

MINUTES
Snow Hill Board of Commissioners Regular Meeting
Monday June 14, 2010—6:00 p.m.
Snow Hill Town Hall
201 North Greene Street, North Carolina 28580

The Snow Hill Board of Commissioners regular meeting convened at 6:00 p.m. on Monday, June 14, 2010 at the Snow Hill Town Hall with the following members present: Mayor Dennis Liles; Commissioners Laura O'Brien, Becki Scarborough, Geraldine Shackelford, Bobby Taylor and Roger Whitson. Others present were Town Clerk Michelle Strickland, Interim Town Administrator Dana Hill, Town Attorney Brian Pridgen and Finance Officer Andy Harris.

1. **Call to Order** – Mayor Liles called the meeting to order at 5:59 p.m.
2. **Prayer** – Prayer was offered by Mayor Liles.
3. **Pledge of Allegiance** – Commissioner Scarborough led the Pledge.
4. **Roll Call** – Miss Strickland called roll. All members were present with the exception of Commissioner Taylor. A quorum was declared.
5. **Consider Approving Meeting Agenda – Motion was made by Commissioner Scarborough, seconded by Commissioner Shackelford and carried unanimously to approve the meeting agenda.**
6. **Consider Approving Meeting Minutes: May 26, 2010 – Motion was made by Commissioner Whitson, seconded by Commissioner O'Brien and carried unanimously to approve the minutes of the May 26, 2010 meeting.**

Commissioner Taylor joined the meeting at 6:02 p.m. for voting purposes.

7. **Budget Work Session** – Mr. Andrew Harris and Mr. Dana Hill delivered the budget message orally and in an informal format. Excerpts from the budget message is as follows: Mr. Harris shared (a copy hereby incorporated by reference and made a part of these minutes) the latest draft of the FY 2010-2011 budget. Mr. Harris informed the Board that the cuts for last year had totaled around \$89,000.00. Mr. Hill went over the items in the budget that stood out. There was discussion regarding the property tax discount and revenues from the ABC Board. Mr. Hill informed the Board that there was extra money in travel and training for zoning classes should they be needed at some point. Mr. Hill informed the Board that there were increases in each department under fringe benefit expenses due to the increase in the employer portion of the state retirement that is set to go up on July 1, 2010 as well as an increase for health insurance costs. Mr. Hill reported that there was no cost of living adjustment recommended for this year but that longevity had been left in. There was

discussion regarding salaries. There is an increase in salaries due to Mr. Harris being paid through payroll and not a 1099 employee. Mr. Hill advised that there was a decrease in Public Safety due to dissolving the animal control program. It was discovered that the sale of the fire department had not been included in the budget at \$12,000.00. There was discussion of the flags at the entrances to Town and at Town Hall and it was by consent that money be placed in the budget for the replacement of the worn flags. The law enforcement contract was discussed. Mr. Hill informed the Board that there was an increase in the professional services line item for the Cemetery due to the cutting of the cemetery being contracted out. There was discussion of compensation for the members of the Planning Board and the Board of Adjustment since the Town was required to have these Boards and attendance had been down. Commissioner Taylor feels that this compensation will help increase attendance at meetings so that there is no delay in making decisions. Mr. Hill advised the Board that the water and sewer fund budget reflected the new rates as well as septic tank waste fees. There was discussion of changing the date of the next regular meeting from June 23rd to June 28th. Mr. Hill advised that the discussed changes would be made and e-mailed to the Board for review.

8. Presentations

- a. *Regional Media Support Office- Gene Smith* [6:59:14 PM](#) – Mr. Smith came forward and presented (a copy hereby incorporated by reference and made a part of these minutes) his plan to set up a Regional Media Support Office (R.M.S.O) in Snow Hill. Mr. Smith spoke to the Board about what the R.M.S.O would do, why it would be good for Snow Hill to have one, what is in it for the Town of Snow Hill, and how the R.M.S.O. is set up. Mr. Smith explained to the Board that if approved he would be the volunteer coordinator.
- b. Capacity Building CDBG – *Bridges to Security Homes—Joann Stevens* – Mrs. Stevens was not present; Mr. Hill recommended bringing this presentation back to a later meeting.

