

AGENDA
Snow Hill Board of Commissioners
Monday, 8 September 2014; 6:30 pm
G. Melvin Oliver Town Hall
201 N Greene Street

- | | | |
|------------|--|---|
| 1. | Call to Order | <i>Invocation / Pledge of Allegiance</i> |
| 2. | Roll Call | |
| 3. | Consider Agenda Approval | |
| 4. | Consider Minutes Approval | <i>11 August 2014</i> |
| 5. | Presentations: CDBG Request | <i>Danny Grant</i> |
| 6. | Report of Officers: | |
| | a. Mayor | |
| | b. Town Administrator | |
| | 1. Farmer's Market Annexation Request | <i>Consent Request</i> |
| | 2. B&G Club Request | <i>Action Request</i> |
| | c. Town Clerk / Finance Officer | |
| | 1. Budget Amendment I | <i>Action Request</i> |
| 7. | Report of Boards: NONE | |
| 8. | Public Comments | |
| 9. | Action Items | |
| | 1. Consider a Donation to the Boys & Girls Club | |
| | 2. Consider Adoption of Budget Amendment I | |
| 10. | Closed Session | <i>Property Acquisition</i>
<i>Personnel</i> |
| 11. | Commissioner Comments | |
| 12. | 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 9-2-14

MEMORANDUM

27 August 2014

To: Mayor Liles, Commissioners

From: Dana Hill 

Re: Agenda Items

(5) Danny Grant, owner of Grant & Associates, has asked to address the Board with a request that you reconsider action taken at your August meeting to hold excess CDBG funds for an existing participant. Mr. Grant would like the opportunity to utilize these funds to expand his services and add an employee. Again, this is an accepted option by the Department of Commerce that will require a project amendment be submitted and approved. I would also recommend that if you consider granting the request, we should advertise the availability of funds to all businesses inside the corporate limits and make a final decision on the recipient.

6(a)1 The County Manager has asked that you consider accepting a voluntary annexation of the Farmer's Market property. There is no clear or apparent benefit to the town in doing so in that no property taxes would be collected though we would be required to provide services including law enforcement.

6(b)2 I have received a request for a \$5000 donation from the Boys and Girls Club. As you may recall, we were asked last year to pledge that amount for three years. Board action at that point was to make a one-time donation, and to consider an annual request.

6(c)1 The proposed budget amendment reflects an insurance settlement from damage incurred during a lightning storm in mid-July. The main damages were to the control system for the wells and other computer equipment. All repairs have been made.

I will be out of town for meetings from Wednesday, 3 September until Friday, 5 September. Please feel free to call my cell (252-939-5051) if you have questions or concerns; if I'm not able to answer immediately, I'll call you back.

MINUTES
SNOW HILL BOARD OF COMMISSIONERS
MONDAY, AUGUST 11, 2014- 6:30 P.M.
G. MELVIN OLIVER TOWN HALL
201 N. GREENE ST.
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 Wilkes. The Pledge was led by Commissioner Taylor.**
- 2. Roll Call – The roll was called by Town Clerk, Cathy Webb. All members were present. A quorum was declared.**
- 3. Consider Agenda Approval – Town Administrator, Dana Hill, asked that a closed session be added as item 11-A to discuss personnel issues. Motion made by Commissioner Washington, seconded by Commissioner Wilkes to accept the agenda with the addition-Motion carried.**
- 4. Consider Minutes Approval – Motion made by Commissioner Washington, seconded by Commissioner Shackelford to accept the July 14, 2014 minutes as presented-Motion carried**
- 5. Program – NONE**
- 6. Report of Officers –**
 - a. Mayor - None**
 - b. Town Administrator – Dana Hill**
 - 1) Party Ordinance – Mr. Hill said that on several occasions in which a Public building was rented for the purpose of a private party that law enforcement was called upon to respond to several fights and disturbances involving large crowds. He had Attorney Pridgen draw up an ordinance that would require that a permit be issued by the Town prior to any gathering in which the building owner is not present. The wording is such that churches and private clubs will not be affected.**
 - 2) Water Agreement – Mr. Hill presented an agreement that he and the County Manager had mutually negotiated so that Greene County would continue to pass water through the Town system to serve their**

Customers and in return offer Snow Hill the right to purchase water at the current wholesale rate.

