

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

1. **Call to Order** - Mayor Washington called the meeting to order at 7:32 pm. The Board acknowledged by consent that Dana Hill would serve as recording secretary due to Ms. Strickland being out for a tax conference.
2. **Prayer** - Prayer was offered by Commissioner Shackelford.
3. **Pledge of Allegiance**- Commissioner Liles led the Pledge.
4. **Roll Call**- Suspended by Mayor Washington as all members were present.
5. **Consider Approving Meeting Agenda**- Mr. Clark asked that the agenda be modified as follows: Add 8 (b) (4), Allstate Insurance proposal; Add 8 (b) (5), Add Alternative Water Grant Update; Add item 11 (g) Consider a Closed Session pursuant to NCGS 143.318.11 (6). **Motion to approve as amended by Commissioner Edwards, seconded by Commissioner Shackelford and carried unanimously.**
6. **Consider Approving Meeting Minutes:** June 24, 2009 and June 30, 2009 - **Motion to approve as received by Commissioner Ginn, seconded by Commissioner Bizzell, and carried unanimously.**
7. **Public Hearing:** Economic Development Incentive – Townsend Ridge Properties, LLC – Vandiford Restaurant sewer line extension participation at 610 Kingold Blvd.- **Motion to enter Public Hearing by Commissioner Shackelford, seconded by Commissioner Bizzell, and carried unanimously.** Mayor Washington asked for public comments. Mr. Bobby Taylor, developer, announced that he would be happy to address any questions or concerns. Mr. Clark pointed out the ad posted in the press announcing the hearing and also the letter of request from Mr. Taylor. Mayor Washington asked again if there were any comments from the Board or audience. Commissioner Ginn inquired about the size of the proposed sewer service. Mr. Clark advised that a 4" line would be sufficient. Mr. Clark advised the Board that he has received one call prior to the meeting, inquiring about the details of the proposal, but has received no objections. Mr. Clark reminded the Board that if an agreement were finalized, a budget amendment would be required. As no further comments were

offered, **Commissioner Ginn made a motion to close the Public Hearing, seconded by Commissioner Shackleford, and carried unanimously.**

8. Report of Officers:

a. *Mayor:*

1. Resolution 50 years Wedding Anniversary – James T. and Geraldine Shackleford- Mayor Washington asked Commissioners Shackleford to come forward, and read a proposed resolution (a copy hereby incorporated by reference and made a part of these minutes) honoring their fiftieth wedding anniversary.
2. Veteran Government Bond, Stamp, and Coin Program- Mayor Washington asked Mr. Hill to read a proposed resolution (a copy hereby incorporated by reference and made a part of these minutes).

b. *Town Administrator:*

1. Schedule of upcoming activities- Mr. Clark reviewed several upcoming activities involving staff and committees.
2. USTA Best Tennis Town nomination update- Mr. Clark advised the Board that the application has been submitted and a list of finalist will be released on July 15, 2009.
3. Annual renewal of Cornerstone EAP Employee Assistance Program Contract- The Board was provided a copy of the proposed renewal contract (a copy hereby incorporated by reference and made a part of these minutes). The cost to the Town will remain at \$100 annually. Mr. Clark recommended consideration.
4. Allstate Insurance proposal- Mr. Clark has been contacted by representatives of Allstate Insurance about meeting with employees to offer supplemental services. There would be no cost to the Town; however a minimum of two employees would have to enroll to utilize payroll deduction.
5. Alternative Water Grant update- Mr. Clark advised the Board that award notification has been received. The grant total is \$500,000 and will be forwarded to Greene County for the purpose of alternative water supply. The deadline to begin work is September 30, 2009.

c. *Finance Officer:*

1. FY2008-9 Close-out, Financials, and Audit Preparation Schedule- Ms. Grant reviewed End of Year Preliminary Financial Expenditures (a copy

hereby incorporated by reference and made a part of these minutes). Ms. Grant pointed out that the negative balance in the areas of Public Safety and Community Development are due to posting errors associated with coding changes and departmental consolidation, and she feels that once corrected, no negative balance will be shown. Ms. Grant also advised the Board that the Audit is scheduled to begin during the second week of August, and preliminary items are being gathered now.

