

MINUTES
SNOW HILL BOARD OF COMMISSIONERS REGULAR MEETING
MONDAY, DECEMBER 13, 2010
SNOW HILL TOWN HALL
201 NORTH GREENE STREET, SNOW HILL, NORTH CAROLINA 28580

1. **Call to Order** – Mayor Liles called the meeting to order at 7:00 p.m.
Prayer/Pledge - The prayer was offered by Commissioner Whitson. The Pledge was led by Commissioner Taylor.
2. **Roll Call** – The roll was called by Cathy Webb. All members were present. A Quorum was declared.
3. **Consider Agenda Approval** - Dana Hill asked that two agenda items be added - "f" be added to consider a public hearing for zoning ordinance amendments and item "g" be added to consider appointments to the Planning Board. Item "f" on the original agenda was moved to item "h". A motion was made by Commissioner Taylor seconded by Commissioner Shackelford to approve the agenda with these amendments and carried unanimously.
4. **Consider Minutes Approval** – A motion was made by Commissioner Shackelford, seconded by Commissioner Scarborough, and carried unanimously to approve the minutes of November 23, 2010.
5. **Public Hearing- Capacity Building Grant Closeout** – A motion was made by Commissioner Scarborough, seconded by Commissioner Shackelford, and carried unanimously, to begin the Public Hearing. Dana Hill stated that the Capacity Grant expired in October and that \$42,600 of the grant was spent. Mayor Liles asked if there were any public comments. There were none. A motion was made by Commissioner Scarborough, seconded by Commissioner Shackelford, and carried unanimously to close the public hearing and reconvene to regular session.
6. **Presentation of 2009/2010 Audit Report - Jay Parrish, CPA** – Mr. Parrish announced that the audit was presented on time and that there were no unqualified opinions. LCG has approved the audit also. He said that the General Fund Balance had increased and that he was very pleased with this. He said that the Water Fund Balance was down but he knew that rates had been increased beginning in July. He believes that the fund balance increase is a result of cost cutting and advises to continue this. There were two findings - 1) lack of segregation of duties- He said that almost every town the size of Snow Hill gets this finding because of the number of people on staff. 2) There was a budget over-expenditure in the Community Center Fund. Over all, he said this was a very positive audit report and thanked The Board for allowing his firm to do the audit.

7. Report of Officers –

a. Mayor:

- 1) **Christmas Extravaganza** - Mayor Liles thanked everyone that had a part in making the Extravaganza a success. He said that he and Dana would meet in the next few weeks and critique the event, hoping to make the event bigger and better next year.
- 2) **Staff/Board Christmas Party** - Mayor Liles announced that the Christmas Party for the staff and Board would be held Monday night, December 30th at 6:00 p.m. at the City Club.

b. Town Administrator:

- 1) **2011 Regular Meeting Schedule (Exhibit A)** - Dana Hill presented The 2011 meeting schedule for 2011.
- 2) **December 22, 2010 Meeting** - Mr. Hill asked the Board if they wanted to have the December 22, 2010 Meeting or change it to another night. He did not think that he would have much on the agenda if we had the meeting on that date.
- 3) **Surplus Disposal Request** - Mr. Hill stated that the Public Works Department has accumulated various items considered surplus and no longer suitable for use. He requested authorization to sell these items for scrap metal to the highest paying collection site and return the funds to miscellaneous water revenue. (Exhibit B)
- 4) **GC Request - Tennis Town USA Award (Exhibit C)** - Mr. Hill Presented a memo received from Don Davenport, County Manager, stating that the Town of Snow Hill had been awarded \$2,000 for being named in the top 10 for Tennis Town USA for 2010. This \$2,000 must be spent on items, equipment, etc that are provided through the United States Tennis Association. Proposals indicating interest in acquiring some of this equipment have been received from the Snow Hill Primary School and the Green County Tennis Association. Both proposals include request for the quick start nets, balls, racquets, etc. Mr. Davenport is proposing that this equipment be given to Greene County and would be signed out to anyone that wants to use it.

c. Interim Town Clerk:

- 1) Cathy Webb asked for approval to move the Capital Outlay Budget in funds 10 (General Fund) and 60 (Water & Sewer Fund) to Software/Maint/Support. The Capital Outlay was budgeted for payment to Logics for maintenance/support and this expenditure cannot be coded to Capital Outlay.

