

December 28, 2005

MEETING MINUTES

Snow Hill Board of Commissioners

Wednesday, December 28, 2005-9:30 am

Snow Hill Town Hall

201 North Greene Street

Snow Hill, North Carolina 28580

The Snow Hill Board of Commissioners regular meeting convened at 9:30 am on Wednesday, December 28, 2005 in the Snow Hill Town Hall with the following present: Mayor Don Davis; Commissioners Phyllis Burruss, Percy Edwards, Geraldine Shackelford, Allison Thomas, Lorraine Washington; Town Clerk-Finance Officer Mauren Baker, Town Administrator Bob Clark, Interim Town Attorney Jim Cauley. Others present were Greene County Manager Don Davenport, Chris Roberson, Robert Masters, Brenda Chamberlain, and Frank Warren.

Mayor Davis sounded the gavel and called the meeting to order. Commissioner Percy Edwards offered prayer. The Pledge of Allegiance was recited. A quorum was established via Roll Call. Mayor Davis noted that Commissioner Burruss would be late for medical reasons. Commissioner Thomas was not present at Roll Call.

Motion was made by Commissioner Washington, seconded by Commissioner Edwards, and carried unanimously to approve the December 28, 2005 Agenda as amended: to insert Item B-12 (IRS Mileage Rate Change); to insert 10-J (IRS Rate Change) and to move Item 10-J (Closed session) to Item 10-K.

Motion was made by Commissioner Edwards, seconded by Commissioner Shackelford, and carried unanimously to approve the minutes of November 30, 2005.

Mayor Davis requested that the record show that Commissioner Thomas had arrived for the meeting.

Report of the mayor is as follows:

1. Mayor Davis introduced a resolution to recognize the service of former Commissioner Lyn Lane

Action: Motion was made by Commissioner Washington Seconded by Commissioner Edwards and carried unanimously to pass this resolution (copy incorporated by reference and made a part of these minutes).

2. Mayor Davis introduced a Certificate of Appreciation for Commissioner Washington's service as mayor pro tem for four years.

Action: By consent of the board.

3. Discuss time and date of regular monthly meetings

Action: Tabled until January 9, 2006 by consent of the board.

3. Discuss committee and seating assignments—Mayor Davis noted that the seating around the table was in alpha order.

Action: Committee assignments tabled until January 9, 2006 by consent.

Mayor Davis asked that the record show that Commissioner Burruss had arrived and the full board was present.

The report of the town administrator:

1. Mr. Clark provided an overview of Greene Fibers proposal regarding the waste water treatment plant. WWTP ORC Dana Hill was present to answer questions about the kanaf product to be used in the plant as a substitute for the hard chemicals currently being used.

Action: Report received by consent.

2. Mr. Clark reported on core competencies and the employee bonus program. He commented that the overall picture was good. The safety area needs to have more emphasis.

Action: Motion was made by Commissioner Edwards, seconded by Commissioner Burruss and carried unanimously to award the Core Competency Bonus in the amount of \$260.35 to each employee (qualified by the Personnel Policy). A copy of the Core Competency report is hereby incorporated by reference and made a part of these minutes.

3. Mr. Clark recommended that the board provide a letter of support for Greene County's 2006 Parks and Recreation Trust Fund Application for a multi-recreation complex to be located at the Paxar site on US Hwy 13 S.

Action: Approved by consent of the board.

4. Mr. Clark recommended entering a lease agreement between the Town of Snow Hill and Greene Improvement Association to lease the Community Center building on Harper Street for 25 years. A copy of the proposed lease agreement is hereby incorporated by reference and made a part of these minutes. Commissioner Thomas stated that in her opinion, the board had not had sufficient time to study the proposal and would like to table to the January 9, 2006 meeting. The deadline for making application for the PARTF Grant is January 31, 2006. This proposal is an integral part of the application.

