

**AGENDA**  
**Snow Hill Board of Commissioners**  
**Monday, 4 May 2015; 6:30 pm**  
**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** *13 April 2015*
5. **Program / Presentations**  
**Joann Stevens** *Rosenwald Center*
6. **Report of Officers:**
  - a. **Mayor**
  - b. **Town Manager / PW Director**
    1. **FY 2015-2016 Budget** *Action Request*
    2. **Fund Balance Policy** *Discussion*
    3. **Project Updates** *Discussion*
    4. **Comprehensive CIP** *Discussion*
    5. **Regional Hazard Mitigation Plan** *Action Request*
    6. **Audit RFP Results** *Action Request*
7. **Report of Boards: NONE**
8. **Public Comments**
9. **Action Items**
  1. **Consider Setting a Public Hearing for the 15-16 Budget on 8 June at 6:30 pm**
  2. **Consider Contracting with Andrew Harris, CPA for FY 15-16 Audit Services**
  3. **Consider Setting a Public Hearing for the Neuse River Hazard Mitigation Plan on 8 June at 6:30pm**
10. **Commissioner Comments**
11. **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 4-27-15*

**MINUTES**  
**SNOW HILL BOARD OF COMMISSIONERS**  
**MONDAY, APRIL 13, 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 Wilkes.**
- 2. Roll Call – The roll was called by Town Clerk, Cathy Webb. All were present except Commissioner Taylor. A quorum was declared.**
- 3. Consider Agenda Approval – Motion made by Commissioner Washington, seconded by Commissioner Hagans to approve the agenda as presented. Motion carried.**
- 4. Consider approval of minutes of the March 9, 2015 meeting- Motion made by Commissioner Washington, seconded by Commissioner Shackelford to approve the minutes as presented. Motion carried.**
- 5. Program/Presentations**  
**Citizen Recognition – Mayor Liles presented an Outstanding Citizenship award to Mr. & Mrs. Jasper Barfield for their efforts in renovating their property on Kingold Blvd. They had done an outstanding job in beautifying that property and he wanted to thank them for their efforts.**
- 6. Report of Officers –**
  - a. Mayor – NONE**
  - b. Town Manager/Public Works Director**
    - 1. FY 2015-2016 Budget – Mr. Hill presented a “Draft Copy” of the FY 2015-2016 Budget. He asked if the Board had any questions concerning the budget. He also presented the Budget Calendar. He said that he had received a request from the Snow Hill EMS asking for some additional funding. The proposed budget does not include this because it was received after the proposal was done. He said that any significant changes from last years’ budget were noted in red. He said that the biggest change was the property insurance rates. These rates have not been received, but he added an additional 25% more than last year.**
    - 2. Comprehensive Capital Improvement Plan – Mr. Hill said that at the last meeting there was some preliminary discussion**

on a downtown renovation project and that he had asked Greene Engineering to put together a thorough cost estimate. He expects those numbers to be back in about two weeks and hopefully by the May meeting there would be some pretty firm numbers to look at. He also asked how the Board felt about moving forward and obtaining some cost estimates and proposals for putting together a Comprehensive Improvement Plan. He said that it had been some years since the Town had a true plan as such. He would like to see a plan where there would be citizen input as to what they would like to see the Town do. He said that he believes the cost of this plan would cost between \$10,000-\$15,000. Commissioner Washington said that she thought this was a great need-so they could prioritize things that needs to be done. All other Commissioners agreed. He said that he would move forward with this and hopefully have some proposals by the next meeting.

3. **Property Sale** – Mr. Hill said that the property on 308 Hines Street that was foreclosed on because of unpaid taxes was sold for \$29,000. The highest bidder was Salvador Abrego. The upset bid time was up on April 13<sup>th</sup> and there was not another bid.
4. **2015 Election Filing Fee** – Mr. Hill said that the Board would need to adopt a filing fee for potential candidates in the 2015 municipal election. The fee in previous years had been set at \$5.00.

c. **Town Clerk/Finance Officer-**

- 1) **Cathy Webb** asked the Board to release taxes charged to Carolina Opportunities. The business moved out of Town before January, 2014. The amount of the tax is \$15.06.