- 3) CDBG Items – Mr. Hill proposed plans that are required to be in place as part of our current CDBG Program. The section 504 plan ensures that we will comply with non-discrimination requirements contained in the Department of Housing and Urban Development (HUD) regulations. The Language Access Plan ensures that we will comply with Title VI of the Civil Rights Act of 1964 and other federal and state laws and their regulations with respect to persons with limited English proficiency. He said that they would also need to discuss how to proceed with a portion of the grant that was awarded to Greene County Florist as the owner had decided that she does not want to continue in the program. There are three options to consider for her portion of the funding which is \$20,000: (1) de-obligate the funds (2) transfer the portion to another participant if they can meet the requirements, and (3) open the opportunity to any other businesses which will require a grant amendment to be approved by the NC Department of Commerce. He said that he had been contacted by one business owner who would like to take advantage of this. It was the consensus of the Board to transfer the unused portion to an existing business who could meet the requirements. Mr. Masters said that the best thing to do would be to hold these funds until the end to see what the other three were doing as far as the number of jobs created. He said that a decision could be made at the end as to who would get the additional funds.**
- 4) Entrance Sign Replacement – Mr. Hall presented a plan for the entrance signs that the Historic Preservation Committee presented.**

c. Town Clerk/Finance Officer

- 1) 2014 and Prior Year Taxes – Cathy Webb asked the Board for permission to bill and collect the 2014 taxes and prior year's taxes. She also presented the settlement report for the 2013 taxes. The tax collection rate was 97.8% for the 2013 taxes.**

7. Report of Boards: Historic Preservation –

Mr. Hill said that he enclosed the minutes of the last meeting in the packet. He just wanted to report that they had met and their minutes are enclosed as part of these minutes.

8. Public Comments –

- 1) Sharon Ginn – Mrs. Ginn announced that the museum was sponsoring The Rouse Family Foundation Appreciation Dinner on Saturday, September 27, 2014. This event will be from 4-8 p.m. She said that from 4-5 will be “Meet and Greet”, from 5-6 will be the dedication of the Tourism Center. At 6:00 a prime rib dinner will be held at the Farmer’s Market. Tickets will be on sale for \$40 each, The proceeds will go to establishing an endowment for the Museum.**

Mayor Liles announced the “Grand Slam” would be held on August 21, 2014 from 6-8 p.m. at the ball field on Harper Street and encouraged all to attend if possible.

9. Action Items –

- 1) Consider adoption of Ordinance Amendment 132.08 “Nuisance Party” – Motion made by Commissioner Washington, seconded by Commissioner Hagans to adopt this ordinance – Motion carried**
- 2) Consider Adoption of the Emergency Water Supply Agreement – Motion made by Commissioner Wilkes, seconded by Commissioner Shackelford to accept this agreement-Motion carried**
- 3) Consider Appointing the Town Administrator to be the coordinator For the HUD Section 504 Plan-Motion made by Commissioner Washington, seconded by Commissioner Shackelford to appoint Town Administrator as coordinator for the HUD Section 504 Plan-Motion carried.**
- 4) Consider Adoption and Certification of the Language Access Plan-Motion made by Commissioner Washington, seconded by Commissioner Wilkes to adopt this plan-Motion carried.**
- 5) Consider Authorizing Cathy Webb to collect 2003-2014 Ad Valorem And personal property taxes by any allowable mean-Motion made by Commissioner Washington, seconded by Commissioner Wilkes-Motion carried.**

10. Commissioner Comments – NONE

11a. Closed Session –

A motion was made by Commissioner Washington, seconded by Commissioner Taylor to go into closed session to discuss personnel Issues. – Motion carried

A motion was made by Commissioner Taylor, seconded by Commissioner Washington to reconvene to regular session.-Motion carried.

11b) Special Presentation – Retirement Recognition – Mayor Liles recognized Mike Ham who retired with 32 years of service to the Town of Snow Hill. He presented him with an appreciation plaque and thanked him for his service to the Town. Light refreshments were served at the end of the meeting.

12. Adjourn – There being no further business to come before the Board, a motion was made by Commissioner Washington, seconded by Commissioner Shackleford to adjourn. The meeting adjourned at 7:35 p.m.

Mayor

Clerk

MAYOR
DENNIS K. LILES
 MAYOR PRO-TEM
LORRINE B. WASHINGTON
 COMMISSIONERS
WILLIAM (DONNELL) HAGANS
GERALDINE E. SHACKLEFORD
ROBERT L. (BOBBY) TAYLOR, JR.
ROSA S. WILKES



TOWN ADMINISTRATOR
PUBLIC WORK DIRECTOR
DANA D. HILL
 TOWN CLERK / FINANCE OFFICER
CATHY WEBB
 DEPUTY CLERK / UTILITIES
ADDIE WATSON
 CHIEF OF POLICE
JOHN C. REA

Ordinance
 Budget Amendment I
 Fiscal Year 2014/2015

BE IT ORDAINED by the Mayor and Board of Commissioners of the Town of Snow Hill, North Carolina, that pursuant to North Carolina General Statute 159-15, the following budget amendment be made for the Budget Ordinance adopted June 9, 2014:

Fund/Account	Original Budget	Increase (Decrease)	Amended Budget
GENERAL FUND			
60-3710-0851 Insurance Proceeds	.00	37751.00	37751.00
60-7130-0352 Repairs-equipment	15000.00	18152.00	33152.00
60-7140-0352 Repairs-Equipment	40000.00	19599.00	59599.00

Adopted this the ____ day of _____, 2014

ATTEST:

Mayor

Clerk