

**MINUTES
SNOW HILL BOARD OF COMMISSIONERS
MONDAY, FEBRUARY 10, 2014
MELVIN G. OLIVER TOWN HALL
201 N. GREENE STREET
SNOW HILL, NC 28580**

- 1. Call to Order – Mayor Liles called the meeting to order at 7:00 p.m. The prayer was offered by Commissioner Wilkes. The Pledge was led by Commissioner Hagans.**
- 2. Roll Call – All present except Commissioner Washington. A quorum was declared.**
- 3. Consider Agenda Approval – Motion to approve by Commissioner Hagans, Seconded by Commissioner Shackelford-Carried**
- 4. Consider Minutes Approval – (January 13, 2014) Motion to approve by Commissioner Wilkes, seconded by Commissioner Hagans-Carried**
- 5. Program: Connie Circle Improvements – Mr. Hill said that there had been some interest in improving the entrance to Connie Circle. He said that the Town owns the portion up to where the pavement stops. He said that the gravel/dirt section is private property. He said that he had some conversation with that property owner and they had not come to a very clear agreement as to what improvements will be made and whether or not that property owner is willing to put up any money for the improvements. He said that the Town would have to own that property as a Town street before any Town money could be put into it. He said that he had included in the Board’s package the cost estimate for making those improvements. He said it totaled around \$146,000. He said that he would like to give anyone an opportunity to offer any comments that they might have concerning this.**
 - 1) David Jones – Mr. Jones asked those that were residents of Connie Circle to stand up. James Waters, 209 Connie Circle, and Laura Waters, 204 Connie Circle was present. Mr. Jones thanked the Town for bringing this matter up. He said that he went out there and took some pictures and would try to get them to the Commissioners as soon as possible. He asked if the Commissioners get a chance to ride through the area and they will see that the area needs much improvement. He said that they understood and**

appreciate the difficulty in dealing with a private owner, however this is our town and we respectfully encourage the town leadership to do what they can in this situation. He said that the children getting to the bus was awful. He said that he was reaching out to the people on Connie Circle and encouraging them to come to the Board Meetings and voice their opinion and meet the Board who will make these decisions.

- 2) Gene Riddle – Mr. Riddle said that he agreed with Mr. Jones but there were some problems at other areas in Town. Mr. Riddle told the Board to watch what they did because you may wind up having to look at the other areas that have similar problems.
- 3) James Waters – Mr. Waters, 209 Connie Circle, said that on Chelsea Drive there were certain areas that were blinding at night. He said that he would like to see the Town to look at that and see if maybe some lights could be put up. He also said that he would like to see some more street lights on Connie Circle.
- 4) Clara Shaw – 107 Carver Drive – Ms. Shaw praised the Town for the recent snow cleanup that was done.

Mayor Liles said that he would like to form a Committee to look at these issues. He said that he would like to get together with the landlords and try to work out something. He asked Mr. Hill to form a committee. Commissioner Taylor asked if there were a copy of the Planning Board Minutes concerning this issue and the recommendations from the Planning Board requiring to asphalt up to a certain point. Mr. Hill said that the best he could tell the first phase of the project was built in 1985 and that he could find mention of the project, but it was very brief. He has asked Attorney Pridgen to look into this matter. Mr. Riddle asked if the residents had complained to the Landlord. Mayor Liles told the citizens that the Board would definitely get back with them concerning this matter.

6. Presentations – 1) YMMI Recognition – Mr. Hill introduced Mr. Mays who is the facilitator of the YMMI (Young Minority Male Initiative). This group has help with several projects for the Town. They help with the Sweet Potato Festival and helped cleanup the area behind the Welcome sign. Mr. Mays gave each student a chance to speak about their involvement in this and how the program has impacted their lives.
- 2) CDBG Update/Entrepreneurial Friendly Community – Mr. Master said that one of the requirements of the Small Business Entrepreneur Assistance Grant is to establish an “Entrepreneur Friendly Environment” in the Town of Snow

Hill. The Town has already contracted with Carolina Opportunities, Inc. to Facilitate this effort as a separate planning effort under the grant award budget. He has asked that the Board appoint a person to serve as the Town's Entrepreneur and Small Business Facilitator and to adopt the document that he presented as the initial Plan of Work for the Entrepreneur Friendly program in Snow Hill.

7. Report of Officers:

- A. Mayor – Mayor Liles thanked the staff for a job well done in the cleaning of the streets after the snow storm**
- B. Town Administrator – Dana Hill**
 - 1) Billing Methods – As requested in the January meeting, information was compiled regarding the cost of switching to utility bills mailed in an envelope as opposed to the current postcard. Costs for the switch amounted to a \$4,966 increase. Attorney Pridgen said that there was nothing illegal about mailing postcards as long as there were no social security numbers or bank account numbers on the cards.**
 - 2) Powell Bill Audit – Mr. Hill announced that a Powell Bill audit had been done and the results were included in the packets for review. Two minor issues were reported, both of which have been addressed and corrected.**
 - 3) Operating Hours – Mr. Hill asked the Board to consider changing Town Operating Hours from M-F 8-5 to 7:30-5:30 Monday through Thursday and 7:30-11:30 on Friday. He believes that the major advantage to this would be that customers will have an expanded opportunity to do business and request service before or after “normal” work hours. He would like to post these changes in February and begin this on a Trial basis in March. It was the consent of the Board to try this.**
 - 4) Water Main Replacement Project – Mr. Hill announced that he received and opened bids for the water line replacement project in December and January. Low bid was received from Step Construction of Kinston and asked that the Board award that contract and adopt the capital budget for the project, which is being funded through a no interest loan for NCDENR.**
 - 5) Fleet Management Plan – Mr. Hill presented a proposed fleet Management plan. He said the practices outlined were already**

in place but that our property/liability carrier had suggested that we have a formal plan in place.

C. Town Clerk/Finance Officer

- 1) Budget Amendment – Cathy Webb presented several Budget Amendments for approval. (Copy attached with minutes)**

8. Reports of Boards: None

9. Public Comments-

- 1) Dale Hancock, with Media Cast, gave an update on the cable Service. He said that he was upgrading the system and hoped that it would be much better.**

10. Action Items –

- 1) Consider awarding Contract for Water Main Replacement to Step Construction – Motion made by Commissioner Taylor, seconded by Commissioner Hagans – Carried**
- 2) Consider Adoption of Capital Improvement Budget for Water Main Replacement – Motion made by Commissioner Wilkes, seconded by Commissioner Hagans – Carried**
- 3) Consider Adoption of Fleet Management Plan – Motion made by Commissioner Shackleford, seconded by Commissioner Wilkes-Carried**
- 4) Consider Adoption of Budget Amendment I – Motion made by Commissioner Taylor, seconded by Commissioner Wilkes-Carried**
- 5) Consider Consent to Initiate Hearing Process for Comprehensive Plan- No action – Presentation cancelled**
- 6) Consider appointing an Entrepreneur and Small Business Facilitator – Motion made by Commissioner Wilkes, seconded by Commissioner Hagans-carried**
- 7) Consider adopting the Plan of Work for the Entrepreneur Friendly Program – Motion made by Commissioner Shackleford, seconded by Commissioner Wilkes-Carried**

11. Closed Session – Legal Consultation – Cancelled

12. Commissioner Comments – Commissioner Shackleford and Commissioner Wilkes attended a training session in January and said that the session was very interesting and informative.

13. Adjourned – There being no further business to come before the Board, a motion was made by Commissioner Shackelford, seconded by Commissioner Wilkes and carried to adjourn. The meeting adjourned at 8:25 p.m.

Mayor

Clerk