

Meeting Minutes – November 26, 2008

The Snow Hill Board of Commissioners regular meeting convened at 9:02 a.m. on Wednesday, November 26, 2008, at the Snow Hill Town Hall with the following members present: Mayor Don Davis; Commissioners James Bizzell, Percy Edwards and Dennis Liles, 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 9:02 a.m.
2. **Prayer** - Prayer was offered by Commissioner Edwards.
3. **Pledge of Allegiance** – Mayor Davis led the pledge.
4. **Roll Call** – It was without objection that roll call be suspended. Communication has been received from Commissioner Shackelford that she is out of town with family. Commissioner Washington is in the hospital recovering from knee replacement surgery. The absences were received as excused without objection and a quorum was declared.
5. Consider Approving Meeting Agenda – Motion was made by Commissioner Edwards, seconded by Commissioner Liles and carried unanimously to approve the agenda as written.
6. Consider Approving Meeting Minutes: November 10, 2008 – Reading of the minutes was suspended without objection. Motion was made by Commissioner Bizzell, seconded by Commissioner Liles and carried unanimously to approve the minutes from November 10, 2008 as written.
7. Report of Officers:
 - a. Mayor:
 1. Resolution Renaming the Snow Hill Town Hall, “The G. Melvin Oliver Town Hall of Snow Hill” – Mayor Davis recommended to the Board a resolution (a copy hereby incorporated by reference and made a part of these minutes) renaming the Town Hall as “The G. Melvin Oliver Town Hall of Snow Hill”. Mr. Melvin was Mayor of Snow Hill for 33 years.
 2. Resolution Honoring Isolene Artis Taylor – Mayor Davis recommends a resolution (a copy hereby incorporated by reference and made a part of these minutes) honoring Isolene Artis Taylor who has been an educator and a community activist for over 50 years.
 3. Resolution Honoring Stephen and Sharon Ginn on their 50th Wedding Anniversary – Mayor Davis recommends a resolution (a copy hereby incorporated by reference and made a part of these minutes) honoring Stephen and Sharon Ginn on their 50th wedding anniversary. The Ginn’s have been very active in the community, especially the Greene County Museum.
 4. Resolution Supporting the Restoration of the Snow Hill Colored High School – Mayor Davis recommends a resolution in support of the restoration of the Snow Hill Colored High School (a copy hereby incorporated by reference and made a part of these minutes). Mayor

Davis explained an opportunity that the school has been given to receive a grant for restoration of the school.

5. Discuss administrative fees for Snow Hill Colored High School “Rosenwald School” Restoration Project – Mayor Davis explained that there would be administrative fees associated with the restoration of the Rosenwald School and recommends that the Board consider providing financial support for some of these fees. He doesn’t think the fees should be more than \$1500.00 – \$2000.00.
6. General Policy (No.1.0008) for Recognizing Individual Citizens on Special Occasions – Mayor Davis discussed the process that has been occurring when recognizing individuals on special occasions. Mayor Davis feels that it is important to handle these resolutions consistently. This policy (a copy hereby incorporated by reference and made a part of these minutes) outlines the way the resolution will be handled. Mayor Davis recommends this policy.
7. Agreement between the Greene Improvement Association for Event Coordination at the Greene County Community Center – Mayor Davis discussed the agreement (a copy hereby incorporated by reference and made a part of these minutes) and the need for it. The agreement spells out fees that the Board would control. It also spells out what the Town is responsible for and what the Greene Improvement Association is responsible for in relation to the Greene County Community Center. Town Attorney Brian Pridgen feels that the agreement is adequate.
8. Fee schedule for deposits and rental fees of Greene County Community Center – Mayor Davis spoke about the proposed rental fees (a copy hereby incorporated by reference and made a part of these minutes) to be set for the use of the Greene County Community Center. Mayor Davis informed the Board that the Greene Improvement Association was in support of the proposed fees.
9. Proposed Amendment to Article IV. Personnel Policy regarding education-work experience equivalency – Mayor Davis presented (a copy hereby incorporated by reference and made a part of these minutes) an education-work experience equivalency chart that would measure the combination of work and education experience when going through the employee selection process.
10. Reconsider General Policy G. Filling Vacancy on Snow Hill Town Council (Policy No. 1.0007) – Mayor Davis spoke about the clean copy (a copy hereby incorporated by reference and made a part of these minutes) of the policy filling the vacancy on the Snow Hill Town Council. The difference in this copy is that it is expanded upon and has more things spelled out. The only difference is that after a person is appointed the length of the speech of the appointed person will be capped at 5 minutes. Since the process has been previously approved, the Mayor recommends considering an action to reconsider the policy and after that to approve the amendments to the policy.