8. **Report of Boards, Committees, and Commissions** – Mr. Hill presented a memo outlining some recommendations from the Snow Hill Planning Board for consideration:
- 1) Amend the Zoning Ordinance to add Accounting and Bookkeeping to the list Of Special Uses within the R-10 District.
 - 2) Amend the Zoning Ordinance to change Game Rooms, Pool Halls, Taverns, Dance Halls, and Bingo parlors from permitted uses to Special Uses within the Downtown Commercial and Highway Commercial Districts.
 - 3) Approve the reappointment of Donald Beaman, John Rhea, and Bobby Taylor For the 2010-2013 Terms.

9. **Unfinished Business -**

- 1) **Community Center Operations Task Force (Exhibit E)** - Mr. Hill presented a handout detailing the Scope of Work and the proposed organization for the Community Center Task Force. He listed the makeup of the members - 2 Town Commissioners, 2 Greene Improvement Association Board members, and 3 At-Large Citizen Representatives by Application. He said that citizens Carolyn Newcomb, Jody Tyson, and Lorraine Washington had expressed an interest in serving on this Task Force. Commissioner Scarborough and Commissioner Taylor volunteered to serve as representatives from the Town Board. He indicated that all proposed changes and corresponding research would be reported to the full Town Board in the form of a recommendation and shall have been approved by a majority of the Task Force.
- 2) **Greene Street Parking Lot** - Mr. Hill indicated that he had talked with Mr. Davenport and offered to give them the property located on Greene Street. He said that Mr. Davenport had to talk with his Board before making a decision on it.

10. **Public Comments –**

- 1) Ms. Michelle Giles said that she was pleased that the Community Center Task Force was open to community involvement but that she thought whoever was appointed should have some history of the Community Center and thought that anyone should be given a chance to apply for the chance to serve on this Task Force.
- 2) Mrs. Sharon Ginn announced the Holiday Concert featuring Miguel Pico, a classical Guitarists that will be held on Tuesday, December 14th at 7:30 p.m. Tickets will be \$15 each, which includes the reception to follow. Tickets will be available at the door.

11. New Business/Action Items –

- a) Consider Adoption of Proposed 2011 Regular Meeting Schedule - A motion was made by Commissioner Taylor, seconded by Commissioner Shackelford, and unanimously carried to approve the adoption of 2011 Regular Meeting Schedule.
- b) Consider Rescheduling the December 22nd meeting to December 29th- A motion was made by Commissioner Shackelford. Seconded by Commissioner O'Brien and carried unanimously to change the December 22 meeting to December 29th.
- b) Consider Town Administrator to dispose of Surplus items - A motion was made O'Brien, seconded by Commissioner Scarborough and carried unanimously to allow the Town Administrator to sell the surplus items and the monies to be deposited into the water fund revenues.
- d) Consider Allowing the Greene County Manager to Obtain and Manage Equipment awarded by the US Tennis Association-A motion was made by Commissioner Taylor, seconded by Commissioner Shackelford and carried unanimously to allow the County Manager, Don Davenport, to obtain and manage the equipment.
- e) Consider Adoption of Budget Amendment II- A motion was made by Commissioner Scarborough, seconded by Commissioner Shackelford and carried unanimously to approve Budget Amendment II.
- f) Consider Setting a Public Hearing for January 10, 2011 at 7:00 p.m. for Zoning ordinance Amendments- A motion was made by Commissioner Scarborough, seconded by Commissioner O'Brien and carried unanimously to set the Public Hearing for January 10, 2011 at 7:00 p.m.
- g) Consider appointments to Planning Board for 2010-2013: Donald Beaman and John Rea (ETJ) and Bobby Taylor (Town). Due to some questions on this, this was tabled until later.
- h) Consider appointing Community Task Force - Commissioner O'Brien made a motion, seconded by Commissioner Whitson and carried unanimously to authorize Dana to advertise for the Community Center Task Force with all applications due by January 3, 2011 and for the Community to be formally approved at the January 10, 2011 meeting.
- i) Amend Rate Structure for Community Center- A motion was made by Commissioner Scarborough, seconded by Commissioner O'Brien and carried unanimously to amend the rate structure to require all users to follow the rate structure including Non-Profit.

- j) **Acceptance of Audit Report-** A motion was made by Commissioner Whitson seconded by Commissioner O'Brien and carried unanimously to accept the 2009-2010 Audit report as presented.

12. **Commissioners Comments** - The Board thanked Andy Harris for his efforts in getting the information for the audit report in on time and for a job well done.

13. **Adjourn** - A motion was made by Commissioner Whitson, seconded by Commissioner Scarborough and carried unanimously to adjourn. The meeting Adjourned at 8:35 p.m.

Mayor

Interim Clerk