

MINUTES
Snow Hill Board of Commissioners Regular Meeting
Monday April 13, 2009—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 p.m. on Monday, April 13, 2009 at the Snow Hill Town Hall with the following members present: Mayor Lorraine Washington; Commissioners James Bizzell, Sr., Percy Edwards, Stephen Ginn, Dennis Liles, and Geraldine Shackelford, Town Clerk Michelle Strickland, Town Attorney Brian Pridgen, Public Works & Utilities Director Dana Hill, Finance Officer Michelle Grant, and Town Administrator Bob Clark.

1. **Call to Order** - Mayor Washington 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 of allegiance.
4. **Roll Call** – Roll call was suspended, all members were present 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 meeting agenda with adding item 7d3 as “Skateboard Park Update”.**
6. **Consider Approving Meeting Minutes:** March 25, 2009 – Motion was made by Commissioner Ginn, seconded by Commissioner Liles and carried unanimously to approve the minutes of the March 25, 2009 meeting with a spelling correction on page 4.
7. **Report of Officers:**
 - a. *Mayor:*
 1. Proclamation recognizing Week of the Young Child, April 19-25, 2009 – Mayor Washington reported to the Board that she had received a letter from the Partnership for Children asking that she issue a proclamation for the week of April 19 – April 25, 2009 be declared Week of the Young Child. Mayor Washington read the proclamation (a copy hereby incorporated by reference and made a part of these minutes) to the Board.
 2. Saturday April 18,2009 Walstonburg 1st annual Veterans recognition: Proud to be an American Day – Mayor Washington announced that Walstonburg will be holding it’s 1St Annual Veteran’s Proud to be an American Day on April 18, 2009. She encouraged everyone to attend.

Mayor Washington took a point of privilege to read a thank you note from the Snow Hill Primary for Commissioner Shackelford's participation on behalf of the Mayor and Town of Snow Hill in the Reading Parade held May 7th.

This report was received by consent.

b. *Town Administrator*

1. McDavid Associates, Inc. proposal for fiscal year 2009-10 retainer services contract effective July 1, 2009 – Mr. Clark asked the members to refer to the proposal (a copy hereby incorporated by reference and made a part of these minutes) for retainer services from McDavid Associates, Inc. Mr. Clark explained that the contract was for \$200.00 per month and included at 10% reduction in rate charges on any work by McDavid and representation as Town Engineer. Mr. Clark recommends authorization of the agreement.
2. Audit services contract for fiscal year ending June 30, 2009 with Barrow, Parris & Davenport, P.A. – Mr. Clark asked the members to refer to the contract (a copy hereby incorporated by reference and made a part of these minutes) for audit services from Barrow, Parris, and Davenport, P.A. There would be a \$13,000 base fee for completion by the October 31 and an hourly rate if the audit goes beyond that date. Mr. Clark recommends favorable consideration of the contract.
3. Multi-Hazard Mitigation Plan update – Mr. Clark reported that he had received correspondence (a copy hereby incorporated by reference and made a part of these minutes) from the county regarding the cost sharing to complete the FEMA mandated Multi-Hazard Mitigation Plan update. The three towns and county would split the plan's costs based on the total property tax valuation of each local government. Next year's budget would need to include Snow Hill's cost for as little as \$437 to a maximum of \$1,747, depending on a state grant. Mr. Clark recommended favorable action but would like to check on funding timing before bringing a resolution before the board. Mr. Clark feels that grant information will be received before the end of the budget process.
4. Lenoir Community College – press conference/recognition ceremony for the Lowe's Charitable Grant –Mr. Clark informed the Board of the press conference to be held at 602 West Harper Street on April 20, 2009 at 10:30 a.m. in front of the Greene County Training School for recognition of the Lowe's Charitable Grant that was received for work on the historic Rosenwald School. Everyone is invited to attend.
5. FY 2009-10 Budget Calendar Ordinance—No. 2009-413 – Mr. Clark handed out (a copy hereby incorporated by reference and made a part of

these minutes) a memo and ordinance regarding the FY 2009-10 budget calendar. Mr. Clark went over the timeline that is outlined in the memo and ordinance. Mr. Clark recommends consideration for adoption of the ordinance.

6. Resolution CDBG 08-C-1809 requisitions signature cards – Mr. Clark explained that a resolution (a copy hereby incorporated by reference and made a part of these minutes) was necessary to do some housekeeping such as having the signature cards signed again due to having a new finance officer.

