

**MINUTES**  
**Snow Hill Board of Commissioners**  
**Monday, 11 June 2018; 6:30 pm**  
**G. Melvin Oliver Town Hall**  
**908 SE Second Street**

**1. Call to Order** *Invocation / Pledge of Allegiance*

**2. Roll Call**

The following Board members were present: Mayor Liles, Commissioners Hagans, Shackelford, Taylor, Washington and Wilkes. Staff present Dana Hill, Town Manager; Laquita Davis, Town Clerk, Renee Locklear, Finance Director.

**3. Consider Agenda Approval**

Motion to approve agenda by Commissioner Hagans, Second by Commissioner Taylor

**4. Consider Minutes Approval** *7 May 2018*

Motion to approve minutes by Commissioner Wilkes, Second by Commissioner Washington

**5. Program / Presentations: Public Hearing** *FY 18-19 Budget*

Motion to approve program/presentations by Commissioner Washington, Second by Commissioner Wilkes

**6. Report of Officers:**

**a. Mayor - NONE**

**b. Town Manager / PW Director**

**1. FYE 2019 Proposed Budget** *Action Request*

Hill said the proposed budget stands as presented.

**2. FYE 2019 Rate Schedule** *Action Request*

Hill discussed the proposed garbage rate increase of .50.

**3. FYE 2018 Audit Contract** *Action Request*

Hill spoke about retaining the services of Andrew Harris at no rate increase.

**c. Town Clerk**

**1. Billing Options** *Discussion*

Davis explained the increase in cost if the billing was changed to letter and envelope style versus the postcard method currently used.

**2. Website Options** *Action Request*

Davis spoke about the two companies that have submitted proposals for the new website for the town.

**d. Finance Director**

**1. Budget Amendment** *Action Request*

Locklear explained the budget amendments and asked the board if they had any questions about it. There were no questions.

**7. Public Comments - NONE**

**8. Action Items:**

**1. Consider Adoption of FY 18-19 Budget and Ordinance**

Motion to consider adoption of FY 18-19 Budget and Ordinance by Commissioner Washington, Second by Commissioner Hagans

**2. Consider Adoption of FY 18-19 Rate Schedule**

Motion to consider adoption of FY 18-19 Rate Schedule by Commissioner Taylor, Second by Commissioner Shackelford

**3. Consider Approval of FYE 18 Audit Contract**

Motion to consider Approval of FYE 18 Audit Contract by Commissioner Washington, Second by Commissioner Wilkes

**4. Consider Authorizing Website Agreement with Municipal Impact**

Motion to consider Authorizing Website Agreement with Municipal Impact by Commissioner Wilkes, Second by Commissioner Taylor

**5. Consider Approval of Budget Amendment**

Motion to consider Approval of Budget Amendment by Commissioner Wilkes, Second by Commissioner Shackelford

**9. Closed Session**

*Legal Consultation*

Motion to go into closed session by Commissioner Shackelford, Second by Commissioner Wilkes

Motion to come out of closed session by Commissioner Hagans, Second by Commissioner Shackelford

**10. Commissioner Comments** – Commissioner Wilkes had questions/concerns about the appearance of the business on Second St, near Daniel Dr that was formerly a laundromat. Commissioner Taylor stated the tenant has been told to clean it up or move.

**11. Recess until 25 June 2018 at 6:30pm**

Motion to recess until June 25, 2018 at 6:30 p.m. by Commissioner Washington, Second by Commissioner Shackelford