

MINUTES
SNOW HILL BOARD OF COMMISSIONERS
THURSDAY, MARCH 1, 2012
COMMUNITY CENTER
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 Hagans. The Pledge was led by Mayor Liles.**
- 2. Roll Call – The roll was called by Cathy Webb. All were present except Commissioner Scarborough. She did not have child care. A quorum was declared.**
- 3. Consider Agenda Approval – A motion was made by Commissioner Washington, seconded by Commissioner Shackelford, and carried unanimously to approve the agenda as amended by Town Administrator, Dana Hill which included items (c) Board Retreat and (d) Garbage Truck.**
- 4. Consider Minutes Approval – A motion was made by Commissioner Hagans, Seconded by Commissioner Taylor, and carried unanimously to approve the February 13, 2012 minutes as presented.**
- 5. Presentations: NC DOT Comprehensive Transportation Plan – Brandon Merithew had presented this plan at the last meeting. Commissioner Washington had not had a chance to look at it. Mr. Merithew asked if there were any questions on the plan at this time. Commissioner Washington asked if he had any idea when this would get done. He said that this was just a plan and had not been funded. He said that this plan could be updated at any time. Mayor Liles thanked Mr. Merithew for his time.**
- 6. Report of Officers –**
 - Town Administrator-Dana Hill**
 - a. USDA Loan/Grant Resolution – Mr. Hill presented a resolution to be adopted for the Grant/Loan Package for the police cars. He introduced Kim Miller, from USDA, to explain the Grant/Loan. The Loan was not to exceed \$35,000 and the grant was not to exceed \$23,000. Mrs. Miller said that the interest rate was 3.75% and that there would be no penalty for early payoff. The Loan will be scheduled for repayment over a period not to exceed seven (7) years. Mrs. Miller asked if the Board could vote on this at this time so that she could get it recorded in her minutes. A motion was made by Commissioner Washington, seconded by Commissioner Hagans, and carried**

unanimously to adopt the Resolution as presented.

- b. Fee Schedule Amendment – Mr. Hill presented a fee schedule amendment for Internet Sweepstakes. The current business license is \$2600.00 per year. He recommended adding a separate “per machine” fee of \$500 effective immediately. The ordinance states that there is not to be any more than 20 machines per business. Mayor Liles asked what the procedure would be to keep a check on the number of machines a business had. Mr. Hill said that the business could be checked every year when they renewed their business license. Attorney Pridgen said that the business license would be prorated, but that he would like to see the Board add some language saying that the “per machine” fees would not be prorated. He said that if the Board was comfortable with this, that the fee schedule could be voted on with the amended language.**
- c. Board Retreat/Work Session – Mr. Hill said that he just wanted to get a feel from the Board on whether they would like for him to schedule a formal retreat/work session. He said that the League and The East Carolina Council of Government had facilitators available for this. He said that he would try to set something up, maybe during one of the Board meetings. Commissioner Washington said that she would like to have this, but she would like to have it scheduled at another time. Commissioner Taylor said that he would like to have it during one of the already scheduled Board meetings because of his busy schedule. Commissioner Washington said that for a really good retreat, about two hours would be needed. Mr. Hill said that he would see what he could get set up.**
- d. Garbage Truck – Mr. Hill advised the Board that the Town’s Garbage truck was in very bad condition. He said that he was trying to make it last until the end of the fiscal year, but the brakes went out and the floor of the truck is hanging on by a few patches of rust. He is not asking for any specific action but would like to get consent to start looking for one. He said that he thought he could get a decent used truck for about \$25,000-\$30,000. He said that if he did find something, that we had about \$68,000 set aside for Capital Outlay in the general Fund-some of which will be used for the Police Cars. It was the consent of the Commissioners to allow Mr. Hill to start looking for a truck and if he finds one, he will bring the price back to the Board.**

Town Clerk/Finance Officer

- a. **2011 Delinquent Taxes - Cathy Webb asked for permission to collect all unpaid 2011 Real and Personal Property taxes. She will use all collection remedies provided in the NCGS. Also, she asked for permission to advertise all unpaid taxes, not paid by April 19, 2012, in the April 25, 2012 edition of the Standard Laconic. She also presented a copy of the Unpaid Tax listing as of February 29, 2012. She indicated that she had collected more this year-to-date than she had last year at this time.**

7. Unfinished Business: NONE

- 8. Report of Boards- Planning Board – Proposed Internet Sweepstakes Ordinance- Mr. Hill presented the Ordinance recommended by the Planning Board. The changes that were made were: 1) All internet cafes shall be located at least 200 feet from any school, Church, or residential use. 2) The Snow Hill Town Board will have the right to recall or revoke the Special Use Permit upon the recommendation of the Chief of Police due to criminal activity or public nuisance created or amplified by the business. This will allow citizens to express their concerns to law enforcement.**

9. Public Comments – NONE

10. Action Items:

- a. **Consider Adopting Greene County Comprehensive Transportation Plan- A motion was made by Commissioner Washington, seconded by Commissioner Shackelford, and carried unanimously to accept this plan as presented.**
- b. **Consider Adopting Resolution for USDA Loan/Grant – See above vote on this.**
- c. **Consider authorizing Fee Schedule Amendments as Presented – A motion was made by Commissioner Washington, seconded by Commissioner Shackelford, and carried unanimously to approve the amendment to the Fee schedule with the pro-rated language added.**
- d. **Consider authorizing Town Clerk to Advertise and Collect 2011 Delinquent taxes – A motion was made by Commissioner Shackelford, seconded by Commissioner Hagans, and carried unanimously to allow the Town Clerk to collect and to advertise the unpaid taxes.**
- e. **Consider setting a Public Hearing for March 29 regarding Proposed Internet Sweepstakes Ordinance Amendment – A motion was made by Commissioner Hagans, seconded by Commissioner Shackelford, and carried unanimously to set this public hearing for March 29, 2012.**

- 11. Commissioners Comments – Commissioner Taylor asked about the unpaid Taxes. He asked if any of these properties were rental properties and if we could garnish the rent. The Clerk told him that they were and that she would start the process.**

Attorney Pridgen stated that notices of hearings in the code enforcement actions had gone out and the process had begun.

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

Mayor

Clerk