

MINUTES
SNOW HILL BOARD OF COMMISSIONERS
MONDAY, FEBRUARY 11, 2013
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 Hagans. The Pledge was led by Commissioner Scarborough. Mayor Liles welcomed Mrs. Washington back.
2. **Roll Call** – The roll was called by Clerk, Cathy Webb. All members were present and a quorum was declared.
3. **Consider Agenda Approval** – Town Administrator, Dana Hill, asked to insert as Item #9 Public Comments and move the other agenda items down one number. He also ask to add under Item #10 under unfinished Business -1 Consider adopting the Meter Replacement Budget and Minority Outreach Plan. He also told the Board that he had put a sheet on the desk for each one to pick their replacement to the Planning Board and that he would pick them up during the meeting. A motion was made by Commissioner Washington, seconded by Commissioner Shackelford and was unanimously approved, to accept the agenda as presented with the amendments presented by Mr. Hill.
4. **Consider Minutes Approval** – A motion was made by Commissioner Scarborough, seconded by Commissioner Hagans, and carried unanimously to approve the minutes as presented.
5. **Program: Public Hearing – CDBG Talent Enhancement Closeout** – A motion was made by Commissioner Washington, seconded by Commissioner Hagans, and carried unanimously to begin the Public Hearing. Mr. Hill told the Board that he had completed the course and had received final payment on the grant. \$10,000 went to ECU for the course and registration fees and that the town ended up with \$35,000 that offset his salary and travel expenses. A Public Hearing is required before the final inspection of this grant. Mayor Liles asked if there were any comments. There were none. Mayor Liles asked for a motion to close the Public Hearing. A motion was made by Commissioner Washington, seconded by Commissioner Hagans, and carried unanimously to close the Public hearing.
6. **Presentations** –
 - 1) **Historic Tour Proceeds** – Mrs. Judy Davenport – Mrs. Davenport, with Calvary United Methodist Church, presented a check to the Town for \$665 for proceeds from the Christmas Homes Tour. Mayor Liles said that he had heard some good comments on this tour and thanked Mrs. Davenport and the Forever Young Circle of Calvary United Methodist Church for their hard work.
 - 2) **Property Use Request** – Shenille Ford – Mrs. Ford was here on behalf of the

Greene Community Garden, which is located on Hart Street. She said that she and Mr. Gene Riddle had been looking at the property across the street (702 & 704 Morris Street). They would like to have an orchard on one lot and on the other lot they would like to plant some berry bushes. Commissioner Scarborough asked Attorney Pridgen if the Town needed to establish a lease similar to the lease for the Community Garden. Attorney Pridgen said that the leases could be combined. Commissioner Scarborough asked how many trees they would plant. Mr. Riddle said that there would be a variety of trees-not sure how many yet.

3) Meter replacement Budget – Mr. Moore told the Board that he had developed two options for consideration for awarding construction of a Fixed Network Automatic Meter reading System to Matchpoint, Inc. using the Badger meter/Aclara operating system.

- 1) **Option A**- Award per Town Board recommendation – This options adds 5 6” meters (for well sites), incorporates one (1) year customer support features, and provides leak protection software and 12 leak detection devices. This option results in a construction value of \$628,766.00. He said that the attached budget ordinance (attached as part of the minutes) Requires that the overall revenues/expenditures be reduced because the State will only allow a 5% contingency at the time of award. This option results in de-obligation of \$11,613.42 in loan and \$46,453.66 in grant.
- 2) **Option B** – Award Based on Maximizing Available Funds – This option also adds the 5 Ea 6” meters (for well sites), one (1) year of customer support, leak detection software, and 12 leak detection devices. This option increases the annual software support to three (3) years and increases the annual maintenance expense for implementation/management of the customer support to three (3) years. This option maximizes available funds without having to de-obligate funds.

Mr. Moore said that the Town needed to adopt the Resolution to award the contract to Matchpoint, Inc. and to authorize the execution of the Part B document that has to be sent to the State to allow the project to be performed. He also stated that the state has a requirement for minority participation goals on construction projects. He said that in March of 1999, the Town adopted a goal of 10%. He said that this is not a requirement but a goal. He said that he had updated the Minority Plan, using the same principals, and maintained the same 10% and is incorporated into the document and recommends that the Town adopt this new resolution to demonstrate that they are updating the plan. By adopting this, the Town is indicating that they are updating and reinforce the 10% goal that was first established in March, 1999.

Commissioner Taylor asked if the company would provide any spare meters to the Town. Mr. Moore said that they would. Commissioner Scarborough asked if the 3 year of added maintenance would be needed. Mr. Hill said that the Town opted for 1 year maintenance. Commissioner Scarborough asked what was wrong with sending some money back to

The State if our needs were met. She said that she did not see spending tax payers monies if not necessary. She asked if they went with Option B and spent more money, if the engineering fee would be increased. Mr. Moore said that the Engineering design fee was based on the percentage of construction.

