

**MINUTES
SNOW HILL BOARD OF COMMISSIONERS
MONDAY, FEBRUARY 9, 2015
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 Washington.**
- 2. Roll Call – The roll was called by Town Clerk, Cathy Webb. All Members were present. A quorum was declared.**
- 3. Consider Agenda Approval – Motion made by Commissioner Washington, seconded by Commissioner Hagans to approve the agenda with the addition of a Budget Amendment by the Town Clerk and also an action Item #7 to for approval of the amendment. Motion carried.**
- 4. Consider Minutes Approval – Motion made by Commissioner Wilkes, seconded by Commissioner Hagans to approve the January 12, 2015 minutes as presented. Motion carried.**
- 5. Program/Presentations – FYE 2014 Audit Presentation – John Pollard, CPA
Mr. Pollard said that there was an increase in the fund balance of approximately \$138,000. He said that the collection rate for taxes was higher than the state average for a town this size. He said that the Town received an unqualified opinion-no findings at all. He said that the Town was in great shape. He said to increase the fund balance and to continue to maintain a low level of spending.**
- 6. Public Hearings (2)
1) Voluntary Annexation of Snow Hill Cemetery Expansion-Parcel # 03-01427**

A motion was made by Commissioner Washington, seconded by Commissioner Taylor to go into the Public Hearing. Motion carried.

There were no public comments. A motion was made by Commissioner Washington, seconded by Commissioner Shackleford to close this public hearing.

2) Voluntary Annexation of 300 Gregory Avenue-Greene Co. MMR LP- Parcel # 08-21265

A motion was made by Commissioner Taylor, seconded by Commissioner Washington to enter into the public hearing. Motion carried.

There were no public comments. A motion was made by Commissioner Washington, seconded by Commissioner Hagans to close this public hearing and reconvene to regular session. Motion carried.

7. Report of Officers –

a. Mayor – NONE

b. Town Manager/PW Director

1) Personnel Policy – Mr. Hill said that the personnel policy had not been updated in quite a while. A lot of the changes follow along with the change in the

Form of government. He said that there were no huge major revisions but just a few minor adjustments. Commissioner Washington asked about the employee Evaluations-in case of the Town Manager's absence, who would do these evaluations? Attorney Pridgen said that the General Statutes require that you have a manager at all times and that the Board would appoint an interim manager-either someone already on the staff or someone from the outside.

2) Ordinance Codification – Mr. Hill recommended to The Board that we do a full codification of our Town Ordinances. Being members of the NC League of Municipalities entitles the Town to get a discounted price through American Legal Publishing. The total cost of these services would be \$9600-spread over a three year period. The first year would be \$1920, the second year would be \$3840 and the third year would be \$3840. Attorney Pridgen said that he thought this would be a good idea and would be very helpful for the citizens-as it would be on the web site.

3) Historic Preservation Committee Vacancies – Mr. Hill announced that the Historic Preservation Committee had reactivated and that there were some vacancies on that committee. He said that he had advertised for these vacancies thru the newspaper and on the Town's web

site. He said that he had received three applications from interested citizens and they did have the endorsement of the Committee. These applicants were: 1) Jennifer Krodel- 113 Greene Street, (2) Jody Riddle-214 SE 4th Street, and (3) Roger Whitson-109 N. Greene Street.

- 4) Harper Street Stormwater – Mr. Hill said that he had been reminded of a recurring stormwater management issue on the 400 block of W. Harper Street, causing yards on the NW side of the street to receive and gather run-off in periods of heavy rain. He believes that the solution would be to install a valley gutter system on that side of the road to divert the rainwater to the Town's storm drain system. He asked Greene Engineering to provide him with a scope of work and cost estimates. The estimates given by Green Engineering were approximately \$75,000. He said that this project could be done with Powell Bill Funds. He ask that the Board allow him to solicit bids and award the project for completion as soon as possible. Commissioner Washington said that this issue had been brought up in the past.
- 5) NCLM Town Hall Day – Mr. Hill announced that 2015 Town Hall Day would be held on March 18, 2015 in Raleigh and would like to know who would like to attend by March 9th so that he could get everyone registered.

c. Town Clerk/Finance Officer -

- 1) Budget Amendment IV – Cathy Webb presented Budget Amendment IV for the Water Line Replacement Project.

8. Report of Boards – Planning Board

Mr. Hill said that the Planning Board had been reviewing the Zoning Map. He said that the Planning Board had a few minor changes and that the map would probably be presented at the next meeting for the Board's review.

9. Public Comments – NONE

10. Action Items:

- 1) Consider Adoption of Personnel Policy – Motion made by Commissioner Washington, seconded by Commissioner Wilkes. Motion carried.
- 2) Consider Authorizing Town Manager to Execute Ordinance Codification Agreement with American Legal Publishing-

Motion made by Commissioner Washington, seconded by Commissioner Shackelford. Motion carried.

- 3) Consider Appointments to the Historic Preservation Committee- Motion made by Commissioner Taylor-seconded by Commissioner Hagans. Motion carried.**
- 4) Consider Authorizing the Town Manager to Solicit Bids and award a contract for Harper Street Drainage Project. Motion made by Commissioner Washington, seconded by Commissioner Wilkes. Motion carried.**
- 5) Consider Annexing Parcel 03-01427 – Motion made by Commissioner Washington, seconded by Commissioner Wilkes. Motion carried.**
- 6) Consider Annexing Parcel 08-21265 – Motion made by Commissioner Hagans, seconded by Commissioner Washington. Motion carried.**
- 7) Consider Adoption of Budget Amendment IV- Motion made by Commissioner Washington, seconded by Commissioner Wilkes. Motion carried.**

11. Commissioner Comments – NONE

Mr. Hill said that Chief Rea had some citizens discuss with him some concerns about the no right on red sign in front of Hardy's Appliance. He has done some looking and has met with DOT. He said that DOT'S recommendation would be to take the no right on red sign down, take down the stop light, and replace it with a stop sign. He asked the Board to look at this and report any concerns / recommendations at the next meeting.

- 12. Adjourn – There being no further business to come before the Board, A motion was made by Commissioner Washington, seconded by Commissioner Shackelford to adjourn. Motion carried. The meeting Adjourned at 7:05 p.m.**

Mayor

Clerk