11. Discuss setting general order for nominations to fill vacancy of the office of mayor – Mayor Davis spoke to the Board about setting a general order for the nominations to fill the vacancy of the office of the Mayor – What this does is set that as high priority of the meeting. Mayor Davis recommends the Board to set this as a general order.

The Board received this report without objection.

- a. Town Administrator:
 1. Pending Change Order and Budget Ordinance Amendment – increase on W Harper St drainage project – Mr. Clark reported that the project is moving along nicely but is taking longer than anticipated due to some changes that had to be made. The change orders are pending. Mr. Clark recommends tabling the action item.
 2. Legal Services Agreement between Rose Rand Attorney’s, P.A. and the Town of Snow Hill – Mr. Clark informed the Board that the contract with Rose Rand Attorney’s, PA has been an interim contract. Mr. Clark recommends approving a three year contract (a copy hereby incorporated by reference and made a part of these minutes). The terms of the contract would go through 2012 and the primary attorney would be Mr. Brian Pridgen. Mr. Clark also recommends designating Rose Rand Attorney’s, P.A. the attorney as the Town Attorney not the Interim Town Attorney.
 3. Town Clerk/Revenue Collector job description – Mr. Clark asked the Board to review the new job description (a copy hereby incorporated by reference and made a part of these minutes) for the Town Clerk/Revenue Collector. There has never been a job description set for this combination of positions.
 4. Ordinance Enforcement Officer job description – Mr. Clark presented the job description (a copy hereby incorporated by reference and made a part of these minutes) of the newly created position of Ordinance Enforcement Officer that Ms. Kathy Pazzaglia has taken over.
 5. Discuss authorizing employee contributions for Pre-Paid Legal services through payroll deduction – Mr. Clark spoke to the Board about authorizing pre-paid legal services as a payroll deduction. Mr. Clark discussed the services provided through pre-paid legal. All full-time employees are interested in participating at this time. Mr. Clark would like to bring back more information on this at a later date. His recommendation at this time is to authorize payroll deduction of pre-paid legal services.
 6. Holiday Extravaganza December 5, 2008 – Mr. Clark informed the Board that the Holiday Extravaganza will be held on December 5, 2008 from 6 – 8 p.m. There will be refreshments and such at Town Hall, everyone is encouraged to attend. Mr. Hill asked members if they would like to use the hayride for the Christmas parade.
 7. Christmas Parade December 6, 2008 – Mr. Clark informed the Board that the Christmas Parade will be held on December 6, 2008 at 2 p.m. Anyone participating should communicate anything through the Interim Town Clerk.

Mayor Davis took a personal point of privilege to express how well the Trunk-or-Treat event went on Halloween.

It was without objection to allow Mrs. Joann Stevens to speak. Mrs. Stevens asked Mayor Davis to speak about the July 4th event. Mayor Davis emphasized that this was a great success and the best crowd ever with a great display of fireworks. The Mayor feels that the Town needs to continue to support the event. He also feels that the planning should start sooner than later.

This report was received without objection.

a. Public Works & Utilities Director

1. Renewal Agreement Onslow Container Collection Services, Inc. ("OCS") – Mr. Hill recommends considering the signing of the renewal agreement with OCS (a copy hereby incorporated by reference and made a part of these minutes).
2. Standard cement cemetery vases & fee – Mr. Hill recommends approving the previously viewed cement vase and to set a fee at \$10.00. This will come back after speaking with several residents that input needs to be sought.