Action: Motion was made by Commissioner Washington, seconded by Commissioner Edwards to enter into a lease agreement between the Town of Snow Hill and the Greene Improvement Association subject to the proper execution of Exhibit "A". The motion carried by a vote of 4 to 1. Commissioner Thomas voted no, stating that this was not good policy.

5. Mr. Clark recommended requesting that the County of Greene provide a letter of support for the Community Center expansion project to be included with the Town's 2006 Parks and Recreation Trust Fund application.

Action: Approved by consent of the board.

6. Mr. Clark recommended submitting an application to the 2006 North Carolina Rural Center Building Reuse Program to conduct a feasibility study of the Paxar Building. Robert Masters made this report. The cost to the Town will be \$1667.00 (1/3 of \$5000.00 split between Greene County, CDP and the Town). Mr. Clark proposed that the disbursement come from the line item for Economic Development. The deadline for application is January 31, 2006.

Action: Motion was made by Commissioner Burruss, seconded by Commissioner Edwards and carried by a vote of 4 to 1, to submit a joint application to the North Carolina Rural Center 2006 Building Reuse Program to conduct a feasibility study of the Paxar Building and to appropriate \$1,667.00 from the economic development commission budget line item. Commissioner Thomas voted no stating that the board had not had proper time to study the proposal.

7. Mr. Clark recommended making application to participate in the 2006 North Carolina Rural Center's Small Towns Economic Prosperity Demonstration Program. Robert Masters presented this report also. This is not a grant program; however it is funded for small towns that are selected to participate. It is a new program. The town would participate as a demonstration site. The Town must make commitment to some level of change. CDP will charge \$1500.00 for preparing the application. The Snow Hill Tomorrow Committee will serve as the committee in charge. Deadline for application is January 31, 2006.

Action: Motion was made by Commissioner Washington, seconded by Commissioner Burruss and carried unanimously to apply to participate in the North Carolina Rural Center 2006 Small Town's Economic Prosperity Demonstration Program and to appropriate \$1500.00 from the economic development commission budget line item for matching funds.

8. Mr. Clark reported that there is concern regarding speed and a "no parking" zone at the Greene County Pre-K Center. He recommends that the board look into a speed reduction system and establish a "No Parking" zone in the area.

Action: Motion was made by Commissioner Burruss, seconded by Commissioner Edwards and carried unanimously to authorize the Town Administrator and the Public Works Director to implement a speed reduction system in the appropriate area to be funded from the Powell Bill; and to send the "No Parking" zone to the Safety Committee for study to bring a recommendation to the board for action.

9. Mr. Clark presented an update on Tree City USA application for award. Deadline is Friday, December 30, 2005.

No action required.

10. Larry House Construction has filed a permit and submitted plans for Kingold Village to the Planning Board for review at the Planning Board meeting on January 10, 2005.

No action required.

11. Status of 2005 Audit Report—the audit is completed and on the way to Raleigh. The report to the board is being scheduled for January 2006.

No action required.

12. The IRS has lowered the reimbursement for travel mileage from .485 per mile to .445 per mile.

Action: Motion was made by Commissioner Thomas, seconded by Commissioner Shackelford

and carried unanimously to reduce the mileage reimbursement from .485 to .445 per mile to be consistent with the IRS.

PayForce has been installed and the conversion is complete. Training will be completed with the first payroll in January 2006.

Action: Report of the Finance Officer was received by consent of the board.

The closed session to discuss a personnel matter pursuant to NCGS 143-318.11(6) was tabled until January 9, 2006.

Action: Tabled by consent until January 9, 2006 meeting. Note: Both closed sessions were tabled until January 9, 2006.

The program: Report on National League of Cities Annual Conference—Commissioner Burruss

Action: Program tabled by consent of the board until January 9, 2006 meeting.

There were no announcements or public comments.

Motion was made by Commissioner Edwards, seconded by Commissioner Shackleford and carried unanimously to adjourn this session of the Town Board of Commissioners.