7. **Report of Boards – None**

8. **Public Comments - Mayor Liles** asked that since the attendance was larger than usual, that he would like for anyone who wished to speak to go to the podium and state their name and address.

- 1) **Sharon Ginn** – Chairman of the Exhibit Committee for the Museum – She discussed the exhibits and asked everyone to go over and look at them if possible. The opening ceremony for the “Vintage Hats” will be held on May 5<sup>th</sup> from 7:00 – 8:30 p.m.
- 2) **Robert Masters** – He said that he would like to make some comments on all the activity going on, starting with the beautification efforts inside of Snow Hill. He said that he thought people had a little “fire” going on and that people wanted to do something. He said he had heard a lot of good ideas. He said that a plan was done

about five years ago, but there was never any closure on it. He said that he thought that it would be a good idea to do this plan and that he would like to see public participation in the plan.

- 3) Roger Whitson – Mr. Whitson said that he agreed with Mr. Masters. He said that as a citizen of Snow Hill it was embarrassing for him to drive to Farmville, Kinston, etc. He said that these towns realized that it was not about making the Town pretty, but functional. He said that attractive areas bring businesses, increase real estate tax values, and bring in visitors. He said that the planning is already out there- or we can spend \$10,000-\$15,000 on it. He said that the Historic Preservation Committee will make a recommendation on what communities typically do as the first step. He said there is nothing that says we cannot work and plan at the same time. He asked that anyone who would to come to the Historic Preservation Committee meeting on April 27, 2015 at 6:30.
- 4) Jo Ann Stevens – Mrs. Stevens talked about the West Harper Street and Rosenwald Revitalization and hoped that in the planning process these two areas would be a consideration.

Mayor Liles said that the Town had put new bathrooms and lights at the ballfield. He said that the Town was working with Leo Greene out of Wilson to get some prices on the sidewalk project. He said there is a process-he said you could not put the power lines down and walk on dirt. He said that Mr. Hill was working diligently to get these answers to let the citizens know where we are at. He said that the water lines that were replaced were the oldest lines. He said that 2<sup>nd</sup> street would be paved soon.

Mrs. Joyce Paige asked about the water problem on Harper Street. Mr. Hill told her that this project would begin in about 2 weeks.

Salvador Abrego asked about the parking lot on Mill Street. Mayor Liles said that they were working on it.

## 9. Action Items

- 1) **Consider setting the Filing fee for the 2015 Municipal Election at \$5.00-Motion made by Commissioner Wilkes, seconded by Commissioner Hagans to set the fee at \$5.00. Motion carried.**
- 2) **Consider Tax release in the amount of \$15.06 for Carolina Opportunities-Motion made by Commissioner Washington, Seconded by Commissioner Wilkes to approve the release.\ Motion carried.**

**10. Closed Session – Contract Negotiation/Legal Consultation – Motion made by Commissioner Shackelford, seconded by Commissioner Washington to go into closed session. Motion carried.**

**Motion made by Commissioner Washington, seconded by Commissioner Shackelford to reconvene to regular session. Motion carried.**

**11. Commissioner Comments –NONE**

**11. 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 7:45 P.M.**

---

**Mayor**

---

**Clerk**



To: The Honorable Mayor and Commissioners

Agenda Item 6(b)1  
April 23, 2015

Subject: Town Board Meeting

We will review and discuss the proposed FY 15-16 budget distributed last month and make any adjustments you feel are warranted so that a final draft can be presented at your June meeting. We are required to hold a public hearing on the final draft prior to adoption.

ACTION RECOMMENDED:

Set a Public Hearing for the FY 2015-16 Budget for 8 June at 6:30pm

STAFF CONTACT NAME:

Dana Hill, Town Manager

EMAIL AND PHONE:

[hild@snowhillnc.com](mailto:hild@snowhillnc.com) / 252-747-3414



To: The Honorable Mayor and Commissioners

Agenda Item 6(b)2  
28 April 2015

Subject: Town Board Meeting

As we begin to discuss capital projects, I would like to discuss your thoughts as to what our minimum general fund balance should be maintained at. Eight percent of the annual operating budget is the minimum required by the Local Government Commission. Many comparably sized towns strive to maintain thirty percent or more.

