

**MINUTES**  
**Snow Hill Board of Commissioners Regular Meeting**  
**Monday March 8, 2010—7:00 p.m.**  
**Snow Hill Town Hall**  
**201 North Greene Street, North Carolina 28580**

*The Snow Hill Board of Commissioners regular meeting convened at 7:00 p.m. on Monday, March 8, 2010 at the Snow Hill Town Hall with the following members present: Mayor Dennis Liles; Commissioners James Bizzell, Sr., Becki Scarborough, Geraldine Shackelford, Bobby Taylor and Roger Whitson. Others present were Town Clerk Michelle Strickland, Town Administrator Bob Clark, Town Attorney Brian Pridgen, Public Works / Utilities Director Dana Hill and Finance Officer Andy Harris..*

1. **Call to Order** – Mayor Liles called the meeting to order at 7:03 p.m.
2. **Prayer** – Prayer was offered by Commissioner Bizzell.
3. **Pledge of Allegiance** – Mayor Liles asked Girl Scout Troop #153 to step forward to lead the Pledge.
4. **Roll Call** – Miss Strickland called roll. All members were present and a quorum was declared.
5. **Consider Approving Meeting Agenda** – Motion was made by Commissioner Scarborough, seconded by Commissioner Bizzell and carried unanimously to approve the meeting agenda.
6. **Consider Approving Meeting Minutes: February 24, 2010** – Motion was made by Commissioner Whitson, seconded by Commissioner Shackelford and carried unanimously to approve the meeting minutes from February 24, 2010.
7. **Report of Officers:**
  - a. *Mayor:*
    1. Recognition of Girl Scout Troop #153 and Proclamation March 7-13, 2010 Girl Scout Week in Snow Hill – Mayor Liles asked Miss Strickland to read aloud the proclamation (a copy hereby incorporated by reference and made a part of these minutes) for the week of March 7 – 13 as Girl Scout Week in Snow Hill. Mayor Liles presented Girl Scout Troop #153 with a framed copy of the proclamation.
    2. Chamber of Commerce membership \$350 annual dues – Mayor Liles shared (a copy hereby incorporated by reference and made a part of these minutes) a Chamber of Commerce membership application with the Board and spoke to them about supporting the Chamber. Mayor Liles asked the Board to think about the Town becoming a member of the Chamber. Mr.

Clark informed the Board that in the past there had been donations to the Chamber for various things.

b. *Town Administrator:*

1. Budget Calendar FY 2010-11 – Mr. Clark handed out (a copy hereby incorporated by reference and made a part of these minutes) a copy of the budget schedule that he had put together and spoke to the Board about the dates set out in the schedule. There is flexibility in some of these dates.
2. Golden Leaf Foundation Community Assistance Initiative – Mr. Clark announced that he had attended a Golden Leaf Foundation Community Assistant Initiative at the County Complex and shared information (a copy hereby incorporated by reference and made a part of these minutes) on the initiative. The \$2 million grant application process is not driven by the agency with application forms upfront but an open process with ideas and issues being looked at to come back for discussion at following meetings. The next meeting will be April 6, 2010 at 6:00 p.m. at County Commissioner Meeting Room and then on May 11, 2010 at 6:00 p.m.
3. Correspondence – Upper Coastal Plains COG – Energy Grant not funded – Mr. Clark shared (a copy hereby incorporated by reference and made a part of these minutes) the correspondence received from the Upper Coastal Plains COG regarding the energy grant not being funded. The COG missed the deadline for submission by about 5 minutes. They explained why this happened and offered that there may be residual funds or a second or third round of funding. Mr. Clark clarified that it was the Council of Government's fault the package was not on time, the town had submitted its information in a timely manner..
4. Accounting Services Agreement – Andrew Harris, CPA – Mr. Clark asked the Board to review (a copy hereby incorporated by reference and made a part of these minutes) a proposed Accounting Services Agreement between the Town and Mr. Andrew Harris, CPA. The attorney has reviewed and feels the contract is in order. Mr. Clark recommends approving this agreement. Commissioner Whitson asked Mr. Harris if he could get current financials by the date listed on the budget calendar, Mr. Harris said he could. Commissioner Whitson asked if the audit would be on time this year, Mr. Harris responded that his portion would be on time.
5. Elaney Wood Heritage Farm & Alternative Agriculture Training Center – Mr. Clark asked the Board to review (a copy hereby incorporated by reference and made a part of these minutes) information regarding the project as well as a map of the site. Mr. Clark informed the Board that the only requests of the Town that have been made thus far are related to water and sewer connections which are being looked at by Mr. Hill. They

currently have \$121,000.00 and are looking at a revised budget. Mr. Clark advised the Board that he brought this to them as an information item and that there will be more information to come.

