

## MINUTES

# Snow Hill Board of Commissioners Regular Meeting Wednesday, December 27, 2006—9:00 a.m. Snow Hill Town Hall 201 North Greene Street, North Carolina 28580

*The Snow Hill Board of Commissioners regular meeting convened at 9:00 am on Wednesday, December 27, 2006 in the Snow Hill Town Hall with the following present: Mayor Don Davis; Commissioners Phyllis Burruss, Percy Edwards, Geraldine Shackelford, Allison Thomas and Lorraine Washington; Town Clerk Mauren Baker, Town Administrator Bob Clark, and Town Attorney Jim Cauley.*

- 1. Call to Order**—Mayor Davis sounded the gavel and called the meeting to order.
- 2. Prayer**—Commissioner Edwards offered prayer.
- 3. Pledge of Allegiance**—the pledge was recited.
- 4. Roll Call**—all members were present and a quorum was declared.
- 5. Consider Approving Meeting Agenda**—**Motion was made by Commissioner Edwards, seconded by Commissioner Washington and carried unanimously to approve the meeting agenda as drafted.**
- 6. Consider Approving Meeting Minutes**—December 11, 2006 Regular Meeting Minutes were tabled.
- 7. Public Hearings:**
  - a. Hear comments regarding the Town entering a Development Agreement with Ham Produce Co., Inc (developer) of “The Hamptons”—**Motion was made by Commissioner Edwards, seconded by Commissioner Washington and carried unanimously to open a public hearing to hear comments regarding the Town entering a Development Agreement with Ham Produce Co., Inc (developer) of**

**“The Hamptons”**. There were no public comments and Mayor Davis declared the public hearing closed.

- a. Hear comments regarding Greene County’s petition to voluntarily annex the
  - former Paxar properties—**Motion was made by Commissioner Washington, seconded by Commissioner Shackelford and carried unanimously to open a public hearing to hear comments regarding Greene County’s petition to voluntarily annex the former Paxar properties.** There were no public comments and Mayor Davis declared the public hearing closed.

## **Page 2 Town Board**

**December 27, 2006**

### **8. Report of Officers:**

#### **a. Mayor—Report of the Mayor was received by consent of the Board**

1. Discuss establishing workforce diversity strategies—Mayor Davis delivered reports to the Board for study and discussion at a later time.
2. Discuss meeting regarding Tuscarora Discovery Trails Project—Mayor hosted a by invitation meeting regarding the Tuscarora Discovery Trails Project. Among those invited were George Mewborn, III, Mary Betty Kearney, Stan Dixon, representatives from the Greene County Arts and Historical Society, the NAACP, and Chris Roberson, Assistant County Manager, and members of the Tuscarora from several areas of the State. Mayor Davis stated that the meeting was valuable to all parties attending and that another meeting of the same group will be scheduled. He concluded three areas of agreement from the meeting: 1) The fort site and settlements should be preserved; 2) Repatriate the remains that are now stored at East Carolina University; and 3) Pursue and preserve the historical relevance.
3. Annual committee reports for January 2007—the Mayor requested that the commissioners in their roles as liaisons with the various committees and commissions prepare the Annual Committee Reports for the January 2007 meeting.

#### **b. Town Administrator—report received by consent of the Board.**

1. Recommend approval of employee bonus pay—Mr. Clark stated that the Core Competency evaluations had been completed. However the figures for the annual bonus were incomplete at this time.
2. Discuss meeting with eastern Regional Recreation Consultant—Mr. Clark and Mayor Davis traveled to Washington, North Carolina to meet with Steve Moler, Regional Recreation Consultant for the North Carolina Parks and Recreation Trust Fund, to discuss the Town's application for grant funding for the Community Center Enhancement program. He stated that the meeting proved to be a great help in the final preparation of the grant application.
3. Tree City USA certification and growth award re-submitted—this application has been submitted to the Tree City USA Award Committee.

Page 3 Town Board

December 27, 2006

**1. Report of the Boards, Commissions, Committees and/or Taskforces: N/A**  
**The Mayor declared the meeting at rest for a few minutes.**

**The Mayor reconvened the meeting.**

**10. Unfinished Business and General Orders:**

- a. Consider Town and Departmental organizational charts as recommended—**Motion was made by Commissioner Washington, seconded by Commissioner Burruss and carried unanimously to approve Town and Departmental organizational charts as recommended (copy hereby incorporated by reference and made a part of these minutes).**
- b. Consider modifications to job descriptions as recommended (copies are hereby incorporated by reference and made a part of these minutes)—**Motion was made by Commissioner Shackelford, seconded by Commissioner Washington and carried unanimously to approve modifications to public works job descriptions and job titles as recommended. Motion was made by Commissioner Washington, seconded by Commissioner Edwards and carried unanimously to authorize the new position of Collections and Billing Clerk in the Administrative Department; and to authorize the job title change from Administrative Assistant to Finance and Administrative Assistant (copies are hereby incorporated by reference and made a part of these minutes).**

**11. New Business:**

a. Consider the Town entering a Development Agreement with Ham Produce

- Company, Inc. (developer) of “The Hamptons”—Attorney Jim Cauley stated that the Board could approve entering a Development Agreement as the Policy clearly states the stipulations of the Agreement. Mr. Clark stated that the actual agreement was being drawn by the attorney and would be available soon. **The Board tabled this item.**
- 
- b. Consider approving Greene County’s petition to voluntarily annex the former Paxar properties—**Motion was made by Commissioner Edwards, seconded by Commissioner Shackelford and carried unanimously to approve**
- **Greene County’s petition to voluntarily annex the former Paxar properties and to annex the property located on Kingold Blvd.**
- 

Page 4 Town Board

December 27, 2006

- c. Consider recommendation to approve employee bonus pay—**Tabled by consent of the Board.**
- d. Consider a closed session to discuss a personnel matter pursuant to
- NCGS 143-318.11(6) -- **Tabled by consent of the Board.**
- 

**By consent, the Board recessed this meeting until Friday, December 29, 2006 at 11:00 am in the Town Hall. At this time the Board will consider those items tabled on December 27, 2006.**

**12. Announcements and Public Comments—there were no public comments or announcements.**

**13. Adjournment—the Board recessed until Friday, December 29, 2006 at 11:00 am in the Town Hall.**

---

Mayor Donald G. Davis

ATTEST:

---

Town Clerk Mauren N. Baker