

## Meeting Minutes – November 10, 2008

*The Snow Hill Board of Commissioners regular meeting convened at 7:42 p.m. on Monday, November 10, 2008, at the Snow Hill Town Hall with the following members present: Mayor Don Davis; Commissioners James Bizzell, Percy Edwards, Dennis Liles, Geraldine Shackelford, and Lorraine Washington. Acting Town Clerk, Michelle Strickland, Town Administrator, Bob Clark and Town Attorney, Brian Pridgen.*

1. **Call to Order** – Mayor Davis called the meeting to order at 7:42 p.m.
2. **Prayer** – Prayer was offered by Commissioner Edwards.
3. **Pledge of Allegiance** – Mayor Davis led the pledge.
4. **Roll Call** – Roll call was suspended without objection. All members were present and a quorum was declared.
5. Consider Approving Meeting Agenda – Motion was made by Commissioner Washington, seconded by Commissioner Liles and carried unanimously to approve the agenda with adding 7a2 Presentation of Cool Cities Award, 7a3 as Governing Body Appointments, 7a4 as Amendment to Veteran Benefit Policy and 7a5 as Appointment process to fill position of Mayor.
6. Consider Approving Meeting Minutes: October 29, 2008 – Motion was made by Commissioner Shackelford, seconded by Commissioner Washington and carried unanimously to approve the October 29, 2008 minutes.
7. Report of Officers:

a. Mayor:

1. Veterans Day Ceremony scheduled for 11:00 a.m. at the Greene County Courthouse – Mayor Davis encouraged the Board and citizens to attend the Veteran’s Day ceremony. He announced that the guest speaker will be Harold Bailey, a WWII veteran from Walstonburg.
2. Presentation of Cool Cities Award – Mayor Davis introduced Mr. Bill Kloepfer from the Local Sierra Club and Kara Craig from the Sierra Club Raleigh office. They presented the Mayor and Board with a Cool Cities Plaque for the US Mayors Climate Protection.
3. Governing Body Appointments – Mayor Davis asked the Board to look over (a copy hereby incorporated by reference and made a part of these minutes) his memo containing recommendations of appointments to governing bodies. Mr. Clark announced that the Town is still waiting for nominations from the County for ETJ appointments.
4. Amendment to Veteran Benefit Policy – Mayor Davis passed out (a copy hereby incorporated by reference and made a part of these minutes) a draft of the amended policy. The only change that is presented is that the

opening and closing fees also be reduced by 25% for qualified Veteran's. Mayor Davis recommends this policy be adopted.

5. Appointment Process to Fill Mayor's Seat – Mayor Davis shared with the Board (a copy hereby incorporated by reference and made a part of these minutes) a policy he had been working on to go by when filling positions on the Board for the Board and Mayor. Mayor Davis stated that he was trying to make the process an open one. Mayor Davis passed out (a copy hereby incorporated by reference and made a part of these minutes) a copy of the procedures and documents that the City of Rocky Mount used when filling their vacancies. There was discussion about the application, nomination, and interviewing process. The Board came up with 4 basic questions to ask each nominee. The nominees will also be asked questions other than the five basic ones as they come along. Mayor Davis recommends approving the policy with certain corrections with a clean copy to come back at the next meeting for review. It was by consent to have the Clerk compose the questions to go along with the application and a copy of the policy under review. The Clerk shall move forward with posting in the Standard Laconic, on the Town website, and at Town Hall. The applications should be received by the Town Clerk no later than 12:00 noon on December 1, 2008.

**This report was received without objection.**

- a. Town Administrator:
  1. Town of Snow Hill recipient of \$75,000 Capacity Building Grant in support of housing initiative with the Rosenwald Center for Cultural Enrichment – Mr. Clark shared with the Board that the Town will be awarded the grant (a copy hereby incorporated by reference and made a part of these minutes).
  2. A sign provided by The National Weather Service was placed in Scout Park overlooking the Contentnea Creek showing the maximum flood level in Snow Hill – Mr. Clark showed a picture of the sign (a copy hereby incorporated by reference and made a part of these minutes). This is a declaration of how high the flood waters got in 1999 during the flood.
  3. Water Resource Operator Joe Roberts hosted the NC Professional Wastewater Operator's Committee with a tour of the Snow Hill Wastewater Treatment Plant November 6, 2008 – Mr. Clark spoke to the Board about Joe Roberts hosting the meeting. There was a training session at the Community Center and then a tour of the wastewater facility.

