

MINUTES
SNOW HILL BOARD OF COMMISSIONERS
MONDAY, MARCH 11, 2013
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 Mayor Liles.
2. **Roll Call** – The roll was called by Clerk, Cathy Webb. All members were present except Commissioner Taylor. A quorum was declared.
3. **Consider Agenda Approval** – Dan Hill asked that Item #2 be added under Unfinished Business to include considering an appointment to the GC EDC Board and to remove item #12 – Closed session. A motion was made by Commissioner Washington, seconded by Commissioner Hagans, and carried unanimously to approve the agenda with the two amendments.
4. **Consider Minutes Approval** – A motion was made by Commissioner Hagans, seconded by Commissioner Scarborough, and carried unanimously to approve the February 11, 2013 minutes as presented.
5. **Program – Public Hearing – Flood Ordinance Amendment** – A motion was made by Commissioner Washington, seconded by Commissioner Hagans, and carried unanimously to begin the Public Hearing. Mr. Hill said that there had been no substantial changes in the ordinance in the city limits or the ETJ. He said that he was asking the Board to adopt the amended ordinance which is required by the State Emergency Management and FEMA so that the Snow Hill residents would remain part of the Flood Protection Insurance program. He did want to mention that one change was that when a house was built it would have to be 2 ft. above flood level-and that the driving force behind this recommendation is that flood insurance rates would change dramatically in the next year or two and that homes built 2 ft. above flood elevation would be cheaper to insure. Mayor Liles asked for any questions. There were none. A motion was made by Commissioner Scarborough, seconded by Commissioner Washington, and carried unanimously to reconvene to regular session.

Public Input –SRTS Sidewalk Installation - Todd Clark asked why the Town had decided to put sidewalks around the school and surrounding area –he said the Primary School had been there for many years and did not understand why the sidewalks needed to be in the neighborhood. He said that he could understand why they would want to put sidewalks on 2nd Street, because a lot of people walked on that street. Mr. Hill said that the grant requirements were that you can go a mile radius around the school and the other requirement is that there has to

be a significant amount of population in that mile radius to apply for that grant. He said that there were not enough houses on 2nd street to apply for this funding. Commissioner Scarborough said that the purpose of this was to allow the children that live in that area to walk to school safely. Commissioner Scarborough asked Mr. Clark if he was in favor of the sidewalks-he said no. Mr. Hill said that he had had some responses from the letters he sent out. He had 1 call that was against-and 3 that were for the project. Mayor Liles asked how people were notified of this. Mr. Hill said that he sent out letters to the residents in that area that would be affected and had received only a few responses. Mayor Liles said that he just wanted to make sure that the citizens were aware of this. Commissioner Scarborough reminded the group that this was free money-no Town money would have to be used and that this would probably help with drainage problems.

6. Presentations – NONE

Mayor Liles read a letter that was received from the county concerning the Sheriff department contract. It read that they concurred with the Town that the contract expired on June 30, 2011 and no funds were due to the County.

Mayor Liles asked the Board to ride down Oak Street and look at the work being done on some houses by Salvador Abrego.

7. Report of Officers:

a. Town Administrator –

1. **February “Clean-up”** – Mr. Hill said that the cleanup was a success and 22 tons of debris was collected. This cost the Town about \$1000.
2. **Skate Park Requirements** – Mr. Hill said that according to NCCSA 99E-23 all skate boarders should wear helmets, elbow pads, and kneepads. If found not complying with these rules, a citation could be issued. Also the insurance would be very expensive, if we were even able to insure- if these rules were not followed. Mr. Hill said that he had contacted Justin Lee and talked with him about this. Commissioner Scarborough said that she had talked with someone with the Greene-Lenoir Safe Kids Coalition and if with enough interest they would come and do a bicycle or skateboard safety class and after participation in the class they would give each participant a helmet.
3. **Test Well Installation** – Mr. Hill said that they decided to go with Well Site #4 which is on 258 North behind Printworks. The well was installed last week and the four hour pump test was done and determined that we produce between 100-150 gallons per minute from that well. Samples were done and it looks very promising that we would have a good alternative source should the need arise.
4. **South Greene Ball Field restroom** – Mr. Hill said that he received two bids for the restrooms. One for \$14,000 and one was \$20,000-there may be some fluctuation in construction prices now. He asked that the Board consider awarding the contract to Gary Christman, who was the lowest bidder.

