

MINUTES  
SNOW HILL BOARD OF COMMISSIONERS  
MONDAY, JUNE 10, 2013  
MELVIN G. 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 Hagans. 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 Scarborough, 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 May 13, 2013 minutes as presented.
5. Program- NONE
6. Presentations – NONE
7. Report of Officers –
  - a. Mayor – No comments
  - b. Town Administrator – Dana Hill
    1. FY 2013 -2014 Budget – Mr. Hill explained that the only changes that had been made to the budget were in all departments in the “Insurance and Bonding” line items. The insurance quotes was received about a week ago and the insurance had increased from last year. Commissioner Scarborough asked about the plans for the bridge lights. She asked if only the globes would be replaced or the entire light. Mr. Hill said that the original plan was to replace the entire light, but he had found an option since then that they may be able to retrofit what is already there and the cost would be much cheaper.
    2. FY 2013-2014 Fees & Rates – He said that most of the rates would remain the same. He recommended that the Utility surcharge (Alternate Water) be dropped to \$6 per month per customer. He said that water and sewer tap fees had been adjusted just to meet costs. The other increase in rates were fees associated with Planning and Zoning. The fees associated with Special Use and variance requests have been raised to cover the cost of the Planning Board and Board of Adjustments meetings. Each member receives \$45 per

Meeting.

3. CDBG –SBEA Administration – Mr. Hill said that he had released a RFP for administration services for this grant. He received three responses:
  - 1) McDavid & Associates, 2) East Carolina Council of Government, and
  - 3) Robert Masters, Carolina Opportunities. Each proposal was evaluated and he recommends that the award be made to Carolina Opportunities due to the fact that Mr. Masters wrote the grant and is familiar with the conditions under which the participating businesses applied and that his hourly rate is constant and lower.
4. AMR Budget Resolution – Mr. Hill explained that \$7500 in the project would have originally come from Town Funds. He said that Public Water supply had offered to include that \$7500 in the project so that the Town would only have to pay only 20% of the \$7500. (80% would be grant money)
5. Mower Acquisition – Mr. Hill explained that the budget included \$9000 to buy a lawn mower but that there had been a lot of maintenance on the mowers in the past few weeks. He asked that the Board consider allowing him to enter into a lease agreement for two mowers at \$4500 per year, for three years, as opposed to buying one for \$9,000. He said there would no maintenance cost except for blade replacement and oil changes. He said that this would save money and down time.
6. Community Transformation Grant – Mr. Hill said that this grant would be used for a comprehensive land use plan. He said this was a \$5,000 grant and no Town money would be used.

c. Finance Officer – Mrs. Webb presented Budget Amendments #4-#7 for approval.

8. Report of Boards – NONE

9. Public Comments –

- 1) Sharon Ginn – Mrs. Ginn reported that the Malpass Family would be performing at the Museum on Tuesday, June 11, 2013 at 7:00 p.m. and urged all to attend. Mrs. Ginn also presented her annual report for the Greene County Arts & Historical Society.

10. Unfinished Business:

- 1) Consider Adopting FY 13-14 Budget Message – A motion was made by Commissioner Scarborough, seconded by Commissioner Washington, and carried unanimously to approve the FY 13-14 Budget Message. Commissioner Washington asked about the \$44,000 debt service Payment and Mr. Hill said that we budgeted it but he was not sure if The payment would have to be made in the 13-14 fiscal year.
- 2) Consider Adopting FY 13-14 Budget Ordinance – A motion was made By Commissioner Washington, seconded by Commissioner Shackelford And carried unanimously to adopt the FY 13-14 Budget Ordinance.

- 3) Consider Adopting the FY 13-14 Operating Budget – A motion was made by Commissioner Scarborough, seconded by Commissioner Hagans and carried unanimously to adopt the FY 13-14 Operating Budget as presented.
- 4) Consider Awarding CDBG-SBEA Administration to Carolina Opportunities – A motion was made by Commissioner Washington, seconded by Commissioner Shackelford, and carried unanimously to award the CDBG-SBEA contract to Carolina Opportunities.

11. New Business:

- 1) Consider Adopting AMR Budget Resolution – A motion was made by Commissioner Washington, seconded by Commissioner Shackelford, and carried unanimously to adopt the AMR Budget Resolution.
- 2) Consider Authorizing Administrator to enter into Lease Agreement for Mowers – A motion was made by Commissioner Shackelford, seconded by Commissioner Washington, and carried unanimously to allow the Administrator to enter into a Lease Agreement for 2 lawnmowers.
- 3) Consider Adopting Budget Amendments 4-7 – A motion was made by Commissioner Washington, seconded by Commissioner Hagans and Carried unanimously to adopt the Budget amendments 4-7 as presented by the Finance Officer.

12. Commissioner Comments – NONE

13. There being no further business to come before the Board, a motion was made by Commissioner Washington, seconded by Commissioner Hagans, and carried unanimously to adjourn. Everyone was invited to stay for the Business After Hours/ Open House.

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Mayor

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Clerk