7. Report of Officers:

a. Town Administrator

- 1) **Floodplain Ordinance Amendment** – Mr. Hill told the Board that the NC Emergency Management and FEMA have issued the updated Floodplain maps with no change to properties in Town, but that our Ordinance must be amended to recognize the new maps and a public Hearing must be held. He said that he had a copy of the map if anyone wanted to review it. Commissioner Taylor said that he understood that the County was doing something with the floodplain and would what they come up with have anything to do with what the Town did. Mr. Hill said that it would not.
- 2) **South Greene Ball field Restrooms Bids** - Mr.Hill said that he Advertised for bids and received only two. The lowest bid came from Gary Christman for about \$14,000. He said that construction cost might increase by the time the project is started-probably early spring.
- 3) **Sidewalk Project Update** – Mr. Hill said that a letter of interest had been submitted to DOT concerning the Safe Routes to School Program. He said this would install sidewalks in the whole Neighborhood behind the Snow Hill Primary School (Liberty & Dobbs Streets) and that program was put in place to encourage children to walk from home to school for exercise. He said that the letter of interest also included the area around West Greene, but once the prices were received the two projects together were more than they wanted to allocate to a project. He said since this was a federally funded project that there would be about a two year turn-around from the date of acceptance to finishing construction. He said that he would like to have an advertised sessions for comments from residents in that area before completing the application process.

b. Finance Officer

- a. **Budget Amendment 2** – Town Clerk, Cathy Webb presented a budget amendment increasing the budget in the Police Department by \$7500 and also an amendment for increasing the budget in the Police department for \$15,000. Of these two amendments, \$19,500 goes to Capital Outlay and \$3,000 for supplies and materials.

8. Report of Boards: NONE

9. Public Comments –

- 1) Sharon Ginn – She announced the Nooherooka 300th Commemoration to be held March 21-23. Tuscarora Heritage Day will be held at the Greene County Recreation Park on Saturday, March 23, 2013. A monument is being erected on Highway 58. There will be a Lacrosse game at the Farmer’s Market on Saturday.
- 2) Dillion Lee – Mr. Lee asked the Board to consider changing the rules at the skate park. He said that the park had been used very little since the rules were being enforced. He did not like the rules concerning having to wear knee pads, elbow pads, or helmets. He asked that the Board consider having skaters sign a waiver releasing the Town of any liability in case of an accident. He said that the Town could change the signs saying “Skate at your Own Risk”. Mr. Hill and Attorney Pridgen said that they would look into this matter and get back with him. Commissioner Scarborough said that she thought that skaters should at least wear a helmet for safety purposes. Carolyn Newcomb commented that she did not think children needed to be in the park on bikes.

10. Unfinished Business:

1. Consider Adopting Meter replacement Budget and Business Minority Outreach Plan- A motion was made by Commissioner Washington, seconded by Commissioner Taylor, and approved unanimously to adopt Option A –Meter replacement Budget and the Business Minority Outreach Plan.
2. Consider Appointing Two (2) Applicants to the Snow Hill Planning Board –Mr. Hill announced that according to the votes Salvador Abrego and Sam Edmonds received three votes each, which is the majority. Commissioner Scarborough said that Attorney Pridgen advised her not to vote because her husband was one of the applicants. A motion was made by Commissioner Washington, seconded by Commissioner Shackelford and carried. Commissioner Scarborough abstained from voting.

11. New Business:

1. Consider setting a Public Hearing for March 11 to receive comments On the proposed Sidewalk Installation around Snow Hill Primary – A motion was made by Commissioner Shackelford, seconded by Commissioner Washington, and approved unanimously to hold this Public hearing on March 11, 2013.
2. Consider Setting a Public Hearing for March 11 to receive comments on the proposed Floodplain Ordinance Amendment - A motion was made by Commissioner Washington, seconded by Commissioner Hagans, and carried unanimously to hold this Public hearing on March 11, 2013.

3. Consider Allowing Cooperative Extension to utilize vacant Hart Street Property as an orchard - A motion was made by Commissioner Washington, seconded by Commissioner Shackelford, and carried unanimously to allow the Cooperative Extension to utilize the vacant Property on Hart Street as an orchard.

12. Closed Session: personnel, Contract Negotiation, Property Acquisition – A motion was made by Commissioner Shackelford, seconded by Commissioner Hagans to go into closed session.

A motion was made by Commissioner Washington, seconded by Commissioner Taylor, and carried unanimously to reconvene to regular session.

Commissioner Scarborough said that she would like to make a motion to add to the Agenda the Purchase of Cemetery Property. The motion was seconded by Commissioner Washington, and carried unanimously.

A motion was made by Commissioner Scarborough, seconded by Commissioner Washington, and carried unanimously to purchase the property adjacent to the Town Cemetery for \$55,000.

13. Commissioner Comments - Commissioner Washington thanked everyone for their thoughts and prayers for her during her surgery. She said that she was still recovering and that she was doing well.

14. Adjourn – There being no further business to come before the Board, a motion was made by Commissioner Scarborough, seconded by Commissioner Hagans, and carried unanimously to adjourn. The meeting adjourned at 8:25 p.m.

Mayor

Clerk

