

MINUTES
SNOW HILL BOARD OF COMMISSIONERS
G. MELVIN OLIVER TOWN HALL
201 N. GREENE STREET
SNOW HILL, NC 28580

- 1. Call to Order – Mayor Liles called the meeting to order at 6:30 p.m. The Prayer was offered by Commissioner Hagans. The Pledge was led by Commissioner Wilkes.**
- 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 Hagans to accept the agenda as presented. Motion carried.**
- 4. Consider Minutes Approval – A motion was made by Commissioner Washington, seconded by Commissioner Shackelford to accept the September 18, 2014 minutes as presented. Motion carried.**
- 5. Program/Presentations –
Public Hearing – A motion was made by Commissioner Washington, seconded by Commissioner Wilkes to begin the Public Hearing to discuss the Charter Amendment changing our form of government. Motion carried.**

Mayor Liles asked if anyone had a question/concerns about the amendment.

Carolyn Newcomb asked “Why the Change?” Mayor Liles responded that overall he thought it would help the Town. Mr. Hill said that the biggest change would be that the Manager would have personnel authority-hiring/ firing etc. She reiterated that she just hated to see the change-the Charter had been in place since 1977. She said that Mr. Hill was doing a great job but once we went to a Manager-that is a whole different State Statue.

Gene Riddle said that many times he had been in Mr. Hill’s office and someone would call and a decision had to be made –but it could not be made until the Board could meet. This would allow him to make a decision. He said that he thought this would be better for the Town.

Ms. Newcomb asked if the Administrator was a created position. Mr. Hill said that was correct. She said that a Manager is not a created position-once it is put in the Charter the town would have to have a Manager. She said that she hoped that Mr. Hill would be in this position for a long time. But he will not always be here-but the Position of Manager will.

Attorney Pridgen said that the main thing that changes in this is that the personnel authority would go to the Town Manager and this would help with the efficient flow of operation of Government. The Board will no longer have to be involved with personnel matters and the Town Manager will have the authority to make these decisions in a timely manner. He said that this would free up the Board to focus on other issues other than personnel. The Board sets the personnel policy. Ms. Newcomb asked if the hiring/firing would have to come before the Board. Attorney Pridgen said no if the proposed change takes place but the Board would be notified of his decision. Ms Newcomb asked if the duties of hiring/firing could be given to the Administrator. Mr. Pridgen said that authority could be passed down to the Administrator by the Board. Ms. Newcomb said that she was sorry that there were not more citizens in attendance to know what this major change would be. Attorney Pridgen said that the vote for this change could be at the next meeting and the change would have to be in place for at least two years and after that could be changed back if necessary.

A motion was made by Commissioner Washington, seconded by Commissioner Shackelford to close the Public Hearing and reconvene to regular session. Motion Carried.

**6. Report of Officers –
a. Mayor**

- 1. Veteran’s Day Ceremony – This event will be held on November 11, 2014 at the National Guard Armory at 11:00 a.m.**
- 2. Christmas Extravaganza –This event will be held on December 12, 2014 beginning at 6:00 p.m.**
- 3. Maury Correctional - Will host an open house on Wednesday, October 22, 2014 from 9-11 a.m. & 4-6 p.m.**

b. Town Administrator/PW Director

- 1. Sign Replacement/Additions – Mr. Hill gave an update on the entrance sign at the intersection of Hwy. 58 & 258. This has been completed. Also some directional signs have been added and he would like to add some more.**

- 2. Operational Changes – Mr. Hill said that he had made some change in the maintenance of the cemetery. He decided to move our lawn crew to the cemetery and the contractor to other areas. Everything seems to be working better.**
- 3. Updates: Projects and Audit- Mr. Hill said that the water line replacement project had begun on Second Street and hopefully DOT can resurface the road shortly. The contractors will then move on to 3rd and 4th Streets.**

He announced that the 2013-2014 Audit was complete and had been sent to LGC for review. Mr. Pollard will be here for the November meeting to present the audit.

- 4. Purchasing Policy – Mr. Hill said that he had included a purchasing policy in the packets. He said that we did not currently have a purchasing policy on file. The policy outlines and expands on procedures that are already in place. Commissioner Washington asked if the time for submitting requisitions (Article III-Section 3) could be more specific. She asked if 30 days in advance could be included in this section. Mr. Hill said that he could do this.**

c. Town Clerk/Finance Officer-

- 1. Budget Amendment II – The Clerk presented a budget amendment moving monies for the Police Department from one line item to another due to unforeseen expenditures in the vehicle maintenance line item. (not an increase in the budget) Also, the budget was amended for insurance proceeds from monies received as a result of storm damages.**
- 2. Tax Release – Parcel #08-01139-Douglas & Joyce Tabron –The parcel had been incorrectly assessed. A letter was received from Greene County releasing the value for years 2013 and 2014.**

7. Report of Boards – NONE

- 8. Public Comments – Carolyn Newcomb asked about the Budget Amendment for the Police Department. She also asked about the Modular home on 2nd Street. Mr. Hill said that it was the same as a stick built building. She also said that she could not open the August minutes online. Mr. Hill Said he would look into this matter and get it resolved.**

9. Action items

- 1. Consider Adoption of Budget Amendment II – Motion made by Commissioner Washington, seconded by Commissioner Shackelford to approve this amendment. Motion carried.**
- 2. Consider Approval of Tax Release for Douglas and Joyce Tabron- Motion made by Commissioner Washington, seconded by Commissioner Hagans to approve this release. Motion carried.**
- 3. Consider Adoption of Purchasing Policy – Motion made by Commissioner Washington, seconded by Commissioner Shackelford to approve the policy with a correction on Page 6-Section 3 – Processing time –time limit of 30 days in advance for submission of a requisition. Motion carried.**

10. Closed Session – Personnel

Motion made by Commissioner Washington, seconded by Commissioner Shackelford to go into closed session. Motion carried.

Motion made by Commissioner Washington, seconded by Commissioner Shackelford to reconvene to regular session. Motion carried

11. Commissioner Comments – NONE

12. Adjourn- There being no further business to come before the Board, a motion was made by Commissioner Wilkes, seconded by Commissioner Shackelford to adjourn. Motion carried. Meeting adjourned at 7:45 p.m.

Mayor

Clerk