

MINUTES
SNOW HILL BOARD OF COMMISSIONERS
MONDAY, JULY 8, 2013
MELVIN G. OLVER TOWN HALL
201 N. GREENE STREET
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 Shackelford.
2. **Roll Call** – The roll was called by 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 Shackelford, 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 June 10, 2013 minutes as presented.
5. **Program:** NONE
6. **Presentations:** NONE
7. **Report of Officers:**
 - a. **Town Administrator**
 - 1) **WC Insurance Resolution** –Mr. Hill explained that in reviewing the Workman’s Compensation Insurance, that the League of Municipalities had the best rates. He asked that the Board adopt a Resolution signifying that the Town wishes to participate in the League’s Risk Management Pool.
 - 2). **Surplus Property** – Mr. Hill indicated that there was a lot of obsolete and damaged miscellaneous parts stored in the Public Works warehouse as well as three John Deere mowers that have passed their useful life. He asked that the Board declare these items surplus and allow him to sale the parts for scrap metal.
 - 3). **Environmental Officer Requirement** – Mr. Hill explained that in the process of initiating the Small Business Grant, an Environmental review is required. CDBG states that an Environmental Officer shall be appointed to conduct a review and file a corresponding report. He said that as Robert Masters had been named Grant Administrator that he would like for the Board to appoint him as the Environmental Officer as well. He said that these duties were in his proposal and that there would be no additional cost.

4). Cemetery property – Mr. Hill announced that a considerable amount of work had been done on the new cemetery property. \$12,500 of the original \$25,000 has been expended to date. He said that after seeing the amount of debris that he opted to have it ground rather than buried. He said that some of the available grave space would have been lost. The cost of the grinding would be \$12,000 leaving a balance of \$500 of the amount allocated for this project. He said that after the debris is chipped, we need to allow Carolina Farms to spread the mulch evenly over the property. The cost of spreading will be \$4,000. He also said that they found a natural spring on the property that produces a steady stream of running water. The two options for handling this will be (1) installing a drain tile to the ditch on Highway 258 or (2) installing a small pond and spillway that can later be used as a decorative focal point in the cemetery. Either option will eliminate grave space, but the pond will probably be a desirable area for some to purchase at a possibly higher price than normal graves. Carolina Farms has quoted a “not to exceed” price at \$8,000 for either option plus the installation of a permanent drive off Highway 258.

He asks that the Board consider authorizing a further \$12,000 to the project, bringing the investment to \$55,000 for land acquisition and \$37,000 for improvements for a total of \$92,000. He said that design and surveying cost will come later. He said although this is a sizable expenditure, the anticipated long term return from the sale of the lots would be approximately 1.9 million dollars. Commissioner Taylor asked about the liability of having the pond. Mr. Hill said that he would check on this.

5). Concert in the Courtyard - Mr. Hill said that the Concert in the Courtyard in June was very successful and that after some conversation with the Arts and Historical Society and Chamber of Commerce, he would like to see this become a monthly event during the summer. He said that they had the opportunity to host a beach/soul band on July 23 for a fee of \$500, which

could

be paid for from budgeted development funds. He said that this would be a great opportunity to draw attention to our downtown and bring the community together for fellowship. It was the consent of the Board to sponsor this event.

b. Finance Officer/Town Clerk-

1) 2013 Property Tax Collection – Cathy Webb, Town Clerk asked the Board to authorize her to bill and collect the 2013 taxes and any prior Year taxes.

2) FY 12-13 Tax Settlement Report – Cathy Webb presented a settlement report for the collection of taxes for the fiscal year 2012-2013. The tax collection rate was 98.35%. She also stated that she had collected \$17,911.68 in back taxes.

8. Report of Boards – None

9. Public Comments – NONE

ACTION ITEMS

10. Unfinished Business: NONE

11. New Business –

1. **Consider adopting Workers Compensation Resolution** – A motion was made by Commissioner Scarborough, seconded by Commissioner Hagans, and carried unanimously to adopt the resolution.
2. **Consider authorizing Administrator to Sale Surplus Property** – A motion was made by Commissioner Shackelford, seconded by Commissioner Scarborough, and carried unanimously to allow the administrator to sale the Surplus property.
3. **Consider appointing Robert Masters Environmental Officer for the Purpose Of CDBG-SBEA Administration** – A motion was made by Commissioner Washington, seconded by Commissioner Hagans, and carried unanimously to appoint Mr. Masters as Environmental Officer.
4. **Consider authorizing further Cemetery Property Improvements not to Exceed \$12,000** – A motion was made by Commissioner Washington, seconded By Commissioner Hagans and carried unanimously to approve the request for Additional cemetery improvement funds.
5. **Consider authorizing the Revenue Collector to collect Property taxes by any available means** – A motion was made by Commissioner Shackelford, seconded by Commissioner Washington, and carried unanimously to allow the Revenue Collector to bill and collect the 2013 taxes.

12. **Commissioner Comments** – Commissioner Scarborough said that the old gym in Town was in much need of repair. She said that the County owned the building. She said that the building had a lot of potential. She said that she would like to have a joint meeting with the County Board to see what the Town could potentially work out about the Town possibly taking ownership of the building. She also mentioned that there had been a lot of work done in the Historic area of the Town. She said that a lot of the signage needed to be upgraded or replaced. She said that maybe some of the homeowners would be willing to replace their signs. She said that Mr. Hill was going to look at some signs that would coordinate with the street signs. She thanked Dana and Cathy for a job well done and for the good collection rate for this fiscal year. She said that the Town was able to do a lot of these projects because of the collection of these taxes and that we are keeping ourselves financially sound and she thanks the staff very much.

Commissioner Taylor asked about the street in front of Commissioner Washington's house. He said that it was in much need of repair. Mr. Hill said that it was a state issue and that he contacted DOT about 6 months ago and that they said that they could not do anything until the pine tree was cut down. He said that Mr. Wade had it on the list for repair, but that they had not

gotten to it yet. Mr. Hill said that he would keep following up with him.

- 13. Adjourn** – There being no further business to come before the Board, a motion was made by Commissioner Washington, seconded by Commissioner Shackelford, and carried unanimously to adjourn. The meeting adjourned at 7:30 p.m.

Mayor

Clerk