This report was received without objection.

a. Revenue Collector/Interim Town Clerk:

1. Report list of applicants for mayor vacancy – Miss Strickland informed the Board that one application had been received thus far (a copy hereby incorporated by reference and made a part of these minutes) and that was from Mrs. Lorraine Washington. Mrs. Washington has also communicated her intention (a copy hereby incorporated by reference and made a part of these minutes) to recuse herself from the presiding of the nomination process. Mayor Davis recommends appointing someone to preside over the meeting. It was without objection that item 10s be added as "Appoint Member to preside over the December 8, 2008 meeting."
2. Cemetery plot repurchase fee – Miss Strickland informed the Board that she recommends setting a fee in the amount of \$25.00 for an administrative fee associated with the repurchase of a cemetery plot by the Town of Snow Hill. She recommends that the Board approve the proposed changes to the 2008/2009 schedule of fees (a copy hereby incorporated by reference and made a part of these minutes).

The changes that are proposed are the adding of the fees for the Community Center and the administrative fee for the repurchase of cemetery plots.

This report was received without objection.

e. *Interim Finance Officer: Financial Overview & Analysis October 31, 2008* – Mrs. Watson asked the Board to review the Financial Overview & Analysis (a copy hereby incorporated by reference and made a part of these minutes) that was provided in their agenda packet. She explained that there were narratives that would explain where each fund stood at this time. She informed the Board that there were several line items that were being watched closely. She asked the Board to please see her if they had any questions.

This report was received without objection.

8. **Report of the Boards, Commissions, Committees and/or Taskforces:**
Historic Preservation Commission support of Snow Hill Colored High School “Rosenwald School” Restoration Project and associated administrative support – Mr. Clark spoke to the Board about the support of the Historic Preservation Committee for the Snow Hill Colored High School restoration. The committee will be submitting a letter of support for the restoration.

This report was received without objection.

9. Unfinished Business and General Orders: none
10. New Business:
- a. Consider a Resolution Renaming the Snow Hill Town Hall, “The G. Melvin Oliver Town Hall of Snow Hill” – The reading of the resolution was suspended without objection. **Motion was made by Commissioner Liles, seconded by Commissioner Edwards and carried unanimously to approve a resolution renaming the Snow Hill Town Hall “The G. Melvin Oliver Town Hall of Snow Hill.”**
 - b. Consider a Resolution Honoring Isolene Artis Taylor – The reading of the resolution was suspended without objection. Motion was made by Commissioner Liles, seconded by Commissioner Edwards and carried unanimously to approve a resolution honoring Isolene Artis Taylor.
 - c. Consider a Resolution Honoring Stephen and Sharon Ginn on their 50th Wedding Anniversary – The reading of the resolution was suspended without objection. **Motion was made by Commissioner Liles, seconded by Commissioner Bizzell and carried unanimously to approve a resolution honoring the 50th wedding anniversary of Stephen and Sharon Ginn.**

- d. Consider a Resolution Supporting the Restoration of the Snow Hill Colored High School – The reading of the resolution was suspended without objection. **Motion was made by Commissioner Liles, seconded by Commissioner Bizzell and carried unanimously to approve the resolution of support for the restoration of the Snow Hill Colored High School.**
- e. Consider administrative fees for Snow Hill Colored High School “Rosenwald School” Restoration Project – Motion was made by Commissioner Edwards, seconded by Commissioner Bizzell and carried unanimously to authorize the Town Administrator and Finance Officer bring back a budget amendment at the next meeting not to exceed \$1500.00 for administrative services.
- f. Consider a General Policy (No.1.0008) for Recognizing Individual Citizens on Special Occasions – Motion was made by Commissioner Edwards, seconded by Commissioner Liles and carried unanimously to approve a policy that outlines recognizing individual citizens on special occasions.
- g. Consider an agreement between the Greene Improvement Association for Event Coordination at the Greene County Community Center – **Motion was made by Commissioner Bizzell, seconded by Commissioner Edwards and carried unanimously to approve an agreement between the Town of Snow Hill and the Greene County Improvement Association for event coordination at the Greene County Community Center.**
- h. Consider amending the 2008-2009 Fee & Rate Schedule for the Town of Snow Hill to include deposits and rental fees of Greene County Community Center and a Cemetery plot repurchase fee – **Motion was made by Commissioner Edwards, seconded by Commissioner Liles and carried unanimously to approve amending the 2008-2009 Fee & Rate Schedule to include deposits and rental fees of Greene County Community Center and a cemetery plot repurchase fee.**
- i. Consider Amendment to Article IV. Personnel Policy regarding education-work experience equivalency – Motion was made by Commissioner Edwards, seconded by Commissioner Liles and carried unanimously to approve amended article IV of the personnel policy to include an education-work experience schedule.
- j. Reconsider Amendment General Policy G. Filling Vacancy on Snow Hill Town Council (Policy No. 1.0007) – Motion was made by Commissioner Edwards, seconded by Commissioner Bizzell and carried unanimously to reconsider policy no. 1.0007.

