

MINUTES
Snow Hill Board of Commissioners Regular Meeting
Wednesday November 25, 2009—9:00 a.m.
Snow Hill Town Hall
201 North Greene Street, North Carolina 28580

The Snow Hill Board of Commissioners regular meeting convened at 9:00 a.m. on Wednesday, November 25, 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 Clerk Michelle Strickland, Town Administrator Bob Clark, Town Attorney Brian Pridgen, and Public Works / Utilities Director Dana Hill.

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1. **Call to Order** – Mayor Washington called the meeting to order at 9:07 a.m.
2. **Prayer** – Prayer was offered by Commissioner Bizzell.
3. **Pledge of Allegiance** – The Pledge was led by Commissioner Edwards.
4. **Roll Call** – Roll call was suspended by consent as all members were present.
5. **Consider Approving Meeting Agenda** – Motion was made by Commissioner Ginn, seconded by Commissioner Edwards and carried unanimously to approve the meeting agenda with removing item 10d **regarding 2009-10 Budget Amendments.**
6. **Consider Approving Meeting Minutes:** November 9, 2009 – Motion was made by Commissioner Shackelford, seconded by Commissioner Ginn and carried unanimously to approve the November 9, 2009 meeting minutes.
7. **Report of Officers:**
 - a. *Mayor:*
 1. Media Cast - Channel 2 meeting coverage – Mayor Washington announced that Media Cast was covering the meeting today, **acknowledging Dale Hancock,**
 2. Snow Hill hosts Tree Lighting & Sing 6:00 p.m. Friday December 4 – Mayor Washington reminded the Board of the tree lighting and informed the Board that Sticks and More would be hosting an open house from 5:00 p.m. to 7:00 p.m. and that The Little Shop of Flowers would be open. Mr. Hill has contacted the Suzuki program and if they can't perform, he has a backup plan. Mayor Washington encouraged everyone to attend.
 3. Christmas parade Saturday 2:00 p.m. December 5 – Mayor Washington reminded everyone of the parade and asked them to let Mr. Clark or Miss Strickland know if they planned to participate in the parade.

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4. Town Council organizational meeting December 14 – Mayor Washington announced that the next meeting would be the organizational meeting and that it would be held at the museum at 7:30 p.m.

b. *Town Administrator:*

1. 4 Bids received – sale of 40+/- acres north of Carolina Dr., a portion of parcel 0300042, recorded in map book 25, page 28, Greene County Registry – Mr. Clark handed out (a copy hereby incorporated by reference and made a part of these minutes) a summary of the bids that had been received. The high bidder was Wesco, Inc. of Greene County dba Ace Hardware of Snow Hill with a bid of \$23, 440. Mr. Clark reported that the amount budgeted was \$15,000 and that the top three bids exceeded the amount budgeted for the sale of this property. Mr. Clark recommends accepting the high bid from Wesco, Inc. of Snow Hill. Commissioner Liles expressed his concern that Mr. Wes Schaeffer be aware of the surrounding property being the site of a future cemetery and the safety practices that may need to be followed if the property is used for hunting. Mr. Clark noted that the property, although outside the town limits is within the town's zoning jurisdiction and that Mr. Shaeffer was aware of the potential cemetery.
2. Core Competencies – employee bonus – Mr. Clark reported that it was the time of the year for core competency bonuses as per the personnel policy of up to \$300.00 per year based on four categories of how the work year has progressed. The customer surveys are now out at Town Hall. Mr. Clark will be bringing a recommendation back to the Board possibly at the second meeting in December.
3. Property and Liability Insurance policy changes – Mr. Clark handed out (a copy hereby incorporated by reference and made a part of these minutes) the recent underwriting visit memo from the League of Municipalities. There were several policy changes that had been discussed with Dianna Wodziak with the League. Mr. Clark reported that there were no issues of coverage of the skate park as the Town was in compliance. A budget amendment will be necessary as the insurance on the skate park could not be budgeted until the League had completed their assessment.