9. Report of Officers

- a. *Mayor: Jazz Festival- June 15th* – Mayor Liles announced the Jazz Festival in the Courtyard and asked Mrs. Sharon Ginn to come forward to tell the Board more about the festival. Mrs. Ginn informed the Board of a box supper that was being sold as well as information on the date and time of the festival.
- b. *Interim Town Administrator:*
 1. *Amended Agreement Regarding Community Center Project* – Mr. Hill shared (a copy hereby incorporated by reference and made a part of these minutes) a contract that he had received from NCDENR granting an extension of the community center project until December 31, 2010 and changing the scope of services as requested. Commissioner Whitson

asked how the brick sales were progressing and was informed that \$6,000.00 had been raised so far.

2. *Agreement Regarding Cemetery Database* – Mr. Hill shared (a copy hereby incorporated by reference and made a part of these minutes) a quote that had been received by Trademark Media Group, LLC for \$3995.00 to set up a database for the cemetery that would be accessible on the Town website to help with keeping up with gravesite ownership and sales. There was discussion regarding the quotes received from Logics and Trademark.
- a. 3. *Meeting Change from 23 June to 28 June* – Mr. Hill requested that the Board consider changing the date on the next regular meeting from June 23, 2010 to June 28, 2010 to accommodate public hearing requirements for budget adoption.
- c. *Town Clerk / Revenue Collector:*
 1. *Early Tax Discounts* – Miss Strickland shared (a copy hereby incorporated by reference and made a part of these minutes) a memo with the Board regarding discontinuing the discount that has previously been offered on property taxes. Miss Strickland reported that the amount of discount taken for the 2009 tax year had been \$1654.99, thus reducing its revenue by this amount.
 2. *Correspondence from Employment Security Commission* – Miss Strickland shared (a copy hereby incorporated by reference and made a part of these minutes) a letter that had been received from the Employment Security Commission regarding an unemployment claim that had been questioned. Miss Strickland informed the Board that as a result an audit had been done and the Town would be receiving a credit on their account in the amount of \$276.70.
 3. *Insurance Quotes* – Miss Strickland informed the Board that all insurance quotes had been received and that she would try to answer any questions regarding the quotes that they may have. There was discussion of the quotes. It was decided by consent that that Miss Strickland would contact all the agents to see if they could come in on June 21, 2010 or June 22, 2010 to present their quotes at a special meeting. Miss Strickland will set this up and inform the board members of the time and date.
- d. *Finance Officer:*
 1. *Correspondence to Local Government Commission* – Mr. Harris shared (a copy hereby incorporated by reference and made a part of these minutes) a letter that had been drafted to the Local Government Commission in

response to their visit as well as their letter to the Town after receipt of the Town's 2009 audit. Mr. Harris informed the Board that the letter needed to be signed by the Mayor and Board members and that a draft had already been sent to Mrs. Sharon Edmundson with the LGC.

2. *Creation of Agency Fund for Jason Water Corporation Transactions* – Mr. Harris shared (a copy hereby incorporated by reference and made a part of these minutes) a memo regarding the set-up of Fund 71 in the general ledger as an agency fund for Jason Water Corporation. The set-up of this fund will allow for the proper treatment of the daily transactions of the utility transactions that are done for Jason Water Corporation. The fund will be shown separately in the audited financial statements and will not be included in the presentation of the water and sewer fund.

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

- a. *Snow Hill Development Commission*: The Snow Hill Regional Media Support Office R.M.S.O. and designation of Gene Smith as volunteer Coordinator – Mr. Hill informed the Board that the Snow Hill Development Committee had voted to recommend the Board to support the Snow Hill Regional Media Support Office and designation of Gene Smith as volunteer coordinator.
- b. *Finance and Administration Committee*: Report and Recommendations
 1. Law Enforcement Contract – Commissioner Whitson informed the Board that the Finance & Administration Committee had met and were recommending a law enforcement contract budget of \$175,200 for 24 hour coverage. Commissioner Whitson informed the Board that this was \$20 per hour and was more than what the Town of Hookerton paid for services.
 2. Animal Control Donation – Commissioner Whitson informed the Board that the Finance and Administration Committee had voted to recommend that at this time the Board donates the Town animal control equipment to Greene County as well as use of the shelter for emergency's rather than a monetary donation.
 3. 110 SE First St. Lease Updates – Mr. Hill provided (a copy hereby incorporated by reference and made a part of these minutes) the Board with a revised lease agreement for the property at 110 SE First Street. Mr. Hill informed the Board that the rent will stay the same; the only thing that will change is in regards to what the Town will be responsible for as far as maintenance.