Motion was made by Commissioner Edwards seconded by Commissioner Bizzell and carried unanimously to approve the amended policy filling a vacancy on the Snow Hill Town Council.

- k. Consider setting general order for nominations to fill vacancy of the office of mayor – Motion was made by Commissioner Edwards, seconded by Commissioner Bizzell and carried unanimously to set a general order for nominations to fill vacancy of the office of mayor on December 8, 2008 at 7:35 p.m.

It was without objection that the agenda be amended to consider who would preside over the December 8, 2008 meeting. By consent Commissioner Edwards will preside over the meeting.

- l. Change Order and Budget Ordinance Amendment – increase on W Harper St drainage project – Motion was made by Commissioner Edwards, seconded by Commissioner Bizzell and carried unanimously to table the change order and budget ordinance amendment.
- m. Consider Legal Services Agreement between Rose Rand Attorney’s P.A. and the Town of Snow Hill – Motion was made by Commissioner Edwards, seconded by Commissioner Bizzell and carried unanimously to approve the agreement between the Town of Snow Hill and Rose Rand Attorney’s P.A.
- n. Consider Town Clerk/Revenue Collector job description – Motion was made by Commissioner Edwards, seconded by Commissioner Liles and carried unanimously to approve the Town Clerk/Revenue Collector job description.
- o. Consider approving Ordinance Enforcement Officer job description – Motion was made by Commissioner Edwards, seconded by Commissioner Bizzell and carried unanimously to approve the Ordinance Enforcement Officer job description.
- p. Consider authorizing employee contributions for Pre-Paid Legal services through payroll deduction – Motion was made by Commissioner Bizzell, seconded by Commissioner Edwards and carried unanimously to authorize employee contributions for Pre-Paid Legal services through payroll deduction.
- q. Consider approval of Renewal Agreement Onslow Container Collection Services, Inc. (“OCS”) 2008-09 – Motion was made by Commissioner Liles, seconded by Commissioner Bizzell and carried unanimously to approve the renewal agreement between the Town of Snow Hill and OCS.
- r. Consider a closed session to discuss a personnel matter pursuant to NCGS 143-318.11(6) – Motion was made by Commissioner Liles, seconded by Commissioner Bizzell and carried unanimously to enter into closed session at 10:40 a.m.

Motion was made by Commissioner Edwards, seconded by Commissioner Liles and carried unanimously to reconvene in open session at 11:53 a.m.

Motion was made by Commissioner Bizzell, seconded by Commissioner Edwards and carried unanimously to advertise for the position of Finance Officer.

Motion was made by Commissioner Edwards, seconded by Commissioner Bizzell and carried unanimously to appoint Michelle Strickland as Town Clerk/Revenue Collector at a trainee designation at a Grade 18, Step 1 beginning with the next pay period.

11. Program: none

12. **Announcements and Public Comments** – Commissioner Bizzell informed the Board that he had been approached by Veteran’s about burial because there is no memorial outside of what is at the courthouse. Mayor Davis feels that this should be looked at in the future as how Veteran’s could be memorialized. This could possibly be something for the Public Works Committee.

Commissioner Liles announced that his son would be going to Iraq on December 9, 2008.

Dana Hill, on behalf of the Snow Hill Rural Fire Department, announced that the annual Christmas party will be held on December 6, 2008 at 6:30 p.m. and extended an invitation to the members.

Commissioner Edwards, Bizzell, and Liles each stood and thanked Mayor Davis for his service and acknowledged his accomplishments. Mayor Davis expressed that it has been his pleasure and saluted the Board for the support they had offered him.

13. Adjournment – Motion was made by Commissioner Liles, seconded by Commissioner Bizzell and carried unanimously to adjourn at 12:06 p.m.