

**MINUTES**  
**Snow Hill Board of Commissioners Regular Meeting**  
**Monday March 9, 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, March 9, 2009 at the Snow Hill Town Hall with the following members present: Mayor Lorraine Washington; Commissioners James Bizzell, Percy Edwards, Stephen Ginn, Dennis Liles and Geraldine Shackelford, Town Clerk Michelle Strickland; Town Administrator Bob Clark, Public Works & Utilities Director Dana Hill, and Attorney Brian Pridgen.*

1. **Call to Order** – Mayor Washington called the meeting to order at 7:32 p.m.
2. **Prayer** – Commissioner Bizzell offered prayer.
3. **Pledge of Allegiance** – Commissioner Liles led the Pledge
4. **Roll Call** – Roll call was suspended, all members were present and a quorum was declared.
5. **Consider Approving Meeting Agenda** – Mr. Clark asked that “special called” in the heading be replaced with “regular”, item 9b7 be added as “Federal Emergency Stimulus Package Update” and item 9b8 be added as “Pitt & Greene Easements, Williams Property”. **Motion was made by Commissioner Ginn, seconded by Commissioner Edwards and carried unanimously to approve the agenda with the requested changes.**
6. **Consider Approving Meeting Minutes:** February 9, 2009, February 17, 2009 special meeting, and February 25, 2009 – **Motion was made by Commissioner Shackelford, seconded by Commissioner Bizzell and carried unanimously to approve the minutes of the February 9<sup>th</sup>, 17<sup>th</sup>, and 25<sup>th</sup> 2009 meetings.**
7. **Audit Report FY 2007-8**—Jay Parris, Barrow, Parris & Davenport – Mr. Parris presented the FY 2007-8 audit results to the Board (a copy hereby incorporated by reference and made a part of these minutes). The audit for June 30, 2008 was due October 31, 2008 but an extension was granted. Mr. Parris reported that the audit was submitted on January 31, 2009 and has been approved by the Local Government Commission. Mr. Parris went over each fund and spoke about reasons for any decreases or increases in the funds. Mr. Parris also spoke to the Board about the five findings in the audit and spoke on how to correct these findings. Mr. Parris recommends the monitoring of rates and getting a handle on the overall condition of the financial records so that they are timely.

**8. Contentnea Rural Fire Department presentation**—fire station – Mr. Philip Harrison spoke to the Board about a new building. He stated that the department had been trying to find a new building for the past five years and the biggest reason to move is strictly safety due to the school. Mr. Harrison informed the Board that they now have an opportunity to move and that there is interest in the current building. Mr. Harrison passed out a letter to the Mayor and Board (a copy hereby incorporated by reference and made a part of these minutes) that requests consideration of the Town donating the Snow Hill Fire Department building at 410 SE Second Street or making a similar dollar value contribution in support of the department's relocation to a new facility.

**9. Report of Officers:**

a. *Mayor:*

1. Census 2010 – Mayor Washington reported that a representative from the census bureau will be at the March 25, 2009 meeting.
2. Schedule of upcoming meetings – Mayor Washington informed the Board that she would be attending a meeting with Mr. Clark at the Rural Center on March 10, 2009 and a meeting in Tarboro regarding risk management on March 12, 2009.

**This report was received by consent.**

b. *Town Administrator*

1. Legally binding Commitment Town of Snow Hill and The Rosenwald Center for Cultural Enrichment, Inc. under the CDBG Capacity Building Grant – Mr. Clark informed the Board that this was the last item in completing the circle for the CDBG Capacity Building Grant. This commitment is a contract of services that have been agreed to. Mr. Clark informed the Board that the Town Attorney, Mr. Brian Pridgen, had reviewed the document and handed out (a copy hereby incorporated by reference and made a part of these minutes) the most recent copy. He stated that this outlines the Town's responsibilities as well as the responsibilities of the Rosenwald Center. Mr. Clark recommends approval with the authorization for the Mayor to sign after the final draft is completed by Mr. Pridgen.
2. Lowes Foundation National Trust Grant for Restoration of the Rosenwald School to LCC approved – Mr. Clark announced that the \$50,000 grant had been approved.
3. NC Community Development Block Grant Talent Enhancement Grant – Mr. Clark spoke to the Board regarding the grant. The grant is only being

offered to towns that are east of I95. The trial program would provide up to \$75,000 over a 2 year period to hire personnel or assign current personnel for training to write grants that are similar to housing or economic development grants. One requirement is to have a public hearing. This public hearing will be held at the March 25, 2009 meeting. A notice of public hearing has been placed in the Standard Laconic.

4. Resolution Economic Stimulus Water System Improvements – Mr. Clark informed the Board that this resolution (a copy hereby incorporated by reference and made a part of these minutes) was discussed at the recent workshop and since the application has been submitted we now need a formal resolution.
5. Resolution Economic Stimulus Solar Powered Mixers for Water Tanks - Mr. Clark informed the Board that this resolution (a copy hereby incorporated by reference and made a part of these minutes) was discussed at the recent workshop and since the application has been submitted we now need a formal resolution.
6. Filing fee for 2009 Municipal Elections – Mr. Clark shared a letter (a copy hereby incorporated by reference and made a part of these minutes) that had been received from the Greene County Board of Elections regarding the filing fee for the 2009 Municipal Elections. In the past the fee has been set at \$5.00. Mr. Clark recommends staying with the \$5.00 fee for filing.
7. Federal Emergency Stimulus Package Update – Mr. Clark reported that he checked into the monies that were set aside for roads and it seems that the big project for this region is related the Global Transpark. Mr. Clark informed the Board that the Town is not eligible for the COPS grant under the current package. It appears that only towns that already have a department set-up qualify. He is currently checking on a program through the Governor’s Highway Safety Program.
8. Pitt & Greene Easements – Williams Property – Mr. Clark informed the Board that there was no action at this time but would be coming for the next meeting. Since the property on Petteway Street was sold to the Williams’ by the Town complications have arisen in the rerouting of the power lines by Pitt-Greene Electric Cooperative. He is awaiting power line easements from Pitt-Greene that will include a portion of Elm St, and Jordan Ave. right-of-ways.