As you are aware, our operating budget is fairly low, and as such 8% is not a significant amount of money. Further, our current operating budget for General Fund activities does not leave much room for emergencies and unexpected expenses. We depend on our general fund balance to pay for "out of the ordinary" expenses such as large equipment failure, snow/ice removal, and natural disaster recovery, so it is my opinion, and that of the Finance Officer, that we strive to maintain a minimum 50% fund balance.

With your consent, staff will compose a policy for adoption defining the minimum fund balance of your choice.

Unrestricted as of 30 June 2014- \$694369

Anticipated as of 30 June 2015- \$579369

Required 8%- \$74224

Recommended 50%- \$463900

\*Anticipated decrease due to several previous approved allocations such as tractor/mowers, patrol car replacement, Harper Street drainage, emergency snow/ice removal

ACTION RECOMMENDED:

Direct staff to compose a policy setting minimum general fund balance at 50% for adoption in June

STAFF CONTACT NAME:

Dana Hill, Town Manager

EMAIL AND PHONE:

[hilld@snowhillnc.com](mailto:hilld@snowhillnc.com) / 252-747-3414



To: The Honorable Mayor and Commissioners

Agenda Item 6(b)5  
28 April 2015

Subject: Town Board Meeting

I have been a part of the committee to update our Regional Hazard Mitigation Plan for the past year or so. This is a required plan in order to be eligible for state and federal assistance in the event of a declared state of emergency for natural disasters. The completed plan is a regional effort involving Greene, Lenoir, and Jones counties and all associated municipalities.

The attached resolution summarizes the plan and our participation. I have opted not to include the full plan in your package, as it is several hundred pages; however it can be found at [www.neuseriverregionallhmp.org](http://www.neuseriverregionallhmp.org) for full review.

ACTION RECOMMENDED:

Adopt Neuse River Regional Hazard Mitigation Plan

STAFF CONTACT NAME:

Dana Hill, Town Manager

EMAIL AND PHONE:

[hilld@snowhillnc.com](mailto:hilld@snowhillnc.com) / 252-747-3414



**MINUTES**  
**Snow Hill Historic Preservation Committee**  
**Monday 27 April 2015—6:30 p.m.**  
**Snow Hill Town Hall**  
**201 North Greene Street, North Carolina 28580**

- 1. Call to Order 6:35 pm**
- 2. Roll Call** Members present were Jill Whitson, Roger Whitson, and Gwen Smith. Visitors present were Joan Atkinson, Joyce Paige, Ben Williams, Mellissa Williams, and Commissioner Rosa Wilkes. Staff: Dana Hill
- 3. Consider Approving Meeting Agenda** Motion to approve by G Smith, Second by R Whitson, Carried
- 4. Consider Approving Meeting Minutes (23 March 2015)** Motion to approve by R Whitson, Second by G Smith, Carried
- 5. Old Business:**
  - 1. Rosenwald Signage-** Hill informed the group that the directional signs have been installed along Kingold and that the sign at the facility will be finished this week. Discussion was held on the best time to hold a ribbon cutting event, narrowed down to between the months of June and September. Gwen Smith will research further a date and will also speak to the history of the school at the event.
  - 2. Cost Estimates for Greene Street Improvements** Hill gave an overview of costs: utility relocation-\$85000, sidewalk replacement-\$112000, crosswalks-\$8000 each (possibly 7) for a total of \$253000. Hill also provided the group with an estimated current fund balance as of June 2015. After discussion, the group agreed to support a CIP incorporating the downtown renovation project. Hill explained that members from all areas of the community, residents and business owners, should be involved in the formation of the CIP as well as prioritizing projects so that any endeavor will have representative community support and understanding. Members would like to see crosswalks installed as the first priority.
  - 3. Letter for Historic District Homeowners** J Whitson will compose a letter to be mailed to all residents and business owners within the district
  - 4. National Trust for Historic Preservation Membership** Hill will see that membership is taken care of.
- 6. New Business:**
  - 1. Information for New Members** Tabled by consent until May
- 7. Public Comments**
- 8. Adjourn 8:10 pm**