5. **Water Tank Marketing** – Mr. Hill said that he had been approached by U.S. Cellular about leasing a space on the Kingold Blvd. Water Tank to install an antenna. He said that in conversation with Utilities Services, Inc with which we have the tank maintenance contract, that they are allowed to be part of the process to make sure that everything is installed correctly. They told Mr. Hill about a program they have called Utility Service Communications in which they will negotiate the lease terms, monthly payments, and the placement of the antennae so that we could get the maximum use out of the tanks. Their fee for providing that service is 30% of the agreed upon lease price. Mr. Hill feels that this is a fair deal. He said that he would like to see the terms of the maintenance contract and this contract to run concurrently with each other.
6. **Municipal filing Fee** - The Board of Elections has asked that the Board set the 2013 municipal election. The candidate filing period will begin at 12:00 noon July 5, 2013 and will end at 12:00 noon on July 19, 2013. He recommends setting the filing fee at \$5.00.
7. **504 and Language Access Plan** - These plans were approved by the Board in an unofficial manner several months ago, which were associated with the CDBG Capacity Use grant that he was enrolled in. He said that the Language Access Plan says that whenever there are vacancies or public notices that they should be provided in a secondary language. The 504 Plan is just a self-evaluation to make sure that we are in compliance with this.

b. Finance Officer:

1. **Tax Collection Measures:** Cathy Webb, Tax Collector, requested that the Board give her permission to enforce any collection remedies necessary to collect all delinquent taxes for 2012 and prior years. She also asked for permission to advertise all unpaid 2012 taxes in The Standard Laconic on April 17, 2013.

8. Report of Boards: NONE

9. Public Comments:

ACTION ITEMS

10. Unfinished Business:

1. **Consider Authorizing Construction of Restrooms at South Greene Ball Field** – A motion was made by Commissioner Washington, seconded By Commissioner Scarborough, and carried unanimously to begin the Construction of the restrooms. Gary Christman was the lowest bidder.
2. **Consider Appointment to GC EDC Board** – Mr. Hill said that only one application had been received for this appointment Commissioner Scarborough submitted this application. A motion was made by Commissioner Washington, seconded by Commissioner Hagans, and

carried unanimously to appoint Commission Scarborough to this position.

3. Dana Hill, Town Administrator, asked if he could item #3 to vote on the **Flood Plain Ordinance** if everyone was comfortable with this. A motion made by Commissioner Scarborough, seconded by Commissioner Washington and carried unanimously to accept this ordinance as presented by Mr. Hill.

11. New Business:

1. **Consider authorizing Administrator to enter into Marketing Agreement with Utility Service Communications** – A motion was made by Commissioner Scarborough, seconded by Commissioner Hagans, and carried unanimously to allow the Town Administrator to enter into this contract.
2. **Consider Setting the Filing fee for 2013 Municipal Election at \$5** – A motion was made by Commissioner Hagans, seconded by Commissioner Shackelford, and carried unanimously to set the filing fee at \$5.
3. **Consider adopting the 504 and Language Access Plans** – A motion was made by Commissioner Washington, seconded by Commissioner Shackelford, and carried unanimously to approve the plans.
4. **Consider authorizing the Revenue Collector to Advertise and use any Allowing means to collect the 2012 delinquent taxes** – A motion was made by Commissioner Shackelford, seconded by Commissioner Washington, and carried unanimously to allow the Revenue Collector to use all allowable means to collect the unpaid 2012 taxes.

12. Closed Session – Removed from Agenda

13. **Commissioner Comments** – Commissioner Scarborough asked what was going on with the Internet Café's? Mr. Hill said that back in January when the final rulings came out that the existing Internet Café closed for about 2 weeks to enable them to load some new software. Attorney Pridgen said that he did not know if there had been any State opinion on that software yet. He said that he would be reviewing some things and get back with the Board concerning this.
14. **Adjourn** – There being no further business to come before the Board, a motion was made by Commissioner Shackelford, seconded by Commissioner Washington, and carried unanimously to adjourn. The meeting adjourned at 8:20 p.m.

Mayor

Clerk

