

MINUTES
SNOW HILL BOARD OF COMMISSIONERS
THURSDAY, NOVEMBER 15, 2012
G. MELVIN OLIVER TOWN HALL
SNOW HILL, NORTH CAROLINA 28580

- 1. Call to Order – Mayor Liles called the meeting to order at 7:00 p.m. The Prayer was offered by Commissioner Shackelford. The Pledge was led by Commissioner Washington.**
- 2. Roll Call – The roll was called by Town Clerk, Cathy Webb. All members were present. A quorum was declared.**
- 3. Consider Agenda Approval – A motion was made by Commissioner Washington, seconded by Commissioner Hagans and carried unanimously to approve the agenda as presented.**
- 4. Consider Minutes Approval – A motion was made by Commissioner Hagans, seconded by Commissioner Shackelford and carried unanimously to approve the minutes of October 8, 2012 as presented.**
- 5. Program: Fiscal Year 2011-2012 Audit Report – Jay Parrish**

Mr. Parrish presented the Fiscal Year Audit Report for 2011-2012. He thanked the staff for their willingness to help in gathering the information for them. He said that there were two findings in the audit. The first one was the lack of segregation of duties. However, this finding is due to the limited number of staff that the Town has. The other finding was that the Town did not have individual bond coverage for the Finance Officer/Tax Collector for the fiscal year 2011-2012. Appropriate action has been taken to take care of this. Mr. Parrish said that the General Fund Balance had dropped some-but the depreciation is factored into that balance. He said that without the depreciation being considered, the Town has a Fund Balance of about 83%. The tax collection rate including motor vehicles was 96.40%. The tax Collection rate for property tax for the town was 97.63%. He commended the Town for this collection rate. He said that the books were in good shape and that the financial status of the Town was very sound at this point.

- 6. Report of Officers:**
 - a. Town Administrator –**
 - 1) Board/Staff Christmas Party – Mr. Hill announced that the Christmas Party would be held on December 10, 2012 at the Community Center at 6:00 p.m. The dinner would be catered by K&B Grill.**

- 2) **Christmas Parade Plans** – The Christmas parade will be held on December 1st at 2:00 p.m. The lineup will begin at 1:00 at the Primary School. He asked that the Commissioners let him know if they plan to ride in the Parade. He said that the entry fee for the Parade was \$5 or canned goods.
- 3) **Christmas Extravaganza**- He announced that plans had been finalized for The extravaganza and that the Historic Tour tickets were on sale. Tickets can be purchased from Ms. Judy Davenport or the Town Office. Tickets are \$10 each.
- 4) **Update – AMR Project** – Mr. Hill announced that the bids for the AMR were opened today and that the prices ranged from \$470,000-\$7000,000. He said that several companies would come in and present their product and asked if any of the Board members would like to hear these presentations. Commissioner Scarborough said that she would like to hear these presentations. He would set up the date and get back with Commissioner Scarborough.
- 5) **Resolution – Re: Dual Appointment** – Mr. Hill asked the Board to Consider adopting a resolution to appoint Cathy Webb as Tax Collector. The Local Government Commission needs to approve the dual Appointment.
- 6) **Equipment/Facilities Request** – Mr. Hill asked the Board to consider a request for the purchase of some additional police equipment, not to exceed \$15,000. The Police Department is in need of some rifles, radios, etc.

Mr. Hill asked if the Board would consider authorizing him to get bids for restroom facilities at the South Greene Ball Field. He said that LCC would help with the cost of this project.

B. Town Clerk –

- 1) **Tax Refund** – Ms. Webb informed the Board that Mrs. Addie Lovett Had been given an exclusion from the county of \$32,080. Mrs. Lovett came in and asked for a refund of \$112.28.
- 2) **Budget Amendment I** – Ms. Webb presented a Budget Amendment For \$35,490 to pay off the loan to USDA for the police cars.

7. Report of Boards – NONE

8. Public Comments –

- 1) **David Jones** – Mr. Jones thanked the Board and staff for their efforts in repairing the sidewalks. Mayor Liles told him that progress was being made and thanked the staff for their efforts.

9. Old Business – None

10. New Business –

- 1- Consider adopting resolution appointing Cathy Webb Chief Accounting Officer and tax Collector – A motion was made by Commissioner Scarborough, seconded by Commissioner Shackelford, and carried unanimously to adopt the resolution.**
- 2- Consider Authorizing the Purchase of Police equipment, not to exceed \$15,000. A motion was made by Commissioner Washington, seconded by Commissioner Hagans, and carried unanimously to authorize this purchase.**
- 3- Consider authorizing bid requests for restroom facilities for the South Greene Ball Field – A motion was made by Commissioner Scarborough, seconded by Commissioner Washington, and carried unanimously to allow Mr. Hill to get some bids for this project.**
- 4- Consider Tax Refund for Ms. Addie Lovett – A motion was made by Commissioner Washington, seconded by Commissioner Scarborough, And carried unanimously to give this refund to Ms. Lovett.**
- 5- Consider adopting budget amendment – A motion was made by Commissioner Washington, seconded by Commissioner Shackelford, and carried unanimously to approve Budget Amendment #1.**

**11. Closed Session – Personnel, Contract Negotiations, Attorney/Client Privilege-
A motion was made by Commissioner Shackelford, seconded by Commissioner Hagans to go into closed session.**

A motion was made by Commissioner Shackelford, seconded by Commissioner Hagans, and carried unanimously to adjourn the Closed session and reconvene to regular session.

A motion was made by Commissioner Scarborough, seconded by Commissioner Hagans, and carried unanimously to amend the agenda to allow the Board to vote on a part-time temporary person to fill in while Addie Watson is out on maternity leave.

A motion was made by Commissioner Washington, seconded by Commissioner Scarborough, and carried unanimously to offer the position to Cynthia Dupree White.

12. Commissioner Comments – Mrs. Washington announced that she would be having knee replacement on November 27, 2012 at Wayne Memorial Hospital. She also said that George Wade’s funeral would be Saturday at 3:00 at Mills’s Funeral Home in Kinston.

13. Adjourn – There being no further business to come before the Board, a motion was made by Commissioner Taylor, seconded by Commissioner Shackelford

and carried unanimously to adjourn. The meeting adjourned at 8:00 p.m.

Mayor

Clerk