2. Introduce Proposal to use GovDeals, Inc. Internet Auction for Surplus Items- Ms. Grant explained the process of posting surplus items on Gov Deals.com. She stated that many government agencies use this service, and have had positive results. There will be a fee of 7.5 % of the sale price, however, in her experience; the sale price would far exceed that of conventional means of disposal.

d. *Town Clerk/Revenue Collector:*

1. Settlement Report for FY 2008/2009 Taxes as of June 30, 2009- Mr. Clark advised the Board that as of June 30, 2009, the collection rate for taxes was 93.9%, up from approximately 93%. Mr. Clark reviewed the report from Ms. Strickland (a copy hereby incorporated by reference and made a part of these minutes).
2. Request to be charged with FY 2009/10 and 1999-2008 prior year taxes- Mr. Clark reviewed a memo of request from Ms. Strickland (a copy hereby incorporated by reference and made a part of these minutes).
3. NC Records Retention and Disposal Schedule- Mr. Clark reviewed a memo of request from Mrs. Strickland (a copy hereby incorporated by reference and made a part of these minutes).

- e. *Public Works & Utilities Director:* CWP Inmate Crews update- Mr. Hill advised the Board that as of now, the Community Work Program is still operational, but the future will depend on further State budget cuts. He will report back to the Board as more information is available.

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

10. **Unfinished Business and General Orders:** None

11. **New Business:**

- a. Consider approving a Development Incentive Agreement for sewer extension participation with Townsend Ridge Properties, LLC in the amount of \$3,500.00 to serve the Vandiford Restaurant site at 610 Kingold Blvd. -

Motion to approve by Commissioner Edwards, seconded by Commissioner Ginn, carried unanimously.

- b. Consider Resolution 50 years Wedding Anniversary – James T. and Geraldine Shackelford- **Motion to adopt by Commissioner Liles, seconded by Commissioner Bizzell, carried unanimously.**
 - c. Consider a Resolution for Veteran Government Bond, Stamp, and Coin Program- **Motion to adopt by Commissioner Edwards, seconded by Commissioner Ginn, carried unanimously.**
 - d. Consider approving one-year renewal of Cornerstone EAP Employee Assistance Program Contract in the amount of \$100.00- **Motion to approve by Commissioner Shackelford, seconded by Commissioner Bizzell, carried unanimously.**
 - e. Consider a motion charging the Revenue Collector to bill and collect the 2009-2010 ad valorem and personal property taxes and 1999-2008 prior year taxes- **Motion to approve by Commissioner Liles, seconded by Commissioner Shackelford, carried unanimously.**
 - f. Consider a Resolution Adopting the North Carolina Municipal Records Retention and Disposal Schedule- **Motion to adopt by Commissioner Bizzell, seconded by Commissioner Edwards, carried unanimously.**
 - g. Consider entering a closed session pursuant to NCGS 143-318.11 (6) - **Consent**
- 12. Program:** Rural Fire Department Chief—public hearing regarding financing the new Fire Department Building- Mr. Hill advised the Board the Snow Hill Rural Fire Department will hold a public hearing on July 16, 2009 at 7 pm at the fire station for the loan to purchase a new building on Carolina Drive. Mr. Hill also thanked the Board on behalf of the Fire Department for the commitment to assist with debt service.
- 13. Announcements and Public Comments-** Mr. Clark reminded the Board that he will be out of state starting July 16 to visit family, and he will be available by phone.
- 14. Adjourn-** **Motion to adjourn by Commissioner Liles, seconded by Commissioner Shackelford, carried unanimously.**

Lorraine B. Washington, Mayor

Michelle Strickland, Town Clerk