

MINUTES

Snow Hill Board of Commissioners Regular Meeting

Wednesday, July 26, 2006—9:30 a.m.

Snow Hill Town Hall

201 North Greene Street, North Carolina 28580

The Snow Hill Board of Commissioners regular meeting convened at 9:30 am on Wednesday, July 26, 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-Finance Officer Mauren Baker; Town Administrator Bob Clark.

1. Call to Order—Mayor Davis sounded the gavel and called the meeting to order
2. Prayer—Commissioner Percy Edwards offered prayer
3. Pledge of Allegiance—Sarah Grayce Coates, Girl Scout, led the Pledge
4. Roll Call—Mayor Davis called the roll. All members were present and a quorum was established.
5. Consider Approving Meeting Agenda—Motion was made by Commissioner Washington, seconded by Commissioner Shackelford, and carried unanimously to approve the Agenda as drafted.
6. Consider Approving Meeting Minutes—The minutes were tabled by consent of the Council.
 - a. July 10, 2006 regular meeting minutes
 - b. July 17, 2006 special joint meeting between Snow Hill Council and Greene County Board of Commissioners
7. Report of Officers:
 - a. Public Works Director: Recommends selling backhoe at \$7,500—An offer to buy the Case Backhoe from the Town has been made. Mr. Sutton requests that the Board follow the proper procedures to sell the piece of equipment. Town Attorney Jim Cauley explained that the sale would have to be advertised with upset bid instructions. He also stated that the bidder would have to provide a 5% deposit.
 - b. Town Clerk: Recommendation to change Department of Administration's customer service hours from 8:30 a.m. to 9:00 a.m. Clerk Baker supported the

recommendation by stating that she and her staff would have the opportunity for staff development, the opportunity to coincide trainings with Public Works, and the opportunity to accomplish tasks before waiting on the public.

c. Revenue Collector—the Revenue Collector’s report was delayed until the new Revenue Collector was sworn in. (see Item 9(b)).

1. Recommend authorization to collect 2006 property taxes

2. Recommend authorization to release 11th year taxes

d. Town Administrator:

1. Introduction of an ordinance to the Board of Commissioners to amend the abandoned structures provisions with the recommendation of Planning Board review—for information for the next meeting. A draft copy is hereby incorporated by reference and made a part of these minutes.

2. Introduction of an ordinance of the Board of Commissioners amending the zoning code with the recommendation of Planning Board review—for information for the next meeting. A draft copy is hereby incorporated by reference and made a part of these minutes

3. Introduction of an ordinance of the Board of Commissioners amending the code of ordinances of the Town of Snow Hill to include minimum housing standards with the recommendation of Planning Board review-- for information for the next meeting. A draft copy is hereby incorporated by reference and made a part of these minutes.

4. Discuss mixed beverage election—Mr. Clark announced that the mixed beverage special election failed. He stated that Town Attorney Cauley was in the process of establishing the proper time for a Town election.

5. Discuss subdivision development incentive ordinance—Mr. Clark and the mayor are working on a draft policy to be presented to the Council.

6. Discuss advertisement in regards to Town appointments—the advertisement for vacancies on the Town’s Boards Committees and Commissions appeared in The Standard Laconic July 26, 2006. Commissioner Thomas stated that the Economic Development Commission was omitted. Mr. Clark said that he would correct the error and run the ad again.

7. Discuss quarterly work session—Mr. Clark asked the Council to think about when and where they would be able to meet for this meeting.

8. Discuss employee health insurance—Mr. Clark reported that JW Benefits Agency misinformed the Council about the prescription co-pay in the employee benefit health insurance. BC/BS offered a replacement plan to compensate for the error. The error will increase the monthly premium by \$137.00.

9. Update on status of tank maintenance agreement—Mr. Clark is in the process of gathering further information for the Town Attorney to use in preparing a maintenance agreement for the Town water tanks.

10. Update on South Greene Water Corporation transition to the County of Greene—There was a Transfer Team Meeting to plan the move of South Greene Water Corporation to Greene County. The project will be completed no later than October 1, 2006.

11. Update on status of Summer 2006 Around-the-Town Report—will be presented at the August 14, 2006 meeting.

12. Point out lettering at the Town Hall as recommended by the Historic Commission—Mr. Clark pointed out the new lettering on the front and back windows “Discover Snow Hill’s National Register Historic District.”

13. Recommend approval of amendment to cemetery ordinance—as the result of complaints about individuals spraying herbicides around head stones, Mr. Clark introduced a draft amendment to the Cemetery Ordinance (a copy is hereby incorporated by reference and made a part of these minutes).

14. Recommendation regarding membership of E-civis grant locator—E-civis is a North Carolina League of Municipalities recommended grant locator. The cost is \$2,000.00 annually. Mr. Clark recommends that the Town try the service for one year.

15. Recommend authorization of bids to Thomas Holland for two houses identified as 04-11 and 04-15 in the 2004 Community Development Block Grant program—the standard bid process was used and there were sufficient bids.

16. Recommend approving a resolution in support of the Tuscarora Discovery Trail—this is an initiative to develop the history of the Tuscarora Indians and use it as a tool for tourism and economic development. Bob Masters and George Mewborn, III presented the request for the Town to contribute \$2,000.00 to the project. Greene County contributed \$2,000.00, and the Contentnea Development Partnership contributed \$1,000.00. Greene County has applied for a \$60,000.00 planning grant. The town’s contribution will show local support for the project.

