

AGENDA
Snow Hill Board of Commissioners
Monday, 13 March 2017; 5:45 pm
G. Melvin Oliver Town Hall
908 SE Second Street

1. **Call to Order** *Invocation / Pledge of Allegiance*
2. **Roll Call**
3. **Consider Agenda Approval**
4. **Consider Minutes Approval** *9 January 2017*
13 February 2017
5. **Program / Presentations: NONE**
6. **Report of Officers:**
 - a. **Mayor**
 - b. **Town Manager / PW Director**
 1. **Hurricane Recovery Report** *Information*
 2. **FYE 2018 Budget Calendar** *Information*
 3. **Building Re-Use Grant Resolution** *Action Request*
 4. **Property Acquisition for Park** *Action Request*
7. **Public Comments**
8. **Action Items**
 1. **Consider Adoption of Building Re-Use Resolution**
 2. **Consider Authorizing the Purchase of 2.18 Acres Located at 311 & 313 SE Second Street for the Purpose of a Splash Pad, Dog Park, and Walking Trail in the Amount of \$25,000**
9. **Commissioner Comments**
10. **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 3-8-17

MINUTES
Snow Hill Board of Commissioners
Monday, 9 January 2017; 5:30 pm
G. Melvin Oliver Town Hall
908 SE Second Street

1. Call to Order

Invocation / Pledge of Allegiance

5:30 pm due to severe weather concerns

2. Roll Call

All members were present and a quorum was declared. Also present were Cathy Webb, Clerk and Dana Hill, Manager/PW Director.

3. Consider Agenda Approval

Motion to approve as presented by Commissioner Hagans, Second by Commissioner Washington, Carried

4. Consider Minutes Approval

14 November 2016

Motion to approve as presented by Commissioner Washington, Second by Commissioner Shackelford, Carried

5. Program / Presentations:

FYE 2016 Audit Presentation

Andrew Harris, CPA

Mr. Harris explained that the 2015-2016 audit has been completed and submitted to the Local Government Commission for review. The Town remains fiscally healthy and ended the year with a general fund balance of \$1,141,730; a net change of \$59,380. The unrestricted fund balance represents approximately 84.16 percent of total expenditures. Mr. Harris also reported that the tax collection rate remains high at 97.57%.

6. Report of Officers:

a. Mayor

b. Town Manager / PW Director

1. Non-Profit Funding Applications

Discussion / Consent

Hill recommended that the Commissioners consider funding the organizations that meet the spirit of the policy, which was to provide support to groups that enhance the quality of life of our residents and creates an environment which increases visitors to our community, which results in increased economic activity for our local business owners. Hill asked that other applicants receive a standard donation of \$500. Consent of the Board was given.

2. Planning Retreat

Discussion

Hill asked that the Board designate the February meeting as their annual planning retreat to be held at the Law Office of Cauley & Pridgen in Kinston. Consent of the Board was given.

3. Hurricane Recovery Report

Information

Hill reported that the only outstanding damages to complete were the sewer pump station on MLK Blvd. which is being evaluated by Green Engineering, and the bridge light, which has been ordered and should ship in 8-10 weeks. Meetings with NC Emergency Management and FEMA will occur in January to begin the process of reimbursement. Damages could total in excess of \$200,000

4. 2017 Meeting Schedule

Action Request

Hill presented a draft meeting schedule reflecting no change in meeting on the second Monday of each month at 6:30 pm. Discussion was held considering several possibilities.

7. Public Comments NONE

8. Action Items

1. Consider Adoption of 2017 Meeting Schedule

Motion by Commissioner Washington, Second by Commissioner Shackelford to adopt the 2017 meeting schedule reflecting the meetings be held on the second Monday of each month at 5:45 pm at Town Hall unless otherwise announced. Motion Carried unanimously.

9. Commissioner Comments

Commissioner Taylor asked that street lighting be evaluated along Kingold Blvd. between Harper Street and Pineshoal Drive. Hill will do so.

10. Adjourn

Motion to adjourn by Commissioner Shackelford, Second by Commissioner Washington, Carried.

Respectfully Submitted: _____

Cathy Webb, Clerk

Approved: _____

Dennis K. Liles, Mayor

MINUTES
Snow Hill Board of Commissioners
Monday, 13 February 2017- 5:45pm
Planning Retreat
201 N Queen Street, Kinston

1. Call to Order

Invocation

2. Roll Call

All members were present and a quorum declared. Also present were: Dana Hill, Town Manager / PW Director, Cathy Webb, Town Clerk / Finance Officer, Brian Pridgen, Town Attorney, and Jody Riddle, Facilitator

3. Consider Agenda Approval

Motion to approve as presented by Commissioner Taylor, Second by Commissioner Wilkes, Carried

4. Project Goals, Policy Discussion, Development

The Board reviewed accomplishments from goals set at the 2016 Retreat; the major ones being the acquisition and relocation of Town Hall and completing the SE Third Street sidewalk extension. After general discussion, consensus was reached that the Town would move forward with the purchase of the Snow Hill Supply property on SE Second for the purpose of installing a dog park, splash pad, and walking trail. Hill will work with the current property owner to finalize negotiations and also obtain cost estimates for the splash pad.