4. Cemetery Lawn Maintenance Agreement / Bid Award – Commissioner Whitson informed the Board that after reviewing bids received for the grass cutting at the cemetery the Finance and Administration Committee had voted to recommend to the Board that Mr. Hill proceed with the contracting of the grass cutting at the cemetery at a rate not to exceed \$650.00 per cut and that references and general liability of the low bidder would be checked. Mr. Hill informed the Board that the low bidder, Forehand's Lawn Service, actually had more liability insurance than required and that he had received three good references on commercial accounts of Forehand's Lawn Service.

11. Unfinished Business and General Orders:

- a. Consider Tax Collection Proposal – Mr. Hill presented (a copy hereby incorporated by reference and made a part of these minutes) a six year comparison rate on the collection rate of Greene County and the Town. Miss Strickland informed the Board that the collection rate for the Town for 2009 as of June 9, 2010 was 95.32%. There was discussion of the pros and cons. **This item died on the table due to lack of a motion.**
 - b. Consider Animal Control Memorandum of Understanding – There was discussion of the memorandum of understanding that was presented at the last meeting by Michael Rhodes of the Greene County Health Department. Commissioner Whitson spoke on the financial situation of the Town. There was discussion of donating the Town's animal control assets to Greene County as well as use of the shelter for emergency's at no charge because the Town cannot afford a monetary donation at this time. There was discussion of donating the Animal Control vehicle to the County as well. There was discussion of possibly helping monetarily next year if the Town's financial situation was better.
- 12. Public Comments** – Mrs. Sharon Ginn came forward on behalf of the Greene County Museum to speak about new exhibits. Mrs. Ginn also asked about the change in meeting time. The Board informed Mrs. Ginn that the time change was due to holding the budget work session and that it had been announced at the previous meeting.

Mr. Tom O'Brien came forward to speak to the Board about insurance quotes and advised the Board to ask insurance companies to provide quotes based on same coverage. Mr. O'Brien also spoke on options of health insurance and asking for a scope of work for the cemetery module.

Mrs. Ren Baker came forward and advised the Board that 3 to 4 years ago the Board had added a provision in the personnel policy when the deductible had been increased for compensation for major catastrophes regarding insurance.

13. New Business:

- b. Consider establishment of the Snow Hill Regional Media Support Office R.M.S.O. and designation of Gene Smith as volunteer Coordinator – **Motion was made by Commissioner Whitson, seconded by Commissioner Shackelford and carried unanimously to approve the establishment of the Snow Hill Regional Media Support Office (R.M.S.O) and designated Mr. Gene Smith as volunteer coordinator of the R.M.S.O.**
 - c. Consider authorizing the signing of Community Center Agreement with NCDENR reflecting updated scope of work and deadline – **Motion was made by Commissioner Whitson, seconded by Commissioner Shackelford and carried unanimously to approve the signing of the Community Center Agreement with NCDENR reflecting the updated scope of work and deadline extension.**
 - d. Consider entering into an Agreement with Trademark Media Group to create and host an electronic cemetery database – **This item was tabled by consent.**
 - e. Consider changing June 23rd meeting to June 28th to accommodate public hearing requirements for budget adoption – **Motion was made by Commissioner Scarborough, seconded by Commissioner O'Brien and carried unanimously to change the date of the June 23, 2010 regular meeting to June 28, 2010 to accommodate public hearing requirements for budget adoption.**
 - f. Consider eliminating early tax discount – **Motion was made by Commissioner Scarborough, seconded by Commissioner Whitson and carried unanimously to approve the elimination of the early tax discount.**
 - g. Consider authorizing the Finance Officer to create “Fund 71” Jason Water Corporation Agency Fund – **Motion was made by Commissioner Scarborough, seconded by Commissioner Shackelford and carried unanimously to authorize the Finance Officer to create Fund 71 as Jason Water Corporation Agency Fund.**
 - h. Consider authorizing Interim Administrator to donate animal control equipment to Greene County Health Department – **Motion was made by Commissioner Whitson, seconded by Commissioner Scarborough and carried unanimously to authorize the Interim Administrator to donate animal control equipment to Greene County Health Department.**
14. **Commissioner’s Comments - None**
15. **Adjournment – Motion was made by Commissioner Shackelford, seconded by Commissioner Scarborough and carried unanimously to adjourn at 8:29 p.m.**

Dennis K. Liles, Mayor

Michelle Strickland, Town Clerk