

MINUTES
Snow Hill Board of Commissioners Regular Meeting
Monday May 11, 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, May 11, 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** - The meeting was called to order by Mayor Washington at 7:30 p.m.
- 2. Prayer** - Commissioner Ginn offered prayer.
- 3. Pledge of Allegiance** - The Pledge was led by Commissioner Liles.
- 4. Roll Call** - Miss Strickland called roll. All members were present with the exception of Commissioner Edwards. A quorum was declared. Mr. Edwards' absence will be recorded as unexcused until we receive communication on the absence.
- 5. Consider Approving Meeting Agenda** - Mr. Clark requested that item 10e be deleted from the agenda, item 7b3 be added as "Snow Hill **National** Register District Expansion", add item 7d as "Finance Officer Report", and adding item 7c3 as "Water Line Stimulus Project Status". Motion was made by Commissioner Liles, seconded by Commissioner Ginn and carried unanimously to approve the agenda with changes as requested by Mr. Clark.

Commissioner Edwards joined the meeting at 7:34 p.m. for voting.

- 6. Consider Approving Meeting Minutes:** April 29, 2009 - Motion was made by Commissioner Shackelford, seconded by Commissioner Liles and carried unanimously to approve the minutes of the April 29, 2009 with a spelling change on page 2 under the Revenue Collector's report.

6. Report of Officers:

a. *Mayor:*

- 1. Submission of Town Committees Budget Requests 2009-10** - Mayor Washington asked that the liaisons for each committee get their budget requests in as soon as possible.

2. **Report on the NCLM Town Hall Day at the NC Legislature** – Mayor Washington reported that she, Mr. Clark, Commissioner Shackelford, Commissioner Edwards and Mr. Dana Hill had attended Town Hall Day. Information was received on budget issues as well as other items. Mayor Washington reported that the group had the opportunity to meet with Senator Davis while they were there.
3. **Filing period for municipal elections** - Mayor Washington reported that the filing period for the 2009 municipal election would begin on July 3, 2009 at noon and would last until July 17, 2009.

b. *Town Administrator:*

1. **Amendment Development Commission membership** - Mr. Clark handed out (a copy hereby incorporated by reference and made a part of these minutes) a draft of the **Snow Hill Development Commissions'** recommended modification of the membership requirements of the Development Commission. He reported that he wanted to introduce the change tonight and the Board could possibly consider later in the meeting as May and June are when the committees will try to fill the empty slots.
2. **Return of 1971 Ford/Howe Engine from the SH Rural Fire Department** - Mr. Clark shared a request (a copy hereby incorporated by reference and made a part of these minutes) from the Contentnea Rural Fire Department that requested they surplus a 1971 Ford/Howe Engine. They would like to return the truck to the Town due to the failure of the pump capacity requirements. Mr. Clark recommended that the Board receive the truck and pass it through to the Public Works Department as it would help with some water and sewer duties. It can be by motion or consent to accept the vehicle and the Town's operating contract with the Rural Department **showing a lease of the vehicle** would need to be modified.
3. **Snow Hill National Register District Expansion** - Mr. Clark reported that Snow Hill Historic Preservation **Commission** had been working with Michelle Michael of History by Design for the past 2 years on expanding the current historic district. The technical work has been submitted by Michelle Michael and a May 20, 2009 public hearing at Town Hall at 7:00 p.m. is planned. There have been letters sent out to the individual property owners in the proposed expanded district informing them of their property being added. This letter will also inform them of the advantages and disadvantages of being included. Mr. Clark explained that a homeowner could opt out if they wished. On June 11, 2009 the state advisory committee will be meeting to review the expansion. **The Secretary of Interior's approval is expected this summer.**

c. *Public Works & Utilities Director:*

1. **Greene County 2009 Solid Waste plan update** - Mr. Hill shared (a copy hereby incorporated by reference and made a part of these minutes) a resolution accepting and endorsing the ten year solid waste management plan of 2009 for Greene County. Mr. Hill reported that the 10 year plan needed to be updated every 3 years. The resolution must be adopted by the Board in order to be included with the county plan.