This report was received by consent.

- c. *Finance Officer: Financial Report* – Miss Michelle Grant passed out the financials (a copy hereby incorporated by reference and made a part of these minutes) as of March 31, 2009. Miss Grant went over the financials and informed the Board that we are right on target with the general fund revenues. Miss Grant also spoke on project updates.

This report was received by consent.

- d. *Public Works & Utilities Director:*

1. April 20, 2009 Town-wide Spring clean-up – Mr. Hill informed that Board that the postcards went out to residents today informing them of the clean-up. He announced that it will begin on April 20, 2009 and continue until the crew is finished.
2. Water & Sewer Rates Study begun by NC Rural Water Association – Mr. Hill informed that Board that he, Miss Strickland and Mr. Clark had given data to the NC Rural Water Association and that they had begun preliminary work on the study and will be back on May 18 & 19 to work more on the study. Mr. Hill informed the Board that the study is pretty comprehensive and based solely on Town of Snow Hill data.
3. Skateboard Park Update - Mr. Hill stated that he had attended a Recreation Committee meeting and that in the meeting he learned that some locals would like to plan a tournament and would like to use this to bring use of safety equipment to light. Mr. Hill stated that helmets and pads aren't being used as stated in the posted rules. Between the recreation committee members and the town employees, skaters will be informed that if they don't comply with the rules then the park will be locked for a certain amount of time. Mr. Hill has no date yet for the tournament. The Board was shown the sticker that skaters should have on their helmet or skateboard. When asked, Town Attorney Brian Pridgen stated that there is legislation in place

in North Carolina that protects the Town from liability should any injuries take place.

This report was received by consent.

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

9. Unfinished Business and General Orders: None

10. New Business:

- a. Consider and agreement with McDavid Associates, Inc. for fiscal year 2009-10 retainer services – **Motion was made by Commissioner Edwards, seconded by Commissioner Shackelford and carried unanimously to approve an agreement with McDavid Associates, Inc. for fiscal year 2009-10 engineering retainer services.**
- b. Audit services contract for fiscal year ending June 30, 2009 with Barrow, Parris & Davenport, P.A – **Motion was made by Commissioner Liles, seconded by Commissioner Ginn and carried unanimously to approve the audit services contract with Barrow, Parris & Davenport, P.A. for fiscal year ending June 30, 2009.**
- c. Consider an FY 2009-10 Budget Calendar Ordinance—No. 2009-413 – **Motion was made by Commissioner Edwards, seconded by Commissioner Bizzell and carried unanimously to approve Ordinance No. 2009-413 setting the FY 2009-10 budget calendar.**
- d. Resolution CDBG 08-C-1809 requisitions signature cards – **Motion was made by Commissioner Edwards, seconded by Commissioner Shackelford and carried unanimously to approve Resolution CDBG 08-C-1809.**
- e. Consider a closed session to pursuant to NCGS 143-318.11(5) and (6) – **Motion was made by Commissioner Liles, seconded by Commissioner Bizzell and carried unanimously to enter into closed session at 8:24 p.m.**

Motion was made by Commissioner Edwards, seconded by Commissioner Bizzell and carried unanimously to reconvene in open session at 9:27 p.m.

Motion was made by Commissioner Edwards, seconded by Commissioner Shackelford and carried unanimously to accept an offer from the Greene County Board of Education in the amount of \$175,000.00 for purchase of the fire department building on Third St.

Motion was made by Commissioner Ginn, seconded by Commissioner Edwards and carried unanimously to authorize the Mayor, Town

Administrator and Town Attorney to meet with the Contentnea Rural Fire Department regarding the short-term and long-range services and budget plan recognizing the town's plans to contribute proceeds from sale of the Fire Station toward the new fire station.

11. Program: none

12. Announcements and Public Comments – Mayor Washington announced that she will be out of town the day of the next regularly scheduled meeting; Commissioner Liles will be presiding over this meeting. Mayor Washington thanked the Board for all of their work. Mr. Clark announced that he would be attending a CDBG workshop on April 20, 2009.

13. Adjournment – Motion was made by Commissioner Liles, seconded by Commissioner Shackelford and carried unanimously to adjourn at 9:30 p.m.

Lorraine B. Washington, Mayor

Michelle Strickland, Town Clerk