Davis reported that Mr. Clark was looking into submitting another application for the NCSTEP program and also how to strengthen our chances and perhaps pairing up with Hookerton to submit a cluster grant.
6. Fire Department certified and rated – Mayor Davis congratulated Chief Carraway and former Chief Dana Hill and announced that the fire department did meet the requirements for a rated and certified department.

- **Report was received by consent of the Board.**

- g. *Public Works & Utilities Director:* Water banking—Summary of monthly well water usage and credits – Mr. Hill shared a copy of the Town's CCPCUA annual report (a copy hereby incorporated by reference and made

a part of these minutes). He reported that the report showed that the Town is building water credits and is in good shape for a later starting date of depending on a secondary water source. Mr. Hill also reported that there has been no change in the Town's well water levels and there are no concerns at this time with getting water to customers.

- **Report was received by consent of the Board.**

**8. Report of the Boards, Commissions, Committees and/or Taskforces:** Recreation Commission recommendation supporting naming "Scout Park" in recognition of Eagle Scouts projects

- a. Program: Recognition of Eagle Scouts for improvements to the park between the Bridge and the Scout Hut. – Mayor Davis asked Jesse Artis and Justin Hudgins to join the Board at the table to present their Eagle Scout Projects. Jesse Artis pruned trees, identified them and worked on the sitting area, he shared pictures of his project throughout all stages of the work and shared information about the work that was completed in his project. Justin Hudgins spoke about his project for signage at the park. He described the work that his project entailed. Ross Brown also completed an Eagle Scout project at the park involving fencing and picnic tables but could not make the meeting.

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

- a. Lease agreements between the Town of Snow Hill and Greene Lamp/ County of Greene – Tabled.
- b. Consider Adoption of 2007-2008 Snow Hill Town Council Strategic Goals and Objectives – **Motion was made by Commissioner Thomas, seconded by Commissioner Washington and carried unanimously to adopt the 2007-2008 Snow Hill Town Council Strategic Goals and Objectives (a copy hereby incorporated by reference and made a part of these minutes).**
- c. Second Reading and Consideration of a Resolution Authorizing Supplemental Grant Application to NC Rural Economic Development Center, Inc. for the Regional Water Supply Project – **Motion was made by Commissioner Washington, seconded by Commissioner Edwards and carried unanimously to adopt the resolution.**

**10. New Business:**

- a. Cool Cities Resolution—U. S. Mayors Climate Protection Agreement – **Motion was made by Commissioner Burruss, seconded by Commissioner Edwards and carried unanimously to adopt the resolution.**

- d. Consider amendment to fee schedule for Notary Public Services Policy – **Motion was made by Commissioner Thomas, seconded by Commissioner Washington and carried unanimously to adopt the policy.**
- e. Consider approving the Recreation Commission recommendation to name “Scout Park” in recognition of Eagle Scouts projects – **Motion was made by Commissioner Washington, seconded by Commissioner Edwards and carried unanimously to approve naming “Scout Park”.**
- f. Resolution Supporting Snow Hill application to the NC Division of Bicycle & Pedestrian Planning Initiative – **Motion was made by Commissioner Washington, seconded by Commissioner Edwards and carried unanimously to approve the resolution.**
- g. Consider closed session to discuss a contract matter pursuant to
  - NCGS 143-318.11(5) – **Motion was made by Commissioner Washington, seconded by Commissioner Edwards and carried unanimously to enter closed session at 8:27 p.m.**
  - **Motion was made by Commissioner Edwards, seconded by Commissioner Burruss and carried unanimously to reconvene at 9:45 p.m.**
- 2. **Announcements and Public Comments - none**
- 3. **Adjournment – Motion was made by Commissioner Washington, seconded by Commissioner Burruss and carried unanimously to adjourn at 9:46 p.m.**

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- **Donald G. Davis**
  
- **Mayor**

**ATTEST:**

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**Michelle L. Strickland**

**Acting Town Clerk**