**This report was received without objection.**

- a. *Revenue Collector/Interim Town Clerk*: Cemetery plot repurchase policy – Miss Strickland informed the Board that she was waiting for information from the Attorney on the best way to handle the repurchase of cemetery plots and recommended tabling this item until that could be worked out.

**This report was received without objection.**

8. Report of the Boards, Commissions, Committees and/or Taskforces: none

9. Unfinished Business and General Orders: none

10. New Business:

- a. Consider Governing Body Appointments – Motion was made by Commissioner Washington, seconded by Commissioner Liles and rescinded. Motion was made by Commissioner Washington, seconded by Commissioner Liles and carried unanimously to nominate Mr. Jason Thomas to the Planning Board, Mrs. Nita Smith and Ms. Gwenoese Smith to the Historic Committee, Mrs. Jody Riddle to Neighborhood Affairs and Mr. Stephen Ginn to the Tree Board. Mr. Jason Thomas was appointed to the Planning Board by acclamation. Mrs. Nita Smith was appointed to the Historic Committee by acclamation. Mrs. Gwenoese Smith was appointed to the Historic Committee by acclamation. Mrs. Jody Riddle was appointed to the Neighborhood Affairs Committee by acclamation. Mr. Stephen Ginn was appointed to the Tree Board by acclamation.
- b. Amendment to Veteran’s Benefit Policy – Motion was made by Commissioner Washington, seconded by Commissioner Liles and carried unanimously to approve the amended policy.
- c. Consider Adopting Policy Fulfilling Board Vacancies – Motion was made by Commissioner Shackelford, seconded by Commissioner Washington, and carried unanimously to adopt the policy fulfilling board vacancies.
- d. Consider Authorizing the Posting of Vacant Position of Mayor – By consent it was authorized to advertise for the position of Mayor in the Standard Laconic’s November 13, 2008 edition, on the internet, and by e-mail. The deadline to turn in applications for the position will be noon, December 1, 2008.
- e. Consider Adopting Four (4) Basic Questions for Applicants and Application – By consent 4 basic questions for applicant for the position of Mayor were adopted as well as the application. A copy of the policy, the questions, and the applications will be given to each interested applicant.
- f. Consider Tabling Cemetery Plot Repurchase Policy – Motion was made by Commissioner Shackelford, seconded by Commissioner Liles and carried unanimously to table the Cemetery Plot Repurchase Policy.
- g. 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 Washington and carried unanimously to enter into closed session at 9:42 p.m.

**Motion was made by Commissioner Shackelford, seconded by Commissioner Liles and carried unanimously to reconvene into open session at 10:39 p.m.**

**Motion was made by Commissioner Shackelford, seconded by Commissioner Washington and carried unanimously according to Article 3, Section 8 of the personnel policy to rehire Mr. Dana Hill to regular full-time status as Public Works and Utilities Director as of November 24, 2008. Mr. Hill will be rehired at a Grade 22, Step 8.**

**Motion was made by Commissioner Washington, seconded by Commissioner Bizzell and carried unanimously to reclassify the animal control position as Ordinance Enforcement Officer, a regular full-time position, with the recommendation that Miss. Kathy Pazzaglia be retained and asked to serve in this position with the expanded duties at a Grade 6, Step 1 effective November 24, 2008. Mrs. Pazzaglia will be designated a trainee.**

**Motion was made by Commissioner Liles, seconded by Commissioner Washington and carried unanimously to under Article 4, Recruitment and Employment, recommend to advertise for the position of Town Clerk.**

**It was without objection that the motion to rehire Mr. Dana Hill as Public Works and Utilities Director be amended to include that his sick leave be reinstated, his vacation balance will be zero (0), the previous decision to waive his education benefits in exchange for contracted services will be rescinded, his next merit increase will be considered in 2010 according to the personnel policy, and his longevity, vacation, and other applicable benefits will be calculated based on his original hire date.**

**The Board consented to send the Mr. Brian Pridgen, the Attorney, a get well card due to having minor surgery.**

11. Program: none

12. Announcements and Public Comments

13. Adjournment – Motion was made by Commissioner Liles, seconded by Commissioner Washington and carried unanimously to adjourn at 10:47 p.m.