 2. **Change Orders – Sasser Grading & Drainage, Inc. Community Center Parking Lot and Play area work (piping increase \$3,620.00; undercut parking lot increase \$4,640.00, deduct \$3,500.00 play area site work; increase curb area undercut \$1,200.00; parking bumpers increase \$200.00)** - Mr. Hill reported that the work at the Community Center is almost complete but that in finishing up with the contract there were a few change orders (a copy hereby incorporated by reference and made a part of these minutes) that needed approval. Mr. Hill advised the Board that the undercutting of the parking lot charged on the change order dated 4/28/2009 was done without prior approval and that it is possible that some of this work could have been done by his department. The total charge for this was \$4640.00 with a credit of \$3500.00 applied from Section A, Item 11. Mr. Hill recommends not paying the \$1140.00 difference charged on the change order. He feels that \$3500.00 is adequate payment since part of all of the work could possibly been done by the Town and he was not given a chance to make that decision as the work was done without approval.

 3. **Water Line Stimulus Project Status** - Mr. Hill reported that the Town of Snow Hill's package was not chosen **by the State** in the first round of selection and that they will move to second round selections soon. **Water line projects for Greene County and Farmville were funded.** Mr. Hill also informed the Board that the Town was not funded in round one for the solar mixing system. There was paperwork missing from the application that has since been submitted **by the project engineer** so that the Town will be eligible for selection in the second round.
 - d. **Finance Officer Report – Monthly Financials** - Miss Grant provided April 2009 financials **and an Audit Management Program** (a copy hereby incorporated by reference and made a part of these minutes) to the Board and informed them that there could be a small margin of error due to using dual financial software at this time. Miss Grant also informed that Board that she would be bringing forth year end budget amendments soon. **She said the detailed charting of steps to accomplish the FY2009 Audit is meant help insure a timely audit process. Commissioner Liles commented on how the charts and presentation were easy to understand but it was critical to get everything done for a good audit.**
8. **Report of the Boards, Commissions, Committees and/or Taskforces:** None

9. Unfinished Business and General Orders: Consider a Resolution – participation in Greene County Multi-Hazard Mitigation Plan update – **Motion was made by Commissioner Edwards, seconded by Commissioner Shackelford and carried unanimously to approve the Greene County Multi-Hazard Mitigation Plan resolution (a copy hereby incorporated by reference and made a part of these minutes).**

10. New Business:

- a. Amendment Development Commission membership – Attorney Brian Pridgen informed the Board that he felt everything looked alright with the modification to the **proposed amendment to the resolution establishing** membership makeup of the Development Commission. **Motion was made by Commissioner Edwards, seconded by Commissioner Liles and carried unanimously to approve the modification.**
- b. Consider SH Rural Fire Department’s request to return 1971 Ford/Howe Engine – **Motion was made by Commissioner Edwards, seconded by Commissioner Liles and carried unanimously to approve the return of the engine with the understanding that the Board would have to come back with a lease modification in the town’s contract with the Rural Fire Department.**
- c. Consider a Resolution – Accepting and Endorsing the Ten year Solid Waste Management Plan of 2009 for Greene County – **Motion was made by Commissioner Edwards, seconded by Commissioner Liles and carried unanimously to approve the Solid Waste Management Plan resolution.**
- d. Consider Change Orders and Project Budget Ordinance Amendments regarding– Sasser Grading & Drainage, Inc. Community Center Parking Lot and Play area site work (piping increase \$3,620.00; undercut parking lot increase \$4,640.00, deduct \$3,500.00 play area site work; increase undercut near curbing \$1,200.00; parking bumpers increase \$200.00) – **Motion was made by Commissioner Ginn, seconded by Commissioner Bizzell and carried unanimously to approve the change orders dated 2/13/2009 and 5/1/2009 and to reduce the invoice dated 4/28/2009 from \$2340.00 to \$1200.00.**

11. Program: none

12. Announcements and Public Comments – Mr. Clark announced that Mr. Hill and Joe Roberts will be attending the North Carolina Rural Water Association Conference Tuesday thru Thursday of this week, Miss Strickland will be attending a North Carolina League of Municipalities Member Panel meeting in Wilson on Tuesday afternoon, and Mr. Clark will be attending a meeting on Thursday regarding the Small Town Main Street Program.

- 13. Adjournment – Motion was made by Commissioner Liles, seconded by Commissioner Edwards and carried unanimously to adjourn at 8:23 p.m.**

Lorraine B. Washington, Mayor

Michelle Strickland, Town Clerk