17. Announce nominations for the 2006 County Committee elections--USDA

18. Announce that the Snow Hill three-on-three basketball tournament scheduled for July 29, 2006 will be rescheduled (TBA)—no new date at meeting time.

19. Announce that there will be a community meeting regarding group homes at the City Club July 26, 2006 at 7:00 p.m. (all are invited)—this is not a Town meeting. Interested citizens have organized this meeting.

20. Announce that the North Carolina Parks and Recreation Authority will be meeting this July 28, 2006 to award final distribution of the 2006 funds—Mr. Clark will attend this meeting.

8. Reports of Boards, Commissions, Committees and/or Taskforce: N/A

9. Unfinished Business and General Orders:

a. Consider amending cemetery ordinance prohibiting the use of herbicides—Motion was made by Commissioner Washington, seconded by Commissioner Edwards and carried unanimously to amend the Cemetery Ordinance to prohibit the use of herbicides (copy is hereby incorporated by reference and made a part of these minutes).

b. Administer the oath of office to Michelle Strickland for the position of revenue collector—Mayor Don Davis administered the Oath of Office of Revenue Collector to Michelle Strickland. Ms. Strickland's first duty was to ask the Council for authorization to collect 2006 Taxes and to release the eleventh year (1995) taxes.

10. New Business:

a. Consider the recommendation of the Public Works Director to sell backhoe at \$7,500—Motion was made by Commissioner Washington, seconded by Commissioner Burruss and carried unanimously to declare the Case Backhoe surplus property, to advertise the offer of \$7500.00 with instructions for the upset bid process and to require a deposit from the original bidder.

b. Consider the recommendation of the Administrative Department Head to change Department of Administration's customer service hours from 8:30 a.m. to 9:00 a.m.—Motion was made by Commissioner Shackleford, seconded by Commissioner Burruss and carried unanimously to change customer service hours from 8:30 am to 9:00 am.

d. Consider the recommendation of the Revenue Collector to authorize the collection 2006 property taxes—Motion was made by Commissioner Washington, seconded by Commissioner Edwards, and carried unanimously to authorize the Revenue Collector to collect 2006 property taxes.

e. Consider the recommendation of the Revenue Collector authorizing the release of 11th year taxes—Motion was made by Commissioner Edwards, seconded by Commissioner Washington and carried unanimously to release the 11th year taxes as per NCGS.

f. Consider the recommendation of the Town Administrator to send an ordinance of the Board of Commissioners amending the abandoned structures provisions to the Planning Board for review—Motion was made by Commissioner Washington, seconded by Commissioner Burruss and carried unanimously to send an ordinance of the Board of Commissioners amending the abandoned structures provisions to the Planning Board for review (copy is hereby incorporated by reference and made a part of these minutes).

g. Consider the recommendation of the Town Administrator to send an ordinance of the Board of Commissioners amending the zoning code to the Planning Board for review—Motion was made by Commissioner Burruss, seconded by Commissioner Shackelford and Carried unanimously to send an ordinance of the Board of Commissioners amending the zoning code to the Planning Board for review (copy is hereby incorporated by reference and made a part of these minutes).

h. Consider the recommendation of the Town Administrator to send an ordinance of the Board of Commissioners amending the code of ordinances of the Town of Snow Hill to include minimum housing standards to the Planning Board for Review—Motion was made by Commissioner Burruss, seconded by Commissioner Washington and carried unanimously to send an ordinance of the Board of Commissioners amending the code of ordinances of the Town of Snow Hill to include minimum housing standards to the Planning Board for Review (copy is hereby incorporated by reference and made a part of these minutes).

i. Consider the recommendation of the Town Administrator regarding membership to E-civis grant locator—Motion was made by Commissioner Washington, seconded by Commissioner Burruss and carried unanimously to join the E-civis grant locator group at a cost of \$2,000.00 per year to be expensed from Economic Development Commission budget line item. Commissioner Thomas requested that the use of this locator be documented by the Town Administrator.

j. Consider recommendation of Grant Program Director (McDavid Associates, Inc.) to award bids to Thomas Holland for two houses identified as 04-11 and 04-15 in the Community Development Block Grant program—Motion was made by Commissioner Washington, seconded by Commissioner Burruss and carried unanimously to authorize the Grant Program Director (McDavid Associates, Inc.)

to award bids to Thomas Holland for two houses identified as 04-11 and 04-15 in the 2004 Community Development Block Grant program

k. Consider the recommendation of the Town Administrator to approve a resolution in support of the Tuscarora Discovery Trail—Motion was made by Commissioner Burruss, seconded by Commissioner Edwards and carried unanimously to approve a resolution in support of the Tuscarora Discovery Trail (copy is hereby incorporated by reference and made a part of these minutes). Motion was made by Commissioner Washington, seconded by Commissioner Edwards and carried unanimously to approve the request of \$2000.00 as a match for the Gold Leaf Grant; and to use Economic Development Commission budgeted funds for the \$2000.00 match.

11. Program: Lion's Park enhancement project—Stacy Stallings and Sarah Grayce Coats presented their plans for improvements to the Lion's Park and a proposed budget to accomplish their plan. It was a complete and informative presentation accepted by consent of the Council.

12. Announcements and Public Comments—there were none.

13. Adjournment—Motion was made by Commissioner Washington, seconded by Commissioner Edwards and carried unanimously to adjourn this session of the Town of Snow Hill Council.