

AGENDA
Snow Hill Board of Commissioners
Monday, 8 July 2013
G. Melvin Oliver Town Hall
201 N. Greene Street

1. **Call to Order** *Invocation / Pledge of Allegiance*
2. **Roll Call**
3. **Consider Agenda Approval**
4. **Consider Minutes Approval** *10 June 2013*
5. **Program:** NONE
6. **Presentation(s):** NONE
7. **Report of Officers:**
 - a. **Mayor**
 - b. **Town Administrator**
 1. WC Insurance Resolution *Action Request*
 2. Surplus Property *Action Request*
 3. Environmental Officer Requirement *Action Request*
 4. Cemetery Property *Action Request*
 5. Concert in the Courtyard *Information*
 - c. **Finance Officer**
 1. 2013 Property Tax Collection *Action Request*
8. **Report of Boards:** NONE
9. **Public Comments**

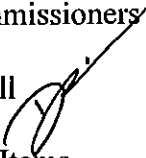
Action Items
10. **Unfinished Business:**
NONE
11. **New Business:**
 1. Consider Adopting Workers Compensation Resolution
 2. Consider Authorizing Administrator to Sale Surplus Property
 3. Consider Appointing Robert Masters Environmental Officer for the Purpose of CDBG-SBEA Administration
 4. Consider Authorizing Further Cemetery Property Improvements Not to Exceed \$12,000
 5. Consider Authorizing Revenue Collector to Collect 2013 Property Taxes by Any Available Means
12. **Commissioner Comments**
13. **Adjourn**

Any person who has a disability requiring a reasonable accommodation to participate in this meeting should contact Town Hall prior to the meeting date. Requests for an interpreter require five (5) working days notice. Proposed agenda current as of 7-2-13.

MEMORANDUM

2 July 2013

To: Mayor Liles
SH Commissioners

From: Dana Hill 

Re: Agenda Items

7(b)1 Upon review of final insurance proposals, we found that the League of Municipalities is able to offer Workers Compensation coverage at an annual rate of \$3,500 less than Key Risk, our current carrier. I have included a resolution that I ask you to adopt, signifying that the Town wishes to participate in the League's Risk Management Pool. NCLM specializes in coverage to municipalities and they are certainly equipped to meet our needs.

7(b)2 We have a significant amount of obsolete, damaged, and otherwise unusable miscellaneous parts stored in the Public Works warehouse as well as three John Deere mowers that have long since passed their useful life. The mowers have been a source of parts for several years, and would require extensive work to be operable. I am asking that you declare these items surplus and allow me to sale the parts for scrap metal, and accept bids for the mowers.

7(b)3 In the process of initiating the Small Business Grant, an environmental review is required. CDBG rules state that an Environmental Officer shall be appointed to conduct the review and file a corresponding report. As Robert Masters has been named grant administrator, I ask that you appoint him Environmental Officer of record as well. These duties were already included in his proposal, so there will be no added costs.

7(b)4 Considerable work has been done to date on the new cemetery property; we have expended \$12,500 of the original \$25,000 you allotted for clearing. After seeing the amount of debris, I opted to have it ground rather than buried due to the amount of available grave space that would have been lost. The grinding cost will be \$12,000, leaving \$500 of the original allocation.

Once the debris is chipped, we will need to allow Carolina Farms to spread the mulch evenly across the property, which will reduce the amount of fill needed. The cost of spreading will be \$4,000. As a last item of note, we found that there is 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 would 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" number at \$8,000 for either option plus the installation of a permanent drive off Highway 258.

I would ask that you 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 to date. We will still need to keep in mind that design and surveying costs will come at a later date.

Though this is a sizable expenditure, the anticipated long term return from sale of lots will be approximately 1.9 million dollars.

7(b)5 The Concert in the Courtyard held in June was successful and brought a sizeable crowd downtown. After conversation with the Arts and Historical Society and Chamber of Commerce, I would like to see this concept become a monthly event during the summer. We have an opportunity to host a beach / soul band on July 23rd for a fee of \$500, which can be paid from budgeted development funds. After this event, we hope to recruit sponsors for an August event. This type activity, drawing from a variety of performers and genres can be a promising way to draw attention to our downtown and bring the community together for fellowship.

7(c)1 As we move into the collection period for 2013 property taxes, we ask that you authorize the Revenue Collector to collect taxes by any means at her disposal.

As always, please feel free to contact me if you have questions or concerns about any of the agenda items.

MINUTES
SNOW HILL BOARD OF COMMISSIONERS
MONDAY, JUNE 10, 2013
MELVIN G. OLIVER TOWN HALL
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 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 – A motion was made by Commissioner Washington, seconded by Commissioner Scarborough, 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 May 13, 2013 minutes as presented.
5. Program- NONE
6. Presentations – NONE
7. Report of Officers –
 - a. Mayor – No comments
 - b. Town Administrator – Dana Hill
 1. FY 2013 -2014 Budget – Mr. Hill explained that the only changes that had been made to the budget were in all departments in the “Insurance and Bonding” line items. The insurance quotes was received about a week ago and the insurance had increased from last year. Commissioner Scarborough asked about the plans for the bridge lights. She asked if only the globes would be replaced or the entire light. Mr. Hill said that the original plan was to replace the entire light, but he had found an option since then that they may be able to retrofit what is already there and the cost would be much cheaper.
 2. FY 2013-2014 Fees & Rates – He said that most of the rates would remain the same. He recommended that the Utility surcharge (Alternate Water) be dropped to \$6 per month per customer. He said that water and sewer tap fees had been adjusted just to meet costs. The other increase in rates were fees associated with Planning and Zoning. The fees associated with Special Use and variance requests have been raised to cover the cost of the Planning Board and Board of Adjustments meetings. Each member receives \$45 per

Meeting.