6. Payment of \$685.51 to IRS for underpayment of payroll taxes in 2006 – Mr. Clark shared (a copy hereby incorporated by reference and made a part of these minutes) an invoice that had been received by the United States Department of the Treasury for underpayment of payroll taxes dating back to 2006. Mr. Clark informed the Board that we were in the process of pulling out the payrolls back from that time period and see who may have been affected. This was not a budgeted item. Mr. Clark recommends going ahead and paying unless there is something that is found in the next couple of days. Commissioner Whitson asked about a prior letter being received. Miss Strickland informed the Board that a letter was found on Michelle Grant's desk from August that she had not acted on. There was discussion on the protocol of opening mail in the office with documents such as this so that things did not fall through the cracks. The exact nature of the bill was discussed by Commissioner Whitson. Mr. Clark spoke on the routing of the mail and offered to help come up with a written mail handling procedure and report back to the board. Mr. Clark then asked the Board to excuse him that he couldn't concentrate with the snickering from the audience. Mayor Liles spoke to the audience and stated that if anyone had any comments to please hold them until the public comment portion of the meeting. Commissioner Scarborough asked if there was a copy of the letter that had been received in August, Mr. Clark informed the Board that there was. Copies (a copy hereby incorporated by reference and made a part of these minutes) were made and distributed to members. Commissioner Taylor spoke to the Board that he knew from experience that these types of letters can come at any time. Commissioner Whitson commented on the original notice lying on a desk for six months. Commissioner Scarborough stated that it seemed like every week it seemed like something else was falling through the cracks and that the Board was frustrated that they couldn't move forward. Commissioner Taylor commented that no matter what the bill is for we owe it and need to pay it but do need to have an understanding of what the bill is for. Commissioner Whitson commented that due to a procedural issue there are more penalties and interest added to the invoice. Miss Strickland spoke on the procedures used to open the mail coming into the office and informed them that what probably happened to the original bill was that it was given to the Finance Officer and was laid down. Due to the nature of some of the questions Miss Strickland spoke to the Board about thinking about going into closed session because it seemed they were broaching on personnel issues. Mr. Clark informed the Board that a report concerning procedures would be brought back to the Board at the next meeting. Mayor Liles explained that the Board was trying to be in a helping mode, not to point fingers. Commissioner

Whitson expressed his concern over there not being any explanation of the charges other than what was received in the Board packet and being pushed to pay something they had no clarity on. There was more discussion about who would get a letter of this nature today. Mr. Clark responded that himself, the Finance Officer and the person doing payroll should be informed of such a letter. There was discussion on whether the charges concerned every employee or just one employee. The volume of mail was discussed and whether it was such that the Town Administrator couldn't open the mail. Mr. Clark informed the Board that he didn't feel that the Town Administrator should open any payments, accounts payable and such. Mr. Clark once again informed the Board that there could be a routing protocol established. It was discussed as to whether the auditor should have caught this error. Mr. Harris informed the Board that it depended on the scope of the audit and what was at risk, that with a Town this size, \$600.00 could easily fall through the cracks. Commissioner Scarborough asked that if there was an agenda item that referred to other correspondence that the previous correspondence be included in the agenda packet. Mr. Clark stated that he took full responsibility and that would try in the future to give them more information than they will probably want to receive. Mr. Harris spoke up to share with the Board that he felt by briefly looking over the letter that the problem was in the 941 form that was prepared at that time.

7. Meeting with Kenny Flowers – ECU Municipal Management Initiative – Mr. Clark informed the Board that Mr. Kenny Flowers with the ECU Municipal Management Initiative would be coming in on Tuesday, March 9, 2010 at 2:30 p.m. to meet with the department heads, himself and the Mayor to help reduce to a workable list the services that they will be able to initially provide.

c. *Revenue Collector/Town Clerk:*

1. Release of 2009 taxes: \$31.88 for parcel # 08-00970 Gwendolyn Randolph for beautification site and \$97.87 for parcel # 08-22991 Robert Exum for public parking – Miss Strickland shared (a copy hereby incorporated by reference and made a part of these minutes) a request to release taxes for two parcels that the Town used. Miss Strickland informed the Board of where the parcels were located and what the Town used them for. Mr. Clark shared a brief history of the agreements with the property owners. Mr. Clark suggests preparing a formal agreement with Mr. Exum similar to the agreement held with Ms. Randolph.
2. Progress on tax collections – Miss Strickland informed the Board that during the month of February through today an additional \$18,844.33 had been collected in property taxes.

