

MINUTES
SNOW HILL BOARD OF COMMISSIONERS
WEDNESDAY, NOVEMBER 30, 2011
201 NORTH GREENE STREET, SNOW HILL, NORTH CAROLINA

1. **Call to Order** – Mayor Liles called the meeting to order at 7:00 p.m. The prayer was offered by Commissioner Whitson. The Pledge was led by Commissioner Scarborough.
2. **Roll Call** - The roll was called by the Clerk, Cathy Webb. All members were Present. A quorum was declared.
3. **Consider Agenda Approval** - A motion was made by Commissioner Whitson, seconded by Commissioner O'Brien, and carried unanimously to approve the agenda as presented.
4. **Consider Minutes Approval** – A motion was made by Commissioner Scarborough, seconded by Commissioner Shackelford, and carried unanimously to approve the November 14, 2011 minutes as presented.
5. **Presentations – Administration of Oath of Office for Chief of Police** –
The Oath of Office for Chief of Police for the Town of Snow Hill was administered by Mrs. Sandra Sutton, Clerk of Superior Court to Mr. John Rea. The badge was presented to Mr. Rea by Mayor Dennis Liles.

Comprehensive Transportation Plan Draft Map - Mr. Brendan Merithew presented an overview of the comprehensive transportation plan for Greene County. Maps showing the various plans were presented. These maps will be available for public inspection in January, 2012. The maps will be presented to the Town of Snow Hill on January 10, 2011 from 4-7 p.m.
6. **Report of Officers** –
Mayor –
 - a. **Rotary Christmas Parade** – The Mayor announced that the Christmas Parade would be held on Saturday, December 3rd at 2:00 p.m. and encouraged all to attend.
 - b. **Christmas Extravaganza** - Mayor Liles invited all to attend the Christmas Extravaganza that will be held on Friday, December 9th beginning at 6:00 p.m. in the downtown area. He said that a lot of the businesses had special things going on-something for everyone.
 - c. **Christmas Dinner** – The Christmas Dinner for employees and Board will be held on December 20th at 6:30 p.m. at the City Club. He asked the Board to please bring a dessert.

Town Administrator –

- a. Office Renovation Quotes** – Mr. Hill received three quotes for the addition of office space in the Town Hall. Oliver Glass had the lowest bid of \$2880. He thought that this was a good price. He said that he thought that this would be a great savings for the Town (rent, utilities, etc)
- b. Talent Enhancement Grant – Required Plans** – Mr. Hill presented two plans that were required for the Talent Enhancement Grant. One plan was the Language Access Plan-This policy defines the responsibilities the Agency has to ensure LEP individuals can communicate effectively. The next Plan outlines the plans and policies in which the Town is expected To follow.
- c. Downtown Parking Lots** – Mr. Hill said that there had been some discussion concerning the paving of the parking lot on Greene Street between Hardy’s Appliance and Wells Fargo. He said that the County was going to pave the lot, but due to over expenditures in other areas, that they would not be able to do it. Mr. Hill had some conversation with Mr. Davenport about the prospect of the county donating the parking lot to the Town. The Board asked Mr. Hill to find out if this was possible. Mr. Hill said that the price that was quoted last spring for the paving was around \$40,000. It was mentioned that maybe Wells Fargo would like to help with this project. He also said that he would like to get the parking lot behind the Town office and the alley paved. It may be a possibility that Powell Bill Funds could be used for part of this. A motion was made by Commissioner Whitson, seconded by Commissioner O’Brien, and carried unanimously to add Item E under Action items to Consider acquiring and Paving the Downtown Parking Lot.

7. Unfinished Business –

- a. Fee Schedule Amendment** – Mr. Hill said that he had a request from the Downtown businesses in the Historic District to lower the Zoning Permit fees from \$50 to \$25. The Zoning fees Outside the Historic would remain the same.

8. Report of Boards – NONE

- 9. Public Comments** – Mr. Larry Pate told the Board that he thought it would be a wise decision to pave the parking lot on Greene Street. He said that he thought it would add a lot to the Town. He said that maybe later some picnic tables could be added.

10. Action Items –

- a. Consider adopting Language Access Plan** – A motion was made by Commissioner Whitson, seconded by Commissioner O’Brien, and carried unanimously to adopt the plan as presented.
- b. Consider Adopting CDBG Plans and Policies Package** – A motion was made by Commissioner Scarborough, seconded by Commissioner Whitson, and carried unanimously to adopt the CDGB Plans and Policies Package

as presented.

- c. **Consider Fee Schedule Amendment** – A motion was made by Commissioner Whitson, seconded by Commissioner Scarborough, and carried unanimously to approve the amendment to the Fee Schedule to lower the Zoning Permit in the Downtown Historic Business District to \$25.
- d. **Consider Authorizing Town Hall Renovation** - A motion was made by Commissioner Whitson, seconded by Commissioner O'Brien and carried unanimously to accept the bid from Oliver Glass to start the renovations of the Town Hall.
- e. **Consider Acquisition of Property and Paving of Downtown Parking lot-** A motion was made by Commissioner Whitson, seconded by Commissioner O'Brien, and carried unanimously to pursue the acquisition of the property and do the paving of the parking lot on Greene Street.

- 11. Commissioners Comments** - Commissioner Taylor said that he had some people approach him interested in the property in Genesis Hills and that the office here was not open on a regular basis. He recommended that the Town get some information on this and have it available at the Town Office. He also indicated that he had heard some conversation about someone wanting to put in an Internet Café and the ordinance may have to be looked at again.

Mayor Liles said that Tony Barrow had offered to let the Town borrow a horse and carriage for the Christmas Parade and that he and his wife would be riding in it. There is absolutely no charge for this. (FREE)

- 12. Adjourn** – There being no further business to come before the Board, a motion was made by Commissioner Shackelford, seconded by Commissioner Scarborough, and carried unanimously to adjourn. The meeting adjourned at 7:40 p.m.

Mayor

Clerk