3. CDBG –SBEA Administration – Mr. Hill said that he had released a RFP for administration services for this grant. He received three responses: 1) McDavid & Associates, 2) East Carolina Council of Government, and 3) Robert Masters, Carolina Opportunities. Each proposal was evaluated and he recommends that the award be made to Carolina Opportunities due to the fact that Mr. Masters wrote the grant and is familiar with the conditions under which the participating businesses applied and that his hourly rate is constant and lower.
4. AMR Budget Resolution – Mr. Hill explained that \$7500 in the project would have originally come from Town Funds. He said that Public Water supply had offered to include that \$7500 in the project so that the Town would only have to pay only 20% of the \$7500. (80% would be grant money)
5. Mower Acquisition – Mr. Hill explained that the budget included \$9000 to buy a lawn mower but that there had been a lot of maintenance on the mowers in the past few weeks. He asked that the Board consider allowing him to enter into a lease agreement for two mowers at \$4500 per year, for three years, as opposed to buying one for \$9,000. He said there would no maintenance cost except for blade replacement and oil changes. He said that this would save money and down time.
6. Community Transformation Grant – Mr. Hill said that this grant would be used for a comprehensive land use plan. He said this was a \$5,000 grant and no Town money would be used.

c. Finance Officer – Mrs. Webb presented Budget Amendments #4-#7 for approval.

8. Report of Boards – NONE

9. Public Comments –

- 1) Sharon Ginn – Mrs. Ginn reported that the Malpass Family would be performing at the Museum on Tuesday, June 11, 2013 at 7:00 p.m. and urged all to attend. Mrs. Ginn also presented her annual report for the Greene County Arts & Historical Society.

10. Unfinished Business:

- 1) Consider Adopting FY 13-14 Budget Message – A motion was made by Commissioner Scarborough, seconded by Commissioner Washington, and carried unanimously to approve the FY 13-14 Budget Message. Commissioner Washington asked about the \$44,000 debt service Payment and Mr. Hill said that we budgeted it but he was not sure if The payment would have to be made in the 13-14 fiscal year.
- 2) Consider Adopting FY 13-14 Budget Ordinance – A motion was made By Commissioner Washington, seconded by Commissioner Shackelford And carried unanimously to adopt the FY 13-14 Budget Ordinance.

- 3) Consider Adopting the FY 13-14 Operating Budget – A motion was made by Commissioner Scarborough, seconded by Commissioner Hagans and carried unanimously to adopt the FY 13-14 Operating Budget as presented.
- 4) Consider Awarding CDBG-SBEA Administration to Carolina Opportunities – A motion was made by Commissioner Washington, seconded by Commissioner Shackelford, and carried unanimously to award the CDBG-SBEA contract to Carolina Opportunities.

11. New Business:

- 1) Consider Adopting AMR Budget Resolution – A motion was made by Commissioner Washington, seconded by Commissioner Shackelford, and carried unanimously to adopt the AMR Budget Resolution.
- 2) Consider Authorizing Administrator to enter into Lease Agreement for Mowers – A motion was made by Commissioner Shackelford, seconded by Commissioner Washington, and carried unanimously to allow the Administrator to enter into a Lease Agreement for 2 lawnmowers.
- 3) Consider Adopting Budget Amendments 4-7 – A motion was made by Commissioner Washington, seconded by Commissioner Hagans and Carried unanimously to adopt the Budget amendments 4-7 as presented by the Finance Officer.

12. Commissioner Comments – NONE

13. There being no further business to come before the Board, a motion was made by Commissioner Washington, seconded by Commissioner Hagans, and carried unanimously to adjourn. Everyone was invited to stay for the Business After Hours/ Open House.

Mayor

Clerk

Governing Body Resolution

of the

(Name of Unit of Local Government)

WHEREAS, certain municipalities and other units of local government of the State of North Carolina, as defined in G.S. 160A-460(2), have agreed to create the INTERLOCAL RISK FINANCING FUND OF NORTH CAROLINA and have agreed to pool the risks of their exposure to property losses and potential liabilities in the manner herein provided pursuant to, and to be governed by, the provisions of North Carolina General Statutes 160A-460 *et seq.* (Part 1 of Article 20 of Chapter 160A);

NOW, THEREFORE, BE IT RESOLVED that the above named unit of local government elects to become a member of the INTERLOCAL RISK FINANCING FUND OF NORTH CAROLINA upon the terms and conditions stated in the "Interlocal Agreement for a Group Self-Insurance Pool For Property and Liability Risk Sharing," with such future policy renewals constituting a continuing ratification of this decision to be a member of the Fund and to abide by the terms and conditions of the Interlocal Agreement.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the duly authorized officials of the above named unit of local government are directed to execute in the name of said unit the "Interlocal Agreement for a Group Self-Insurance Pool For Property and Liability Risk Sharing," a copy of which is attached to and made a part of this Resolution.

I certify that this is a true and correct copy of this Resolution, duly adopted by the governing body on the _____ day of _____, 2013, as it appears of record in its official minutes.

(Name of Unit of Local Government)

By: _____
(Mayor, or Board Chair)

ATTEST:

(Clerk, or Secretary to the Board)
(SEAL)