**This report was received by consent.**

- c. *Interim Finance Officer*: Monthly Financials – **This item was tabled by consent.**

**10. Report of the Boards, Commissions, Committees and/or Taskforces:**

- a. *Recreation Commission:* Recommend allocation of \$1,000.00 of budgeted recreation funds to support Greene County purchase of pitching machines – Commissioner Edwards reported that Greene County Parks & Recreation is looking to put pitching machines at the new park and would like the Town of Snow Hill to partner with them. Six machines would be housed at the recreation complex. The Recreation Committee would like to postpone the Genesis Hills bathroom and donate \$1000.00 from their budget toward the \$2,000 purchase of the pitching machines.

**This report was received by consent.**

- b. *Public Works Committee:*
  1. Recommend water and sewer rates study by the NC Rural Water Association – The Public Works Committee recommends asking NC Rural Water Association to complete a water/sewer rate study. If the Board agrees we will need to seek out a formal agreement with Rural Water.
  2. Recommend modification of elected officials cemetery benefit – Mr. Edwards informed the Board that the Public Works Committee would like to bring the elected officials cemetery benefit in line with the veterans benefit with both being eligible for a 25% discount on a gravesite and 25% discount on the opening/closing costs.
  3. Recommend consideration of a Wireless Communications Management Agreement with Utility Service Communications Co. – The Public Works Committee recommends favorable consideration of the agreement with Utility Services. The Town would receive 70% of the revenues with 30% going to UTS. This would bring a formal approach to marketing the tanks and the company is familiar with what can go in and on the tanks. There doesn't have to be any action taken tonight.

**This report was received by consent.**

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

**12. New Business:**

- a. Consider Legally binding Commitment Town of Snow Hill and The Rosenwald Center for Cultural Enrichment, Inc. under the CDBG Capacity Building Grant – **Motion was made by Commissioner Edwards, seconded by Commissioner Ginn and carried unanimously to approve the contract with the Mayor's signature pending attorney approval.**

- b. Consider a Resolution—Economic Stimulus Water System Improvements Grant – **Motion was made by Commissioner Edwards, seconded by Commissioner Ginn and carried unanimously to approve the Economic Stimulus Water System Improvements Grant resolution.**
- c. Consider a Resolution—Economic Stimulus Solar Powered Water Tank mixers Grant – **Motion was made by Commissioner Ginn, seconded by Commissioner Shackelford and carried unanimously to approve the Economic Stimulus Solar Powered Water Tank Mixers Grant resolution.**
- d. Consider setting the filing fee for 2009 Municipal Elections at \$5.00 – **Motion was made by Commissioner Liles, seconded by Commissioner Shackelford and carried unanimously to approve setting the filing fee for the 2009 Municipal Election at \$5.00.**
- e. Consider approval of \$1,000.00 of budgeted recreation funds to support Greene County purchase of pitching machines – **Motion was made by Commissioner Shackelford, seconded by Commissioner Ginn and carried unanimously to approve the \$1,000.00 funds from the recreation commission budget to support the purchase of pitching machines by the Greene County Parks and Recreation Department.**
- f. Authorize the Mayor to request a water and sewer rates study by the NC Rural Water Association – **Motion was made by Commissioner Liles, seconded by Commissioner Shackelford and carried unanimously to authorize Mayor Washington to request a water and sewer rate study by the NC Rural Water Association.**
- g. Consider modification of elected officials cemetery benefit – **Motion was made by Commissioner Edwards, seconded by Commissioner Bizzell and carried unanimously to approve amending the elected official’s cemetery benefit from free to a 25% discount on services.**
- h. Consider approving a Wireless Communications Management Agreement with Utility Service Communications Co. – Town Attorney, Brian Pridgen, recommends not approving this agreement tonight; he would like more time to review. **This item was tabled by consent.**
- i. Consider a closed session to pursuant to NCGS 143-318.11(5) and (6) – **Motion was made by Commissioner Shackelford, seconded by Commissioner Edwards and carried unanimously to enter into closed session at 8:46 p.m.**

**Motion was made by Commissioner Shackelford, seconded by Commissioner Liles and carried unanimously to reconvene in open session at 10:18 p.m.**

**13. Program: none**

**14. Announcements and Public Comments** – Commissioner Liles announced that tomorrow, March 10, 2009, is his 55<sup>th</sup> birthday.

**15. Adjournment** – Motion was made by Commissioner Liles, seconded by Commissioner Shackelford and carried unanimously to adjourn at 10:19 p.m.

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**Lorraine B. Washington, Mayor**

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**Michelle Strickland, Town Clerk**