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c. *Town Clerk/Revenue Collector:*

1. Software conversion status – Miss Strickland reported that the utility part of the software conversion was moving along. She explained that transactions had to be entered in both software programs and that running parallel would help achieve an accurate billing for December 1st.
2. Alternative water rate notices sent to in town customers – Miss Strickland informed the Board that the alternative water notices advising of the \$9.00

charge had been sent out to the in-town customers and that there had been a few calls but not too many.

d. *Finance Officer:*

1. Financials – Mr. Clark informed the Board that Mrs. Cox was not able to attend the meeting and that financials were not available at this time.
2. Audit – Mr. Clark informed the Board that the trial balance had been delivered to the auditors on November 23, 2009 and that a team had already been sent in to work on the remainder of the audit fieldwork.
3. Budget Amendments – Mr. Clark reported that there are a few budget amendments that needed to be taken care of, one of which is the \$5,000 donation that was received from Senator John Kerr. Commissioner Liles reiterated that Mrs. Cox should be in the office all of the following week.

8. Report of the Boards, Commissions, Committees and/or Taskforces: Public

Safety Committee Report:

- a. Recommendation for a stop sign at Town Hall Alley and SE Second Street – Commissioner Shackleford asked the Board to review (a copy hereby incorporated by reference and made a part of these minutes) the proposed Ordinance to amend title VII, chapter 74, schedule III, to add a stop sign and pedestrian crossing warning sign at the intersection of SE Second Street and Town Hall Alley. She reported that adoption of this ordinance was the recommendation of the Safety Committee.
- b. Recommend Safety and Health Policy – Commissioner Shackleford informed the Board that Mr. Hill had presented a Safety & Health Policy to the Safety Committee and that included in their packet (a copy hereby incorporated by reference and made a part of these minutes) was the final review. She informed the Board that the Safety Committee recommends adoption of this policy.

9. Unfinished Business and General Orders: Consider adoption of an Updated Water Shortage Response Plan - Mr. Clark reported that updated plan had been posted for review and that no comments had been received. **Motion was made by Commissioner Ginn, seconded by Commissioner Shackleford and carried unanimously to adopt the updated Water Shortage Response Plan.**

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10. New Business:

- a. Consider an ordinance amending Title VII, Chapter 74, Schedule III, Stop Sign Intersections to add the intersection of SE Second Street and Town Hall Alley. **– Motion was made by Commissioner Edwards, seconded by Commissioner Bizzell and carried unanimously to approve the ordinance**

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to add the intersection of SE Second Street and Town Hall to the Stop Sign Intersections ordinance.

- b. Consider amendment of the Snow Hill Procedures and Policy Manual, adding Article VIII: Safety and Health Policy (Policy No. 8.0001) – **Motion was made by Commissioner Bizzell, seconded by Commissioner Shackelford and carried unanimously to all Article VIII: Safety and Health Policy to the Snow Hill Procedures and Policy Manual.**

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- c. Consider accepting Wesco Inc. of Greene County dba Ace Hardware of Snow Hill bid in the amount of \$23,440.00 subject to buyer paying survey and closing costs for 40 acres +/- north of Carolina Dr., a portion of parcel 0300042, recorded in map book 25, page 28, Greene County Registry. –

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Motion was made by Commissioner Edwards, seconded by Commissioner Ginn and carried unanimously to accept the bid for property submitted by Wesco Inc. of Greene County dba Ace Hardware of Snow Hill in the amount of \$23, 440.00 subject to buyer paying for survey and closing costs.

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11. Program: Progress report:

- a. Capacity Building “Bridges to Security” Project, Joann Stevens, Executive Director, Rosenwald Center for Cultural Enrichment, Inc. – Mrs. Stevens came forward and updated the Board on the CDBG project. She reported that Mr. Steven Joyner was no longer with the Rosenwald Center. She reported that she is in the process of looking at the feasibility of Jordan Heights Estates and being able to put 4 – 5 houses there. She is waiting to hear from Ms. Valarie Moore with the NC Division of Community Assistance to help determine the feasibility. Mr. Clark informed the Board that the capacity building assistance project was about half of the way complete and that we are at a good point in the process.

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- b. A brief recess for a ribbon cutting and recognition of Gary Christman for donation of building at 101 SE Third St. in memory of Richard and Mary Christman. – Mr. Gary Christman came forward and Commissioner Liles thanked him for the donation of the building and commended him on the great work that he was doing in Snow Hill. Mr. Christman informed the Board the Mr. Liles was instrumental in the donation of the building and went on to express what an honor it was to commemorate his parents with the donation of the building. Mr. Christman spoke about both of his parents and about their lives and contributions in Snow Hill.