The Board also agreed that the cemetery expansion should be resumed and completed as soon as practical. Hill presented options to the Board related to our existing leak adjustment policy due to concerns about lost revenue. Our current policy allows one adjustment per customer per year. Hill will contact Servline, a leak insurance service, to make a presentation to the Board about their services. In summary, the company would insure each customer against water leaks for a nominal monthly fee, and would honor our existing policy.

The Board discussed two separate development policies:

1. Small Business Revolving Loan in which building owners could apply for a low interest loan from the town for building renovation. Hill will gather examples from other small towns for their review.
2. Development Incentive that would provide partial tax relief based upon the investment made and tax base added. Greene County's draft policy was reviewed and Commissioners agreed that once a County policy is adopted, that they will consider a comparable policy to provide uniformity.

5. Closed Session- Personnel

Motion to enter closed session by Commissioner Taylor, Second by Commissioner Wilkes, Carried

Motion to enter open session by Commissioner Taylor, Second by Commissioner Shackelford, Carried

6. Commissioner Comments / Other Suggestions

Commissioner Taylor informed the Board of the County Commissioner's decision to allow a mixed drink referendum on the next county ballot at the suggestion of the County Development Commission. Discussion followed on the positive impact a passing vote could have on not only Snow Hill but the entire county.

7. Public Comments

8. Adjourn

Motion to adjourn by Commissioner Washington, Second by Commissioner Shackelford, Carried.

Approved: _____ Dennis Liles, Mayor

Respectfully Submitted: _____ Cathy Webb, Town Clerk

MEMORANDUM

8 March 2017

To: Mayor Liles
SH Commissioners

From: Cathy Webb, Finance Officer
Dana Hill, TM

Re: FYE 2018 Budget Calendar

10 April 2017

Present working document to Mayor and Board for review and preliminary feedback

8 May 2017

Budget work session and final revisions

31 May / 7 June 2017

Advertise Public Hearing

12 June 2017

Public Hearing and adoption

* Please submit any suggested funding changes by e-mail or memo prior to the 10 April Board meeting, or at the meeting. I have enclosed a current year budget for reference.

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 MANAGER
PUBLIC WORKS DIRECTOR
DANA D. HILL
TOWN CLERK / FINANCE OFFICER
CATHY WEBB
CHIEF OF POLICE
JOHN C. REA

***Resolution of the Town of Snow Hill
Board of Commissioners***

Whereas; the Town of Snow Hill Board of Commissioners supports attempts to foster economic development and job creation inside the jurisdiction of the Town, and

Whereas; Tide Tamer Industries, Inc. located in the Town of Snow Hill is undergoing a business expansion creating a new company, Home Elevator & Lift Products, LLC (HELP) that plans to create 17 new jobs over the next two years, and

Whereas; the existing Tide Tamer building will require repairs, up-fit, and improvements prior to full utilization by the new HELP company, and

Whereas; the Town of Snow Hill has submitted a grant application and received award notification of a \$55,000 Building Re-Use Grant from the North Carolina Department of Commerce, and

Whereas; the Building Re-Use Grant requires a commitment of local funds for the proposed project,

Now Therefore be it Resolved that the Town of Snow Hill Board of Commissioners hereby commits \$5,600 of local funding to be applied toward the proposed project outlined in the Town's Building Re-Use Application.

Approved this 13th day of March, 2017:

Dennis K. Liles, Mayor

ATTEST: _____

SNOW HILL POLICE DEPARTMENT

January 2017

MONTHLY CRIME SUMMARY

1) Larceny-	4
2) Assaults-	0
3) Breaking/Entering	
a. Residential	1
b. Commercial	3
c. Motor Vehicle	0
d. Storage Buildings	0
4) Robbery-	0
5) Sex Offenses-	0
6) Homicide-	0
7) Fraud-	3
8) Damage to Property (Vandalism)	5

SNOW HILL POLICE DEPARTMENT

February 2017

MONTHLY CRIME SUMMARY

1) Larceny-	1
2) Assaults-	1
3) Breaking/Entering	
a. Residential	0
b. Commercial	0
c. Motor Vehicle	1
d. Storage Buildings	0
4) Robbery-	0
5) Sex Offenses-	0
6) Homicide-	0
7) Fraud-	0
8) Damage to Property(Vandalism)	2