

AGENDA
Snow Hill Board of Commissioners
Regular Meeting
Monday, 9 December 2013
Greene County Museum

1. **Call to Order** *Invocation / Pledge of Allegiance*
2. **Roll Call**
3. **Consider Agenda Approval**
4. **Consider Minutes Approval** *14 October 2013*
5. **Report of Officers:**
 - a. Mayor
 1. Welcome
 - b. Town Clerk
 1. Report of 2013 Official Election Results
6. **Unfinished Business and General Orders**
 - a. Recognition of Commissioner Scarborough *Mayor Liles*
 - b. Comments from Commissioner Scarborough
 - c. Administration of Oath of Office
 - Commissioners-Elect:
 - Geraldine Shackelford *Senator Donald Davis*
 - Rosa S. Wilkes *Senator Donald Davis*
 - Robert (Bobby) Taylor *Cathy Webb, Town Clerk*
 - Mayor Dennis K. Liles *Pamela Capps, Notary Public*
 - d. Comments:
 - Commissioner Shackelford
 - Commissioner Taylor
 - Commissioner Wilkes
7. **Public Comments** *Action Items*
8. **New Business:**
 - a. Election of Mayor Pro Tempore
 - b. 2014 Regular Meeting Schedule
9. **Commissioner Comments**
10. **Remarks from Mayor Liles**
11. **Adjourn**

A reception will follow the meeting

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 12-5-13.

MINUTES
SNOW HILL BOARD OF COMMISSIONERS
MONDAY, OCTOBER 14, 2013
MELVIN G. OLVER TOWN HALL
201 N. GREENE STREET
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**
All present-quorum declared.
3. **Consider Agenda Approval**
Motion to approve by Washington, Seconded by Shackelford, Carried
4. **Consider Minutes Approval** **Sept. 9, 2013**
Motion to approve by Scarborough, seconded by Hagans, Carried
5. **Program**
John Pollard, CPA presented the 2012-2013 Financial Reports. He said the Town was in good financial standing at this time. He thanked the Town for allowing his Firm to do the audit. He said that the records were in excellent order and thanked Cathy and Dana for a job well done. He said that there was only one finding-that being the segregation of duties and that he thought the duties were being handled the best way. He said that he would send a final copy of the audit once Local Government Commission had approved it. He said that the Fund Balance was good and that comparable to towns the size of Snow Hill was very good. He said the collection percentages were good.
6. **Presentation – Bob Masters – Fair Housing**
Mr. Masters said that the Town must follow the Fair Housing Act in the administration of the secured \$250,000 Community Development Block Grant. The grant is partly funded by the U.S. Department of Housing and Urban Development. One of the things that you are required to do is to assure the Government that you will abide by and encourage fair housing. These regulations prohibit housing discrimination in all forms-race, creed, national origin, religion, sex, and the disabled.
7. **Report of Officers –**
Town Administrator – Dana Hill
 - 1) **Street Sweeper Purchase** – Mr. Hill informed the Board that he compared the interest rates of the two local banks and the dealer and that First Citizens had the best interest rates available. He done a 5 year loan with a 2.9% interest

rate-payment being around \$26,000 per year- and the first payment would be due in the next fiscal year but that if funds were available he would like to make a payment in this fiscal year.

- 2) **Entrance Sign 258/58** – Mr. Hill said that the “Welcome to Snow Hill” sign at the intersection of 258/58 had begun to deteriorate and will need to be repaired soon. He has been approached by the Snow Hill American Legion Post 94 about the possibility of designating a space on the sign to allow them and other interested civic groups to put one of their signs on it. Commissioner Scarborough asked that they consider replacing all the entrance signs and have them match. Mr. Hill said that he would get some prices and have them available at the next meeting.
 - 3) **Community Comprehensive Plan** – Mr. Hill said that the first of two (2) public meetings were held last week and the next one was scheduled for November 14th. This is the grant that is being paid for by the regional Health Departments and the plan will be done by Dr. Weeks and the Planning Department at ECU. They took the time last week to hear feedback from citizens on what type of healthy living and recreational activities that they would like to see. A plan will be ready by the first of December to be presented to the Board. Mr. Hill said that there were surveys available and a web site in which to complete this survey. He said that he would get the link for the survey put on the Town’s Website also.
 - 4) **Housing/Property Concerns** – Mr. Hill said that he had several concerns expressed on various properties throughout the Town. He has talked to the Town Attorney about the best way to approach these problems. He said that the Criminal enforcement was going on now. Commissioner Scarborough said that she appreciated the Police reports that they get but that she thought that it would be more informational if they could start to talk about the “hot spots” in town
 - 5) **Trash Collection** – Mr. Hill announced that the annual “clean-up” was completed last week with a total of 8.8 tons collected at a cost of just over \$400 in disposal fees.
 - 6) **Sweet Potato Festival** – The Sweet Potato Festival is scheduled for October 24-26 at the Recreation Complex. He said that an anonymous Business Owner has donated funds for all children to be able to ride the rides from 2-4 on Saturday.
 - 7) **Veterans Day Ceremony** – The Veterans Day Ceremony is scheduled for November 11th at 11:00 at the National Guard Armory.
8. **Report of Boards:**
Planning Board – Mr. Hill said that the request from Interfaith to relocate to Harper Street has been withdrawn.
9. **Public Comments** –
1) **Bob Masters** – Mr. Masters mentioned that the Barber Shop project had been completed and that it was made possible by the Greene County Committee of 100.
10. **Unfinished Business: NONE**

11. New Business: NONE

12. Closed Session – Personnel

Motion made by Commissioner Washington, seconded by Commissioner Hagans – Carried – to enter into closed session.

Motion made by Commissioner Hagans, seconded by Commission Shackelford - Carried – to reconvene to regular session.

Commissioner Washington made a motion to give Cathy Webb a 3% increase in salary for her 3 years of service to the Town. The motion was seconded by Commissioner Hagans and carried.

13. Commissioner Comments – Commissioner Washington mentioned her concern about the abandoned cars around town and referred to the Town ordinance. Mayor Liles asked Mr. Hill to talk to Chief Ray about this and give a report on this at the next meeting.

Commissioner Scarborough said that the Girl Scouts were going to have a “Warm and Fuzzy Drive” (collecting coats, blankets, etc) and asked if they could put a box in the Town Office. It was the consensus of the Board to allow them to do this.

Commissioner Washington announced that the Community Center was offering a “Line Dance” Class on Mondays and Wednesdays at 9:00 a.m.

14. Adjourn – Motion made by Commissioner Washington-seconded by Commissioner Scarborough –Carried. Meeting adjourned at 7:35 p.m.

Mayor

Clerk

DECEMBER EVENTS

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|------------------|---|--------|
| 7 th | Rotary Christmas Parade
*Meet behind SH Primary at 1:30 | 2pm |
| 9 th | Board Organizational Meeting
Greene County Museum
*Reception following | 7pm |
| 13 th | Downtown Christmas Extravaganza | 6pm |
| 17 th | Board / Staff Christmas Dinner
Greene County Community Center
*RSVP by December 9th | 6:30pm |