Motion was made by Commissioner Edwards, seconded by Commissioner Liles and carried unanimously to recess the meeting for the ribbon cutting and recognition of Gary Christman for donation of the building at 101 SE Third Street in memory of Richard and Mary Christman.

Motion was made by Commissioner Shackelford, seconded by Commissioner Edwards and carried unanimously to reconvene the meeting.

12. Announcements and Public Comments:

- 13. Consider a closed session pursuant to NCGS 143-318.11(3,5,6) – Motion was made by Commissioner Shackelford, seconded by Commissioner Liles and carried unanimously to enter into closed session at 9:57 a.m.**

Motion was made by Commissioner Edwards, seconded by Commissioner Liles and carried unanimously to reconvene in open session at 10:47 a.m.

Motion was made by Commissioner Ginn, seconded by Commissioner Edwards and carried unanimously to approve a step increase for Mike Ham as outlined in Section 7 of the Snow Hill personnel policy, from Grade 6, Step 13 to Grade 6, Step 14 with an annual salary of \$32, 055.00

Mayor Washington recessed the meeting until December 9, 2009 at 5:30 p.m.

Mayor Washington reconvened the recessed November 25, 2009 meeting at 5:36 p.m. on December 9, 2009. Commissioner Shackelford was absent due to being ill. Commissioner Edwards joined the meeting at 5:40 p.m. for voting purposes.

Motion was made by Commissioner Ginn, seconded by Commissioner Liles and carried unanimously to amend the agenda to include new item 14 as “Report from Public Works Director on rescinding previous action regarding the solar tank mixer project”, new item 15 as “Report of Finance Officer – Status of audit”, new item 16 as “Consider a closed session pursuant to NCGS 143-318.11(3, 6) and move original number 14 “Adjourn” to new item 17.

- 14. Report from Public Works Director on rescinding previous action regarding the solar tank mixer project – Mr. Hill passed out (a copy hereby incorporated by reference and made a part of these minutes) a copy of the minutes with the report and action taken during the September 14, 2009 meeting regarding entering into contract with Cavanaugh Engineering for the solar tank mixer project. Mr. Hill reported that after receiving all of the information there are still a lot of questions regarding the grant being used to help pay engineering costs. Mr. Hill informed the Board that the final equipment bid was not the original equipment that was solicited. Mr. Hill has also learned that the equipment would leave a considerable footprint in the water tank that would end up costing more to maintain the tank in the long run. Mr. Hill informed the Board that the Town is not obligated as no contract has been signed and that a decision must be made by January 15, 2009 on the grant. Mr. Hill recommends that the Board rescind the action of item 11d from the September 14, 2009 meeting.**

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Motion was made by Commissioner Edwards, seconded by Commissioner Ginn and carried unanimously to rescind the motion made on Item 11d from the September 14, 2009 regarding entering into contract with Cavanaugh Engineering.

15. Report of Finance Officer – Status of audit – Mrs. Cox informed the Board that as of today all of the field work except for the sales and use tax refund report has been completed and she expects to have that to them tomorrow. She informed the Board that there is one invoice that has not been located that was paid to Preston Harris Electric and that she is working on locating that. Payroll is being reviewed in house by the auditors and Mr. Jay Parris would be in Friday for final review. Mr. Parris has decided that the Town would have to pickup the PEG Channel as a payable and expense which will make us out of balance. Mrs. Cox suggests passing a good faith budget amendment as the Town's way of saying that we knew it needed to be paid but thought that it could be paid in FY 09-10 but since it was a liability for 08-09 it needed to come out of that budget. Mr. Clark recommends board action at the December 14, 2009 meeting after more conversation with Mr. Parris. Mrs. Cox will contact the Local Government Commission to find out their opinion on the situation.

16. Consider a closed session pursuant to NCGS 143-318.11(3,6) – Motion was made by Commissioner Liles, seconded by Commissioner Ginn and carried unanimously to enter into closed session at 5:59 p.m.

Motion was made by Commissioner Liles, seconded by Commissioner Ginn and carried unanimously to reconvene in open session at 6:35 p.m.

17. Adjourn – Motion was made by Commissioner Liles, seconded by Commissioner Bizzell and carried unanimously to adjourn at 6:35 p.m.

Lorraine B. Washington, Mayor

Michelle Strickland, Town Clerk