3. Seeking health coverage insurance quotes – Miss Strickland informed the Board that she had been speaking to local agencies regarding health insurance rates, particularly retiree health insurance rates. Commissioner Taylor asked for a printout of coverage that the Town has for all of their insurances as he had been contacted from several people about pricing the insurances for the Town. Miss Strickland asked Mr. Pridgen if a Request for Proposals (RFP) would be required for seeking quotes on all of the Town's insurances. Mr. Pridgen replied that he felt sure we would. Mr. Pridgen informed the Board that they had to be very careful when making any changes to retiree insurances that they were promised as an employee. Mr. Clark informed the Board that he would have information for the next meeting.

d. *Public Works and Utilities Director*

1. Renewable Fibers – AC2 Aerobic Digester Project – Mr. Hill came before the Board and asked that the Board review (a copy hereby incorporated by reference and made a part of these minutes) information regarding the scope of work from Renewable Fibers. Mr. Hill was not happy with the original scope of work and is satisfied with the current scope proposed. He would hate to see that we didn't try this if there could be some savings in sludge disposal fees. If we get to the point it works and we want to continue using the product it is \$17.00 per week. Renewable Fibers liability was discussed. Mr. Pridgen recommends adding indemnification language in the agreement.
  2. Water/sewer rates study underway with NC Rural Water Association – Mr. Hill informed the Board that NCRWA came last week and put together a study for Snow Hill. Mr. Hill would like to take this presentation to the Finance & Administration Committee.
- e. *Town Attorney:* Town of Snow Hill obligation as a "Reimbursable Employer" payment \$2,444.22 to NC Employment Security System – Mr. Pridgen reported back to the Board regarding a claim received by the Employment Security Commission (a copy hereby incorporated by reference and made a part of these minutes). Mr. Pridgen explained to the Board that this claim was pretty much a fluke due to the timing in the claim. Mr. Pridgen explained how the Employment Security Commission determined unemployment wages and how it related to this claim. Mr. Pridgen advised the Board that changing the type of employer that the Town was would have cost more in this case and would have to be paid out yearly whether you have a claim or not. Commissioner Taylor asked about longevity pay for a part-time employee. The longevity pay policy was discussed.

8. **Report of the Boards, Commissions, Committees and/or Taskforces:** none

9. **Unfinished Business and General Orders: none**
10. **New Business:**
- a. Consider approval of an accounting services agreement with Andrew Harris, CPA – **Motion was made by Commissioner Whitson, seconded by Commissioner Bizzell and carried unanimously to approve an accounting services agreement with Mr. Andrew Harris, CPA.** Commissioner Whitson relinquished his duties as Interim Finance Officer. Mayor Liles swore in Mr. Harris as Finance Officer.
  - b. Consider authorizing payment of \$685.51 to IRS for underpayment of payroll taxes in 2006 – **Motion was made by Commissioner Scarborough, seconded by Commissioner Shackleford and carried unanimously to approve payment of \$685.51 to the IRS for underpayment of payroll taxes in 2006.**
  - c. Consider releasing of 2009 taxes: \$31.88 for parcel # 08-00970 Gwendolyn Randolph for beautification site and \$97.87 for parcel # 08-22991 Robert Exum for public parking – **Motion was made by Commissioner Shackleford, seconded by Commissioner Whitson and carried unanimously to approve the release of 2009 taxes for parcel #08-00970 and parcel #08-22991 with a formal agreement with Mr. Robert Exum to come to the Board at a later date.**
  - d. Consider approval of \$2,444.22 payment to NC Employment Security System – **Motion was made by Commissioner Whitson, seconded by Commissioner Scarborough and carried unanimously to approve payment to the NC Employment Security Commission not to exceed \$2232.16.**
11. **Announcements and Public Comments - none**
12. **Adjournment – Motion was made by Commissioner Shackleford, seconded by Commissioner Bizzell and carried unanimously to adjourn at 8:53 p.m.**

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Dennis K. Liles, Mayor

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Michelle Strickland, Town Clerk